

**TOWN OF TELLICO PLAINS  
AGREEMENT FOR USE OF THE COMMUNITY CENTER**

The Town of Tellico Plains agrees to allow \_\_\_\_\_ to use the city owned facility for personal use on the date \_\_\_\_/\_\_\_\_/\_\_\_\_ for the time period of \_\_\_\_\_ to \_\_\_\_\_. Throughout this agreement, the named above will be referred to as the Lessee. The Town will charge rental fee for the Large Room at \$60, Small Room at \$40 and 1/2 price for Charitable Organizations and Church Functions.

The Lessee agrees to honor and enforce these facility rules that are posted inside the Community Center and that is listed below.

It is recognized that the city is not responsible for the planning, development or supervision of this event and subsequently, the city shall be held harmless for and from any claims of every nature whatsoever for personal injury or property damage that stems from the Lessee activities.

It is understood that Town personnel conducted a site inspection of this facility on \_\_\_\_/\_\_\_\_/\_\_\_\_ prior to the facility usage and all defective conditions have been corrected or properly marked. Those marked conditions are listed below.

- 1.
- 2.
- 3.

The Lessee agrees to report cleanliness (upon entering), or damages and any injuries received during the event to City Hall (423) 253-2333 by the next business day. The Lessee will provide a report that lists the name, address, and phone number and details on the extent of injuries and how they occurred.

**RENTAL GUIDELINES**

- \*NO Smoking
- \* NO Destruction of Flower Beds
- \* The Center is NOT to be used as a Play Area
- \* The Center May NOT be used for Flea Market, Yard Sales or other Profit-Making Organizations.
- \* The Center May NOT be used by Traveling Vendors
- \* The Center May NOT be used by Organizations Seeking to Gain Through Sales Schemes, Illegal Pyramids or Gambling
- \* The Center May be Rented by Non-Profit Organizations and Sub-Leased to Vendors when Funds Raised Benefit Tellico Plains, Its Parks and Recreation Areas.
- \* No Sitting on Tables or Placing Hot Dishes or Appliances on Tables without a Trivet
- \* LEAVE THERMOSTAT AT 65 IN WINTER AND 75 IN SUMMER
- \*No Alcoholic Beverages Allowed
- \* Do NOT use tape, Nails or Push Pins on the Walls
- \*The Center May Not be used for Religious Purposes

**DAMAGES/LOSSES**

The Lessee is responsible for any and all costs of Repairs or Damages, Theft and Vandalism.

By signing below, I agree to follow the guidelines that have been set in place by the Town of Tellico.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

( ) - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Town of Tellico Plains Representative

Paid By: \_\_\_\_\_ Cash      \_\_\_\_\_ Check #      \_\_\_\_\_ CC

Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Arrival Checklist

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

As you arrive & departure, please complete this check list and return it with the door key.

## Upon Arrival:

- Were both of the doors locked? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are the floors swept and moped? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is kitchen area clean? (Stove, Counters and Fridge) Yes \_\_\_\_\_ No \_\_\_\_\_
- Were bathrooms cleaned and stocked? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are windows and doors clean? Yes \_\_\_\_\_ No \_\_\_\_\_
- Number of 6 ft tables? \_\_\_\_\_
- Number of Round tables? \_\_\_\_\_
- Number of chairs? \_\_\_\_\_

If applicable email photos to Mayor: [Mayor@tellicoplainstn.org](mailto:Mayor@tellicoplainstn.org)

# Departure Checklist

## Upon Departure:

- Were tables and chairs stacked back in proper place? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is all trash placed in or near cans? Yes \_\_\_\_\_ No \_\_\_\_\_
- Was the thermostat set at 75 degrees? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are all windows closed? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are the lights off? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are both doors locked? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_