

COMMUNITY HOUSE RENTAL INSTRUCTIONS

***** The following steps must be followed in renting the City of Millen Community House. *****

TO RESERVE COMMUNITY HOUSE

Deposit must be paid to reserve the date and time you want to use the Community House. Reservations are on a first come, first served basis.

TO PAY FOR USE OF COMMUNITY HOUSE

Before the date of the event, pay the rental fee for the time period(s) you have reserved the Community House. The RENTAL FEE MUST BE PAID IN ADVANCE, to the clerk at the front counter, in the Business Office of City Hall between the hours of 8 a.m. to 5 p.m. Monday through Friday; except for holidays. NO RENTAL FEES WILL BE ACCEPTED AFTER NORMAL BUSINESS HOURS. Once the rental fee is paid you will be provided a Rental Agreement, key and a Checklist for cleanup of the Community House after your event is concluded.

DAY OF COMMUNITY HOUSE EVENT

At the conclusion of your event, call 478-982-2750 (Millen Police Department), and a Police Officer will come to the Community House and inspect the premises for cleanliness and to ensure that you have complied with instructions. The Police Officer will take the key and Inspection Sheet with them and turn them into the City Manager's Office.

DEPOSIT REFUND INFORMATION

Provided you have complied with all instructions and left the Community House clean and in good order with no damage done, your deposit will be mailed to you the following week. Failure to comply with any of these instructions will result in forfeiture of your deposit.

1st SESSION

2nd SESSION

Session 8 a.m. to 4 p.m.

\$ 200.00 rent
\$ 100.00 deposit

Session 5 p.m. to 12 a.m. (midnight)

\$ 200.00 rent
\$ 100.00 deposit

Both Sessions from 8 a.m. to 12 a.m. (midnight)

\$ 300.00 rent
\$ 100.00 deposit

NOTE: If customer cancels reservation within 5 working days of paying deposit, customer will be refunded deposit. If customer cancels reservation after 5 working days of paying deposit customer will forfeit deposit as follows:

- Day 6 thru 10 - Customer will forfeit \$50.00 of deposit.
- Day 10 thru 15 - Customer will forfeit \$60.00 of deposit.
- Day 16 and after - Customer will forfeit \$85.00 of deposit for one session and \$100.00 if they have reserved two sessions.

Other Governmental Entities will be charged half the above rates except for the deposit and deposit notifications will apply as stated above.