AMITE COMMUNITY CENTER
CONDITIONS OF CONTRACT

1. **A deposit of $150.00, plus the applicable rental fees, is due for each day the Community Center is rented. The deposit is due at the time the reservation is made. The rental fee is due 10 working days before the event is held.**
2. **Dancing is permitted at wedding receptions and private parties only. The Community Center is not available for concert or dances, however, church functions are allowed.**
3. **There is no P. A. system available.**
4. **Decorations may be applied with masking tape only to the walls and should be removed at the end of the event. No scotch tape, packing tape, or staples are allowed.**
5. **Each renter is responsible for setting up tables and chairs.**
6. **The renter is required to provide one off-duty Amite Police Department officers at a rate of $30.00 per hour per officer if alcohol is to be consumed at the event.**
7. **The Community Center key can be picked up at City Hall after 8:00 a.m. on the day of the event, if the event is scheduled Monday through Friday, and returned to the Amite Police Department by 12:00 midnight the same day. For weekend rentals, the key can be picked up after 7:00 a.m. and returned by 12:00 midnight to the Amite Police Department.**
8. **Damage fees will be assessed according the damage.**
9. **The deposit will be returned if the following guidelines are adhered to:**
    a. **All tables and chairs must be folded and returned to the storage area. A fee of $10 per chair and $75 per table will be assessed for each missing and/or damaged table or chair.**
    b. **The floor must be swept and mopped.**
    c. **All trash must be bagged and set in the garbage receptacles on the west side of the building. All trash on the outside grounds must be picked up.**
    d. **The lights and air conditioner and/or heating system are not to be turned on more than two hours before the scheduled event and must be turned off before the building is locked.**
    e. **The Community Center keys must be returned by 12:00 midnight on the day of the event.**
10. **The Community Center and outside grounds will be inspected before the deposit is returned. If any of the above is not complete, the deposit will be forfeited.**
11. **Failure to return the key will result in forfeit of the deposit.**
12. **The Community Center is not available for rent for personal or business events that result in a profit, or that charge a fee for admission unless the renter is an Amite-area non-profit organization, with an Amite physical address.**
13. **If the use of the Community Center is not as stated in this contract, the deposit will be forfeited. Cancellations must be made within 10 working days in advance of the day of the rental or the deposit will be forfeited.**
14. **A copy of an IRS determination letter stating 501-C3 status must be attached to this contract if the applicant is a non-profit organization.**

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