City of Jefferson Clubhouse Lease and Usage Information
Jefferson City Clubhouse
302 Longview Drive
Jefferson, GA 30549

Features-Etc.
The City of Jefferson Clubhouse is an all brick facility, which features a meeting room, full kitchen, restrooms, and table & chairs. The meeting room is designed to seat up to 100 people. This is a no-smoking facility.

Clubhouse Reservation Process
1. All leases shall be scheduled through the city (Jefferson Civic Center Office) with lessee required to complete the appropriate forms and pay a deposit. Until forms are completed and deposit paid in full, all booking/leases are considered tentative and may be altered or canceled by the city. ALL REMAINING LEASE FEES MUST BE PAID IN FULL ONE WEEK PRIOR TO LEASE DATE.
2. Repeat or multiple bookings must be approved in advance by the city. A repeat or multiple booking is any request for:
   a. A second booking in the same month
   b. Bookings in consecutive months
   c. Any booking request prior to previous booking being completed.
3. Any leases made less than one week in advance must be paid for at the time of leasing.
4. Bookings will be accepted 6 months in advance.
5. Normal hours of availability are 9a to 10p Request for other hours require the approval of the Department Director in writing and cost extra.

Cancellation Policy
1. Deposit refund for cancellations are as follows:
   a. 14 days or more notice = full refund
   b. 7 - 13 days notice = $20 cancellation fee
   c. 3 – 6 days = $50 cancellation fee
   d. 48 hours or less = cancellation fee equal to amount of lease
2. The city reserves the right to cancel any event at any time a group or individual violates the policies of the city, these policies, or the lease agreement.

Lease Fees
1. $100 deposit is required for all Clubhouse bookings. The deposit secures the lease date/time and is used in the event the Clubhouse is damaged or not left in a clean manner (tbd by Clubhouse attendant). If damages exceed $100, the lessee will be billed for the remainder of the expenses required to return facility to pre-leased condition.
2. Fees are:
   a. Weekdays (Mon. – Fri.) prior to 6p
      4 hours or less $20/hr.
      More than 4 hours $17.50/hr.
      Minimum fee (2 hr) $40
   b. Evenings/Weekends (Sat.-Sun. for a 6 hr min.)
      Evenings (after 6p) $100
      Sat. – Sun. (6 hours) $100
      Additional Hours $20/hr
   Booking times for Sat.: 9a – 3p or 4p – 10p
   Any bookings outside these times will result in extra cost.

3. The time period leased must include time for set-up and clean-up.
4. Groups renting the Clubhouse for a profit generating event must meet the Civic Center at least 60 days prior to proposed event. Proposal must be submitted in writing.

Clubhouse Policies
1. The city shall retain control of the facility at all times, and may enter facility during any event.
2. The facility cannot be subleased without prior written approval of the city.
3. The city reserved the right to reject any rental request, which in the opinion of the department does not have the best interest of the facility or department at hand. Such restrictions shall apply, but are not restricted to:
   a. Political meeting or religious rallies
   b. Union meetings
4. All grills and cookers must be kept off the cement/concrete.
5. The city reserves the right to require supervision and security to be paid by the facility renter.
6. Any event which will be serving alcoholic beverages will be required to meet all City & State codes, as well as providing security for the event. Security Officer must be approved and assigned by the city at a rate of $25.00 minimum per hour. A minimum of 4 hours per officer will be charged.
7. Lease of the facility includes the use of the kitchen equipment. All equipment must be thoroughly cleaned at the conclusion of the event.
8. The lessee is responsible for proper clean-up of the clubhouse, all equipment, and the surrounding areas. Groups must set-up and clean-up their event during the designated rental times.
9. Any type of PA system, amplifier, or devise that produces loud noises is subject to prior approval by the city.
10. In the event that damage occurs, the lessee agrees to pay cost of repair or replacement for any and all damages of whatever origin or nature which may have occurred during the time of this lessee in order to restore the Clubhouse or other areas affected by the event to condition equal to that at the time that this lease went into effect.
11. Lessee agrees to indemnify, defend and hold harmless the lessee against all damages, expenses, costs, fees, charges, loss and liability, whether groundless or otherwise, which may be now or hereinafter incurred against lesser by reason of any suits, actions, claims, proceedings, judgments or administrative rulings rising out of or in connection with the lease of the City of Jefferson Civic Center, Jefferson, GA or any portion thereof.