



City of Pembroke

"A Historic Railroad Town"

Reservation Application

J. Dixie Harn Community Center

91 Lanier St.
Pembroke, GA 31321



JUDY B. COOK
Mayor

CATHY D. RUSHING
Clerk/Treasurer

DANA BRAUN
City Attorney

ROBERT F. PIRKLE
Municipal Court Judge

JOHNNIE A. MILLER, SR.
Councilmember - District 1

KAREN LYNN
Councilmember - District 2

DIANE MOORE
Councilmember - District 3

TIFFANY M. WALRAVEN
Mayor ProTem
Councilmember - District 4

ERNEST HAMILTON
Councilmember-At-Large

Date of Event: _____ Time: From _____ to _____ Number Attending: _____
(8 a.m. to 11 p.m. Maximum)

Type of Event: _____

Group or Organization: _____

Applicant's Name: _____

Physical Address: _____

Phone No.: _____ Cell No.: _____

Type of Group or Organization: _____ Non-Profit _____ or _____ Profit

Please remit check or cash: The **User Fee (\$200.00 per day or \$50 per hour)**, all non-refundable and a \$100.00 deposit that is refundable after clean up and key returned. If the facility is **not** left clean and undamaged as indicated in the agreement, the applicant, group, and/or the organization will not be permitted to rent again for a minimum of one (1) year in addition to losing their deposit.

PLEASE NOTE THAT YOU ARE RENTING THE J. DIXIE HARN COMMUNITY CENTER, WHICH IS ONLY ONE SIDE OF THE BUILDING. THE MILLER TEEN CENTER, POOL, AND PARK ARE NOT INCLUDED IN THIS RENTAL AGREEMENT APPLICATION.

Applicant agrees to hold the City of Pembroke, its Officers, and Employees harmless from any claim whatsoever (including legal fees, court costs, damages, losses, etc.) as a result of this agreement. The **Applicant further agrees to return to the City any keys provided by the City, and to leave the premises in a condition equal to or better than the condition exiting immediately prior to use, including removal from the premises of all rubbish, garbage, and litter.** Applicant understands that upon cancellation of this reservation no later than the fourth calendar day proceeding the first day of the reserved use, the User Fee shall be refunded. Upon cancellation after the fourth day proceeding the day of use, the applicant forfeits the User Fee Deposit.

Applicant's Signature

Date

Print Name

OFFICE USE ONLY:

Rental Fee Check # _____

Date: _____

Received By: _____

After use inspection:
Acceptable Unacceptable

Comments: _____



City of Pembroke

“A Historic Railroad Town”

J. DIXIE HARN COMMUNITY CENTER REGULATIONS



JUDY B. COOK
Mayor

CATHY D. RUSHING
Clerk/Treasurer

DANA BRAUN
City Attorney

ROBERT F. PIRKLE
Municipal Court Judge

JOHNNIE A. MILLER, SR.
Councilmember - District 1

KAREN LYNN
Councilmember - District 2

DIANE MOORE
Councilmember - District 3

TIFFANY M. WALRAVEN
Mayor ProTem
Councilmember - District 4

ERNEST HAMILTON
Councilmember-At-Large

THE PARTY RENTING THE J. DIXIE HARN COMMUNITY CENTER IS RESPONSIBLE FOR FOLLOWING THE RULES AND REGULATIONS WHILE USING THE COMMUNITY CENTER:

_____ **NO SMOKING, DRUGS, WEAPONS, ALCOHOL OR ADMISSION FEES ARE ALLOWED. A POLICE OFFICER MAY PATROL THE CENTER BEFORE, DURING, AND AFTER YOUR EVENT.**

_____ PLEASE DO NOT ATTACH **DECORATIONS** WITH SCOTCH TAPE TO THE WALLS OR CEILING. NO HOLES IN WALLS WITH NAILS, PUSH PINS, ETC.

_____ PLEASE DO NOT ADJUST THE HEATING AND A/C **THERMOSTAT.**

_____ **GARBAGE IS TO BE DISPOSED OF IN THE BLUE GARBAGE CANS ON PARK PROPERTY.**

_____ THE **FLOOR** IS TO BE SWEEPED AND MOPPED (CLEAR WATER ONLY, CHEMICALS WILL DAMAGE FINISH).

_____ **BATHROOMS ARE TO BE CLEANED.**

_____ THE **KITCHEN** IS TO BE CLEANED AND DISHES & FOOD REMOVED.

_____ CLEAR **OUTSIDE PREMISES** OF DEBRIS.

_____ TURN OFF **LIGHTS** IN BUILDING.

_____ Any **CRIME** committed by the renter or any person on the property may be charged with the offence and the renter may be charged with being a party of a crime.

WE APPRECIATE YOUR RENTAL OF OUR CENTER AND REQUEST THAT YOU CLEAN-UP THE COMMUNITY CENTER THE SAME DAY YOU RENT THE CENTER AS OTHER EVENTS MAY BE SCHEDULED FOR THE FOLLOWING DAY. THE CENTER WILL BE CHECKED AFTER EACH EVENT FOR COMPLIANCE OF THE ABOVE REGULATIONS. IF ANY DAMAGE IS REPORTED, THE APPLICANT RENTING THE CENTER WILL BE RESPONSIBLE.

I DO HEREBY CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND HAVE READ AND UNDERSTAND THAT BY SIGNING THIS AGREEMENT THAT I AM PERSONALLY RESPONSIBLE FOR THE FACILITY AND ANY DAMAGES THAT OCCUR AND I AGREE TO THE ABOVE REQUIREMENTS.

SIGNED _____ DATE _____