



**Community Room Rental Agreement**  
**The Historic Calhoun Depot**  
**109 S King Street**  
**Calhoun, GA 30701**



1. **Parties.** This Rental Agreement (“Agreement”) made on \_\_\_\_\_, 2025 by and between:

Renter Name: \_\_\_\_\_  
 Purpose of Use: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Owner: City of Calhoun  
 Mailing Address: Downtown Development Authority, PO Box 248, Calhoun, GA 30703  
 Phone Number: 706-602-5570 Email Address: CalhounDDA@calnet-ga.net

- 2. **Venue.** Renter agrees to temporarily lease, occupy, and make use of the Community Room located in the Historic Calhoun Depot at 109 S King Street, Calhoun, GA 30701. The use of the Community Room does not include the Council stage.
- 3. **Lease Period.** Renter shall have access to use the Venue for:

Date(s) Requested: \_\_\_\_\_

- 4. **Rent.** To lease the Venue, the Renter agrees to pay \$400.00.
- 5. **Deposit.** A refundable deposit of \$200.00 is due from the Renter.
- 6. **Payment.** The Renter shall be required to pay the Rent (\$400.00) to reserve the Venue for the Lease Period. The Deposit (\$200.00) is due when the Renter picks up the key to the Venue. The key can be picked up two days before the Lease Period.
- 7. **Methods of Payment.** Acceptable methods of payment are Check or Cash.
- 8. **Cancellation and Refund.** The Renter may cancel up to seven (7) days before the Lease Period for a full refund.
- 9. **Amenities:** Use of the Venue includes use of the Community Room, bathrooms, lobby, kitchen, porch and parking lot. The use of the Community Room does not include the Council stage, offices in the hallway or any locked rooms.
- 10. **Clean Up.** At the end of the Lease Period, the Renter is responsible for all cleanup, trash removal, and setting up the Venue in auditorium style. Clean up is described in the Use Policy.
- 11. **Maximum Occupancy.** At the Venue, there is a maximum limit of 150 occupants permitted at any time.
- 12. **Hold Harmless.** The Renter agrees to the following:
  - a. **Damage.** The Renter shall be liable for any and all physical damages to the Venue that the Owner may incur as a consequence of the actions by the Renter or any of the Renter’s guests or attendees during the Lease Period.
  - b. **Right to Cancel.** The Owner reserves the right to cancel this Agreement at any time and for any reason upon providing at least 30 days’ written notice to the Renter. If the Owner cancels this agreement for reasons other than a breach of the Agreement by the Renter, the Owner agrees to refund the Renter any amounts already paid.
  - c. **Failure to Comply.** The Owner, for any reason and at their sole discretion, may terminate this Agreement if the Renter fails to comply with any term of this Agreement, including the Use Policy, or if the Owner determines that the Renter’s use of the Venue poses an unacceptable risk of damage or harm.
  - d. **Natural Disasters.** If the Owner is unable to make the venue available for any reason outside of their control, including, but not limited to, damage to the Venue, local emergencies, acts of God, or any other type of natural disaster, this Agreement shall be canceled and the Renter refunded.

The Renter will hold the City of Calhoun, its officials, agents and employees exempt and harmless from any injury to persons or property arising from the use of the Venue as described in this agreement, and the undersigned will further indemnify and hold the City of Calhoun, its officials, agents and employees harmless for any and all loss, expense, damage, reasonable attorney’s fees, claims and demands arising out of the undersigned’s use of the premises as stated in this application.

Renter Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



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**Calhoun, GA 30701**



**Venue Use Policy**

1. The Renter is responsible for all cleanup, trash removal, and returning the Venue to the auditorium setup before leaving. Clean up is described as:
  - a. Chairs should be placed in rows with an aisle down the middle. At least 5 rows of twelve chairs total on each row (6 on each side of the aisle). All extra chairs are stacked in the back of the room on chair dollies. All rectangular folding tables are to be stacked under the stage (the doors lift up and the tables slide inside). Circular tables are stacked on the cart, covered, and stored in the back of the room with the chairs.
  - b. Sweep all floors (mop, if needed). Clean all table tops and chairs. Make sure the Venue is cleaned of any and all food & drink. Do not leave food behind in kitchen.
  - c. Empty all trash, including the bathrooms. A dumpster is located behind the Depot beside the railroad tracks.
  - d. Cleaning supplies located under the kitchen sink and in the storage closet in the kitchen, and are available for use.
  - e. Before leaving the Venue, turn off lights, check that no water is running in the kitchen and bathrooms. Confirm all exterior doors are closed and locked. Note that some security lights will remain on.
2. Alcohol is prohibited within the Venue and throughout the entirety of the property. Absolutely no alcohol on City property.
3. There are security cameras throughout the Venue.
4. Do not touch building thermostats.
5. Absolutely no glitter or confetti is allowed during the Lease Period. Inside or outside.
6. Absolutely no signs, posters, banners, decorations or other items may be attached to the walls of the Venue by any means (tape, tacks, nails, etc.). Anything attached to the walls will constitute damage to the Venue. Do not touch or remove artwork.
7. No catering or party supplies are furnished. Kitchen items, food, drink and supplies belong to the individuals who maintain offices at the Depot and are not part of this Agreement.
8. The use of the Community Room does not include the Council stage. No one is allowed on the stage. Do not remove anything from the stage.
9. Use of the sound system, projector or screen is not part of this Agreement. Do not use.
10. The Renter must be at least 21 years of age and be present at the Venue while it is in use.
11. The Renter assumes all responsibility for damages to the Venue. The Renter shall reimburse the City of Calhoun for any and all damages to the Venue and equipment.
12. No commercial sales, either retail or wholesale, of goods or services, shall be allowed in the Venue by any organization or representative thereof in conjunction with use of the Venue, except in connection with non-profit enterprises.
13. No animals, except those assisting a handicapped individual, shall be permitted in the Depot Community Room.
14. Do not prop exterior doors open. The A/C unit will stop working and the Renter will be responsible for repairs.
15. All activities conducted in the Venue 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.
16. The City of Calhoun and/or Downtown Development Authority reserves the right to prohibit the use of the Venue which is contrary to the safety and welfare of the public. Renting the Venue is up to the sole discretion of the City of Calhoun and Downtown Development Authority.

**Deposit will be returned if the terms of the Agreement and Venue Use Policy are met. Thank you for doing your part to help make sure we are able to continue renting this Venue for a reasonable rate.**

The undersigned acknowledges receipt of the Venue Use Policy and agrees to adhere to all policy rules and regulations contained therein, and be personally responsible for any damage or destruction of the Venue and premises during the Lease Period. The undersign acknowledges that breach of any part of the Agreement and Use Policy results in forfeiture of the Deposit.

Renter Signature: \_\_\_\_\_  
Date: \_\_\_\_\_