



INCORPORATED 1887

**THOMASVILLE PARKS AND RECREATION DEPARTMENT  
RENTAL RULES AND CONTRACT  
CENTRAL RECREATION CENTER**

- 1) The rental of any Thomasville Recreation facility is granted at the discretion of the Thomasville Parks & Recreation Department.
- 2) A minimum, non-refundable, deposit of \$25 is due when making your rental to secure the date. The balance plus the maintenance deposit is due by Friday one week prior to your event.
- 3) The cost of renting Central Recreation Center's Activity Room is \$75 for the first four (4) hours and \$20 per hour thereafter, up to \$175 for the entire day. Gym rental is \$20.00 per hour. If both activity room and gym are rented for an all-day event the fee is \$300.  
**Any change in rental time made the day of the rental will be charged at \$50.00 per hour.**
- 4) A Maintenance Deposit of \$100 is charged for this facility, refundable if the facility is left clean with no breakages. All maintenance deposits are deposited at time of payment. The maintenance deposit will be returned, provided all conditions are met, in the form of a City of Thomasville check available the Friday after the rental.
- 5) Rental time must be given at the time of the contract; rental times include set up & clean up. Recreation Staff will open and close the facility based upon the given rental time.
- 6) **Facility occupancy is 125 persons maximum. If, for any reason, you have more than the 125, we will cancel the rental. Rental fees will NOT be refunded.**
- 7) Equipment may not be altered in any way. Decorations, posters, etc. can in NO WAY be attached to ceiling, doors or walls.  
**Tables and chairs will be made available on racks for you to set up.**
- 8) NO alcoholic beverages/drugs will be allowed at any City of Thomasville field, parking lot or facility of any kind, by city ordinance. Any such violation will be a Police matter and will result in a forfeiture of maintenance deposit and rental fees and future rental rights.
- 9) **Rental Facilities may not be used by groups or individuals for fundraising activities.** Entry fees, concession sales, vendors, delivery of sold items, donation collection, etc., are not allowed with the exception of events which are sponsored by or partnered with a City of Thomasville Department.
- 10) Thomasville Parks and Recreation Facilities can only be rented for events and activities that are deemed appropriate for the facility. The facilities are to be used for Recreational activities only. Adult supervision is required at all times.
- 11) It is the responsibility of the rental party to clean the center and remove all trash from the facility.

**Floors must be swept and mopped and tables and counters must be wiped down. Bring your own cleaning supplies.**

\*\* Any failure to abide by rules will result in loss of maintenance deposit and future rental rights.

**I have read these rules and agree to abide by them.**

Type of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

TIME NEEDED FOR RENTAL: ARRIVAL \_\_\_\_\_ DEPARTURE \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

*To be completed by TP&R Staff*

Rental Total \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ BALANCE DUE \_\_\_\_\_ BY 5 PM \_\_\_\_\_

Maintenance Deposit \$100.00 Due by 5pm \_\_\_\_\_ Date Paid \_\_\_\_\_

Staff Signature \_\_\_\_\_

**Updated 6/9/15**