

**CITY OF MOUNT VERNON  
435 S RAILROAD AVE  
PO BOX 237  
912-583-2323**

**COMMUNITY HOUSE AGREEMENT**

The City of Mount Vernon is responsible for the upkeep of the Mount Vernon Community House, located at 511 College Street. We try to provide the customers with a clean and safe environment. The Community House will **NOT** be rented for personal profit but for community activities for organizations, family reunions, Community parties (with exceptions), weddings, receptions, and anniversaries.

The rental of the Community House is \$300.00. Of that, \$200.00 must be paid when the date is reserved, the remaining \$100.00 is required when the key is picked up or can be paid any time before. The hours for the use of the Community House are Sunday – Saturday 10:00 am until 12:00 (midnight). You can only enter the Community House on the date of the rental Beginning at 10:00am. Keys are to be returned to City Hall within one (1) business day from the event; there is a drop box at City Hall that the key can go in. City Hall must be notified 10 days in advance of any cancellation to receive a full refund. Once the key is picked up **you are responsible** for the Community House for the day(s) you have it rented.

All food and decorations must be removed, lights and air off, and door locked by midnight. All tables/chairs must be wiped off, folded, and stored in the outside shed attached to the building. All decorations that are attached to the walls/ceiling must be attached with tape or sticky adhesive – **NO** staples, nails, tacks, or and “hole” producing object. **NO** “live” candles on the mantel OR any surface in the building without proper protection under it. Floors must be left clean in ALL areas of the Community House. The fireplace must be cleaned out. All trash must be picked up, both inside and outside the building, placed in proper bags and in the outside cans. **You will be held responsible for any damage to the facility and grounds.** An outside cleaning personnel will be in to fully clean the Community House; however, all decorations must be removed, all trash must be placed in the outside cans, and tables/chairs must be wiped down and put back in the storage. Any problems that are reported by the outside cleaning personnel will result in additional fees that you will be responsible for.

If the Community House is **NOT** cleaned properly from a previous event the police **MUST** be notified **BEFORE** your event to document otherwise you will become responsible for any problems that have occurred.

**This contract is made between the City of Mount Vernon and**

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<b>NAME</b>	<b>PHONE NUMBER(S)</b>
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<b>MAILING ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>
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**Type of Event & Date/Time of Event**

**PAID:** \_\_\_\_\_ / \_\_\_\_\_ **KEY NUMBER:** \_\_\_\_\_

**PAYMENT DATE:** \_\_\_\_\_ / \_\_\_\_\_ **KEY RETURN:** \_\_\_\_\_

**I/WE HAVE READ AND UNDERSTAND THE RULES AND REGULATION OF THE COMMUNITY HOUSE AND AGREE TO ABIDE BY THE RULES SET FORTH BY THE CITY OF MOUNT VERNON.**

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<b>(SIGNATURE)</b>	<b>(DATE)</b>
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