

TYRONE RECREATION

Roger Spencer Community Center, 145 Commerce Drive, Tyrone, GA 30290 (770) 487-4694
Parks & Recreation Manager, Lynda Owens, Lynda.owens@tyronega.gov

Roger Spencer Community Center Reservation Permit

- Reservations are made on a first-come, first-served basis up to June 27, 2025. You may then make reservations for July 1st through December 31st.
- The Town of Tyrone requires a \$150.00 security deposit for the Community Center rental. This deposit is **CASH ONLY, EXACT CHANGE. The deposit may not be held for future rental events.**
- Failure to follow any rules will limit future use and may reduce the amount of the deposit refunded.
- **ALL RESERVATION FEES ARE NON-REFUNDABLE.**

Reservation date: _____ Times: _____

For the purpose of: _____ Number attending function: _____

Renter name: _____

(THIS NAME MUST MATCH THE NAME ON YOUR DEPOSIT & PAYMENT RECEIPTS)

Business name: _____

Address: _____

(YOUR SECURITY DEPOSIT REIMBURSEMENT WILL BE MAILED BACK TO THE ABOVE ADDRESS)

Email address: _____

Cell phone: _____ Work number: _____

Residency: Fayette County _____ Out of County: _____

RENTAL RATES

Fayette County Residents: \$50.00 FOR EVERY HOUR BEFORE 6:00PM AND \$75.00 FOR EVERY HOUR AFTER 6:00PM. SEPARATE \$150.00 SECURITY DEPOSIT REQUIRED as stated above.

OUT OF COUNTY residents: \$75.00 FOR EVERY HOUR BEFORE 6:00PM AND \$125.00 FOR EVERY HOUR AFTER 6:00PM. SEPARATE \$150.00 SECURITY DEPOSIT REQUIRED as stated above.

PLEASE NOTE: You may qualify for free rental space if you are an accredited school in Tyrone.

RULES

- Alcoholic beverages, vapes, and the use of tobacco products are prohibited.
- All refuse shall be properly disposed of both inside and outside of the facility.
- The area shall be monitored and kept secure by the renter listed above during, before and after the event.
- The renter listed above shall always be responsible for keeping the facility in good order.
- The renter listed above shall ensure that the facility is returned to clean and orderly condition at the expiration of the reservation.
- All Clean-up procedures shall be followed (see attached instruction sheet).
- Costs to repair any damage caused throughout the rental and/or cleanup of the facility following the rental shall be subtracted from the security deposit. Should those funds be insufficient, the costs shall be the responsibility of the renter listed above.
- The building evacuated by 11:00 p.m. Before leaving, the renter listed above shall ensure that all lights are turned off and the door is locked.
- The renter listed above shall be permitted to amplify music at the facility but shall not be permitted to disturb adjacent property owners.
- **The sound system on the stage is not ours. Please do not use it. If it is damaged during the rental, you will be charged for the replacement of broken items.**
- No activity that can be deemed illegal, immoral, or otherwise contrary to the public good shall be permitted.
- Adult supervision must be provided for children ages 20 and under.
- Deposits will be returned to the renter via check. It takes approximately 3-4 weeks to receive your deposit reimbursement.
- **Loss of the key will result in the forfeiture of the entire security deposit of \$150.00.**
- No cooking on hot plates shall be permitted. The use of crock pots and/or sterno are permitted.
- No security deposit will be returned until the facility key is returned to the designated Town official.
- At no time shall more than 125 people be present in the facility.
- Please note that you may not enter the building or decorate before the above-listed reservation time.
- There are to be no consecutive rentals of the Roger Spencer Building.
- Only two rentals per organization or individual per calendar year shall be permitted **PLEASE NOTE: THE NAME ON THE RECEIPT AND THE ADDRESS ON THE RENTAL FORM WILL BE USED FOR SECURITY DEPOSIT REIMBURSEMENT. NO EXCEPTIONS.**

I am an adult 21 years of age or older. I have signed the Liability Release Agreement on the back of this page and received a copy of the cleanup procedures.

Signature _____

Date _____

FOR OFFICE USE ONLY

Amount of deposit: _____ Receipt# _____ Employee Initials _____

Amount of rental payment: _____ Receipt# _____ Employee Initials _____

Notes: _____ Rev. 2/24/2025 _____