



**DEPOT COMMUNITY ROOM  
BUILDING USE POLICY**

1. The COUNCIL PLATFORM (STAGE) IS NOT PART OF THIS AGREEMENT. DO NOT ALLOW ANYONE ON THE STAGE, or REMOVE ANYTHING FROM THE STAGE. YOU WILL BE RESPONSIBLE FOR DAMAGES.
2. The Sound System (PA) is NOT available and NOT a part of this rental. DO NOT USE.
3. **Use of the facilities is limited to the community room and does not include the lobby or other areas of the building.** Other organizations maintain full-time, working offices in the building and must not be disturbed. **Please keep community room doors closed at all times during normal business hours.**
4. Any individual or group, other than Calhoun City Government, applying for use of the facility must complete and submit an application as furnished by the office of the Downtown Development Authority at The Depot. The application submitted prior to the proposed usage date will be approved by the DDA Executive Director or her designee depending upon facility availability, intended use of the room, and any prior experience with renter.
5. Individuals signing the application must be at least 21 years of age, be present at the facility while it is in such use, and assume responsibility for all actions of the group and usage of the facility and equipment, including the chaperoning of minors and shall reimburse the DDA for any and all damages to the facility and equipment during the period of use.
6. If food and/or drink is allowed in the room by applicant, the applicant is responsible for cleaning the room and emptying the trash after use. The dumpster is located at the back of the Depot. Trash bags, vacuum and cleaning supplies are provided at the Depot. **ABSOLUTELY NO FOOD OR DRINKS CONTAINING RED DYE MAY BE USED IN THE DEPOT.** This includes, but is not limited to any red, pink, orange, or purple drinks. If items are spilled on the carpet, it will be the responsibility of the applicant to obtain, arrange and pay for professional carpet cleaning and/or spot removal. **ALCOHOL IS NOT PERMITTED ON CITY PROPERTY.**
7. Upon application approval, applicant must submit to the DDA the sum of \$50 per day or any part of a day of use as a fee for the meeting space, scheduling, and utilities; or, \$100.00 per day if food or drink will be in the room. A \$200 key deposit is required if the room will be used at times other than normal business hours, payable at the time the key is received. Payment of this fee must accompany application. The fees are 100% refundable if the reservation is cancelled at least seven (7) or more business days prior to the reserved date. The rental fee is non-refundable if cancelled less than 7 days prior to the event.
8. The applicant is required to contact Suzanne Roberts, DDA Director, at 706.602.5570, or Vickie Spence at 706.602.5548 at least two days prior to the event to confirm use of the facility and to receive lock and key instructions if applicable.
9. No commercial sales, either retail or wholesale, of goods or services, shall be allowed in the facility by any organization or representative thereof in conjunction with any meeting or use of the facility, except in connection with non-profit enterprises.
10. NO GLITTER OR CONFETTI IS ALLOWED IN THE DEPOT.
11. **Absolutely no signs, posters, banners, decorations or other items may be attached to the walls of the community room by any means (tape, tacks, nails, etc.)**
12. No animals, except those assisting a handicapped individual, shall be permitted in the Depot Community Room.
13. **DO NOT PROP EXTERIOR DOORS OPEN - A/C UNIT WILL STOP WORKING AND INCECTS WILL ENTER.**
14. All activities conducted in the Depot Community Room must be in compliance with all statutes, laws, rules, ordinances, and regulations of the federal government, the State of Georgia, and the City of Calhoun.
15. The right to use the Depot Community Room shall be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with any federal, state or municipal law, regulation or ordinance, or failure to comply with this Use Policy.
16. The City of Calhoun or DDA reserves the right to prohibit use of the Depot Community Room, which is contrary to the public safety and welfare.

**Please retain this sheet for your records and share this Building Use Policy  
with all attendees if applicable.**

## Checklist before locking up

### Please –

1. \_\_\_\_\_ Empty community Room, Kitchen and Restroom trash. Exit front door, turn left, dumpster is located behind Depot. Replacement trash bags are found in kitchen drawer to the left of kitchen sink.
2. \_\_\_\_\_ Clean and wipe down all tables.
3. \_\_\_\_\_ Mop Floor in Lobby & Kitchen ; if any spills occur in the main room clean with soap and water.
4. \_\_\_\_\_ All except four folding tables must be put back under the stage. The panels lift up for storage. Four tables (2 each side) may be left along the back walls (South end) to the right and left of the double doors to the lobby.
5. \_\_\_\_\_ Turn off all lights. Some security lights in the restrooms and lobby will remain lit even when the switch is turned off.
6. \_\_\_\_\_ Make sure no water is running in either the restrooms or kitchen.
7. \_\_\_\_\_ Turn AC/Heat to a temperature that will not cause the unit to run continuously. Place control on AUTO at 75 degrees in warmer months and 65 degrees in cooler months.
8. \_\_\_\_\_ Chairs should be placed in rows before leaving the depot. At least 5 rows of twelve chairs with a space down the center of the room for walking (6 on each side of isle for a total of 60 chairs). **DO NOT PUT EXTRA CHAIRS AGAINST THE WALL UNDER THE PICTURES.** Extra chairs should be stacked in the back of the room (South end) on the chair dollies – 6 chairs high maximum.
9. \_\_\_\_\_ Confirm doors to the deck area are closed and locked.
10. \_\_\_\_\_ Hold front door open, lock door with key provided, put the key and this checklist in the silver mailbox located on the outside of the DDA director's door.
11. \_\_\_\_\_ Depot staff is responsible for security system.
12. \_\_\_\_\_ Key/Security Deposit will be returned if Depot is left in the conditions described above.

\_\_\_\_\_ (Renter/Surety)  
Signature

Comments or suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Thank you** for doing your part to help make sure we are able to continue renting this facility for a reasonable rate.