

Covington Lions Club Meeting Hall Rental Application

Located in Academy Springs Park, corner of Legion Dr. and Conyers St.
3120 Conyers Street, Covington, GA (use for mapping or GPS – not a mailing address)
www.covingtongalions.org

Date You Want to Reserve Meeting Hall _____ (Call to check if date is available 770.843.5939)

Name _____

Mailing Address _____

Phone Number _____ Alternate Phone if available _____

Building Rental Fee: \$200.00

KEY Deposit: \$25.00 Must be paid by separate check. This deposit will be refunded within 10 days after rental.

Facilities:

- Building Seating Capacity about 80-100 people (banquet tables and chairs provided)
- Double sink with water
- Men's and Women's Restrooms (outside access only)
- Heat and A/C
- Access to 110 volt power outlets for warming food (crockpots, etc.)
- Mop and Broom for cleanup
- Parking shared with Academy Springs park, however, parking is ample and additional space is available on the street if needed
- **KITCHEN FACILITIES ARE NOT AVAILABLE**

Date of Application _____

\$100.00 deposit is due within 5 days from Date of Application or date reserved will be released.

Balance of \$100.00 plus separate \$25.00 check for key deposit to be paid when key is picked up.

Please make check payable to: **The Covington Lions Club.**

Mail application form and \$100 deposit to:

**Roger Pflug
7215 Old Monticello St SE
Covington, GA 30014**

Questions? Call Roger at 770-843-5939

Key will be available up to 2 days before rental event.

Call Roger at 770-843-5939 to coordinate key pickup. Always leave a message and your call will be returned.

Leave the key in the "Key Return" drop box inside and to the right of the main entrance door of the meeting hall at the end of your event.

Rules:

1. **No cooking inside the building (no kitchen facilities available for rent)**
2. **Nothing can be glued, pinned, or stapled to the walls, ceilings, or tables**
3. **The building must be left clean including all spills wiped up, floors swept, trash removed to dumpster outside**
4. **Damage or clean-up costs caused by the renting party will be charged to you within 5 working days**
5. **Key can be picked up 2 days in advance**
6. **Building is available 7 am to 10 pm (Park Hours Only) on the day of rental**
7. **There can be no "cover charge", fees charged or any subletting of any kind by the renting party**
8. **City and County Alcohol and Noise Ordinances must be observed**

Please sign and return this form with your payment.

Signature of Renting Party "I hereby agree to all rules above and release Covington Lions Club of any liability"

SIGN AND MAIL THIS COPY WITH PAYMENT

Updated May 2016

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