

# 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.covingtonlions.org](http://www.covingtonlions.org)

## Building Rental Fee: \$225.00

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

Date You Want to Use Meeting Hall \_\_\_\_\_ (Call to see if date is available 770.843.5939)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone if available \_\_\_\_\_

Date of Application \_\_\_\_\_

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

**No refunds on deposit.**

Balance of \$125.00 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**

### 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**

### **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, taped, 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 page with your payment.**

Signed: \_\_\_\_\_

By signing above I hereby agree to all rules above and release Covington Lions Club of any liability

**SIGN AND MAIL THIS COPY WITH PAYMENT**

Updated July 2017

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