Rules for Renting the Odum City Gym

516 N. Church St. Odum, Georgia

1. You must set-up & clean-up the same day unless you have authorization to set up on previous day from City Hall.
2. Wipe all tables and chairs and put back on racks.
3. Clean bathrooms, toilets, sinks, sweep, mop if needed, replenish toilet tissue and empty trash cans.
4. Remove all trash and debris from bleachers.
5. **Concession Stand is off limits.** (Missing or damaged items will be charged to the individual renting the building.)
6. Sweep floor, (& stage area if used) with dust mop, avoiding wet areas. Pick up dirt and trash with dust pan and empty into trash can.
7. Mop up all spills or tracks with damp mop.
8. Tie all trash bags and place in green trash receptacles outside building.
9. Clean parking area and outside around building.
10. Return all cleaning products & supplies to the supply room located off stage.
11. **MAKE SURE TO ONLY TURN ON/OFF BREAKERS WITH WHITE DOTS BESIDE THEM.**
12. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ALLOWED ON CITY PROPERTY!**
13. YOU ARE RESPONSIBLE FOR ALL DAMAGES OCCURRED INSIDE OR OUTSIDE OF THE BUILDING.
14. If all rules are followed and no damages found your deposit will be returned.
15. IF YOU ARRIVE TO SET UP AND THE BUILDING HAS NOT BEEN CLEANED BY THE PREVIOUS PARTY PLEASE CALL 912-586-2211 OR 912-294-4192.

Name of reservation_____

Date of reservation_____ Contact phone # _____

Rental Fee Paid_____ Security Fee Paid_____

_____ _____

Renter's Signature City Employee Signature