

City of Martin SENIOR ADULT CENTER

701 North Lindell Street
Martin, TN 38237-1314
TELE (731) 587-3900
FAX (731) 587-5989

I. Date(s) and Day(s) of Week Desired (m/d/y):

II. Attendance Expected: _____

III. Rentee Name: _____

Address: _____

Phone: _____

IV. Brief Description of activity to be held: _____

V. 1. Is the activity designed for profit? YES ___ NO ___

If yes, explain: _____

Senior Adult Center Contract Agreement

I, _____ have read and agree to the conditions for the usage of the Martin Senior Adult Center, as stated in the SAC Rules & Regulations. Also, any damages incurred during my agreed time of use will be my responsibility. I have also supplied a valid picture identification to be attached with my rental form

DATE

SIGNATURE

Reservation Fee: _____ (non-refundable)

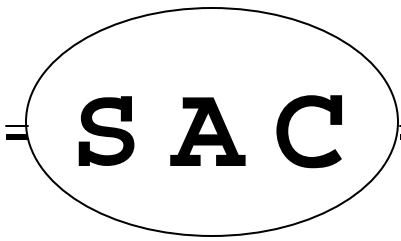
Senior Adult Center

Received By: _____

Picture ID Received _____

Cash ___ Check # ___ Money Order _____

Date: _____



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SENIOR ADULT CENTER RESERVATION POLICY

PROCEDURES

- 1 Reservation can be officially confirmed by the Senior Adult Center and recorded on the master calendar only after receipt of the reservation fee (\$55.00) in advance. Cash, money orders and personal checks payable to Martin Senior Adult Center are accepted.
- 2 Verbal or telephone requests without payment of the total reservation fee will not be honored. First receipt of payment confirms a reservation in the event payment is not made after a request for reservations.
- 3 SAC Rentals will only be available after 5 pm Monday thru Saturday and all day Sunday. Reservation should be made at least 48 hours in advance during regular office hours and may be made for dates during the current calendar year.
- 4 A standard policy of no refunds should be followed. The Senior Adult Center has discretion to permit a refund if unusual circumstances are involved.
- 5 Fill out a Rental Reservation Receipt and give the reserving party a copy of the permit and a copy of the rules and regulations. Be sure the person reserving the Center is 21 years of age. Make a copy of their valid picture identification. Remind them to bring their permit copy on the day of their rental. SAC will keep copies of permits readily on hand in the event a conflict over rental use has to be resolved.
- 6 In order to hold SAC rental cost down it is necessary to take care of all equipment and leave the Center in a clean and usable condition.
- 7 If any damages occur during rental, the person signing the reservation will be responsible for paying for those damages.
- 8 Care should be taken to avoid making reservations during any SAC approved special event that requires the use of the Center.
- 9 It will be necessary to pick up a key in advance. They are to leave the key in the drop box across the drive at the Parks and Recreation office.

RULES AND REGULATIONS FOR USE OF THE SENIOR ADULT CENTER

The Martin Senior Adult Center provides this facility for your convenience and enjoyment. Successful operation of the Center depends upon your cooperation and compliance with the following rules and regulations

- 1 You must be at least 21 years of age and show valid picture identification in order to rent the Center.
- 2 Center reservation fees are payable in advance and are nonrefundable. Cost is \$55.00
- 3 SAC Rentals will only be available after 5 pm Monday thru Saturday and all day on Sunday. Reservation should be made at least 48 hours in advance during regular office hours and may be made for dates during the current calendar year.
- 4 Keep your receipt to show the date of your group's reservation
- 5 WEAPONS, FIREWORKS AND ALCOHOLIC BEVERAGES ARE PROHIBITED.
NO SMOKING is permitted within the facility.
- 6 Furnish your own supplies (ie plates, utensils, punch bowls, trash bags, paper towels, etc.)
- 7 Replace all chairs and tables as you find them
- 8 Any decorations are to be removed from facility including tape from walls, ceilings, etc..
- 9 DO NOT stand in chairs for decorating (use ladder provided located beside vending machines).
- 10 ANY damage to the Facility or its Contents will be your responsibility to replace.
- 11 We would appreciate that you clean up after you use the Facility. A vacuum is provided if needed
- 12 Carry all trash to dumpster beside building
- 13 Secure all doors and turn out lights upon your departure.
- 14 This building cannot be used for All-Nighters. Unless otherwise approved this building cannot be rented past 1 am
- 15 Parks and Recreation/Martin Police Department Personnel reserve the right to enter the premises at any time to assure adherence to rules and regulations set by the department.
- 16 REPORT ALL DISTURBANCES TO THE MARTIN POLICE DEPARTMENT (587-5355).
Call 911 for emergencies

It will be necessary to pick up a key in advance. Upon departure leave the key in the drop box across the drive at the Parks & Recreation office. If for some reason you need a key after depositing the assigned key at Parks & Recreation, you may check one out at the Martin Police Department Dispatch Window but you must immediately return it to the Police Station after use.