



# **LIBERTY COMMUNITY CENTER FACILITY RENTAL POLICY**

**TOWN OF LIBERTY, TENNESSEE**

**JULY 2025**

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# Facility Rental Policy

## Overview

**Resident Rentals:** Proof of Town of Liberty residency is required to receive the resident rate (e.g. a current government issued ID or utility bill with a Liberty address.). Renter is the party responsible and must be in attendance at the event. Non-residents must present a current government issued ID. A person must be 21 years of age or older to rent a room in a Town building.

**Applicant:** The applicant must coincide with the person's proper address, must be a minimum of 21 years of age and is solely responsible for supervision of the rental. Permit holders will not assign, transfer or sublet to others the use of the facility. Any violations will result in the forfeiture of the reservation and any fees paid. If discrepancies are discovered, the Town of Liberty reserves the right to deny a permit.

**Non-Profit Reservations:** Non-Profits are defined as groups that have obtained status as a Charitable organization pursuant to Section 501(C) 3 of the Internal Revenue Code. All non-profit organizations must provide proof of current non-profit status including a recent copy of the IRS Form 990 and/or tax exemption certificate. Payments made by check must have the non-profits name imprinted permanently on the face of the check.

**Use Guidelines of Facilities:** Town of Liberty activities, including programs presented by staff or other organizations affiliated with the Town have priority. When facilities are not being used by the Town, they are available for use by private citizens, other government entities or non-profit organizations. Only one designated person from each organization is to rent the facilities. Each organization or individual may only rent a facility four (4) times a calendar year. By opening the Towns' facilities to the public use, the Town intends to create a limited public forum in which public uses are restricted in a manner that is consistent with the Town's Civic Mission and that does not allow uses that would interfere with the governmental functions of the Town. The Town reserves the right to close facilities to public use and terminate the limited public forum at any time. Although the Town will make every attempt to find alternative facilities, the Town reserves the right to cancel a reservation and use the facility for Town purposes. The Town of Liberty reserves the right to accept, renew or reject the request for use of the facilities under the established policy. The Town of Liberty provides space as a public service but does not endorse the views or opinions of groups utilizing the facilities.

**Value Statement:** The Town of Liberty conducts business according to our values: Respect, Excellence, Accountability, Care and Trust. Any reservation in conflict with the foregoing values will not be accepted.

# Rules and Procedures for Reserving the Town of Liberty Community Center

1. Community Center Rental Agreement and Hold Harmless forms must be completed and the rental fee paid before a reservation is considered valid.
2. It is against Community Center rules to enter the Community Center before your rental time or stay later than your rental time. Occupying the Center outside your rental time may result in loss of your deposit.
3. You must be 21 years of age or older to rent the Community Center. Reservations are made with the Town of Liberty Clerk's office to avoid conflicts of date.
4. Each group is responsible for orderly conduct and must leave the Community Center facility in the same order as it was before use. You are responsible to sweep, mop floors, clean the Kitchen (if used) and remove garbage from premises. (see cleanup check list). The Community Center belongs to the community. You will be expected to leave it in the same condition that you find it prior to your rental.
5. Any damage done to the building, including any plumbing problems arising from your use of the building will be charged to you.
6. If the deposit is withheld because of the renters' maliciousness or negligence, the renter is barred from renting the Community Center again.
7. No alcoholic beverages will be allowed.
8. Equipment belonging to the Town will not be loaned out.
9. No pets allowed. Service animals specifically trained to aid a person with a disability are welcome.
10. DO NOT TAKE ANYTHING BELONGING TO THE FACILITY. Inventory will be taken and the individual responsible will be charged for missing items. No equipment belonging to the Town of Liberty such as chairs, tables or kitchen equipment will be removed from the building prior to, during or after the event.
11. The Town is NOT responsible for lost, damaged or stolen personal items during your rental period.
12. No propane tanks are allowed inside the facility, including those used for gas grills.
13. Upon completion of the event, all items brought into or outside the building by the renter shall be removed. The Town of Liberty will not be responsible for any items left behind.
14. No decorations are allowed on the Community Center walls. Decorations may be placed on the table, but they must leave no marks of residue when removed. No tape on the walls or floor. Confetti, or lights may be hung from the ceiling.

15. Smoking is not allowed in the building.
16. You are responsible for securing any permit required for your use of the Community Center.
17. For keys that are not returned, the \$50.00 deposit will not be returned.
18. If renting the Town Hall Kitchen, the Town Hall Lobby and Hallway are not part of the rental area.

# Liberty Community Center Rental Agreement

Renter's Name\_\_\_\_\_

Address\_\_\_\_\_

Phone number\_\_\_\_\_DOB\_\_\_\_\_

Email address\_\_\_\_\_

Are you 21 years of age?    \_\_\_\_yes    \_\_\_\_ no

## For Office Use ONLY

Total Rental Fee \$\_\_\_\_\_ Check # \_\_\_\_\_ Date paid\_\_\_\_\_

Deposit Received    \_\_\_\_yes    \_\_\_\_no    Check # \_\_\_\_\_ Date paid\_\_\_\_\_

Approved by:\_\_\_\_\_ Date\_\_\_\_\_

All Rentals are required to pay the deposit of \$50.

Reserving Date\_\_\_\_\_ Rental Charge of \$\_\_\_\_\_

Facility Renting: (Circle one)    Community Center    or    Town Hall Kitchen

Describe in detail the specific reason or purpose for reservation\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total number of people expected to attend? \_\_\_\_\_

Has this or will this event be advertised or announced publicly?    \_\_\_\_yes    \_\_\_\_no

**Please note: Both above facilities "Rules and Regulations" require the renter to be present at all times during the rental period.**

Rental Fees and Deposit:

Liberty, TN Resident Rate - \$50.00

Non-Resident Rate - \$75.00

Deposit (Refundable with acceptable inspection): \$50.00

Key not returned in Lock Box will forfeit the entire deposit. \_\_\_\_\_Initials

The deposit check must be a separate check from the rental fee. The deposit check will be returned following the inspection and approval of the facility by the inspector.

Rental Slot is not secure until deposit and rental fee have been received by the Town of Liberty, TN.

If you have any questions, please contact Liberty Town Hall at 615-539-0303.

If you encounter problems during your event, outside of Town Hall hours, please call 615-464-3475 or 615-648-2701.

I have read the Rental Contract, Hold Harmless Agreement, Rules and Procedures for Reserving and Rental Checklist.

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Signature

Print

\_\_\_\_\_Date



# Rental Checklist

Renter Name\_\_\_\_\_

Date\_\_\_\_\_ Time\_\_\_\_\_

It is the responsibility of the Renter to clean up the facility before you leave at the above time. Failure to do so will result in the loss of your deposit and subject to additional charges for any damage, vandalism or destroying of property. Renter will lose privilege to use\rent property.

The following checklist is for your use in cleaning the facility. If you have any concerns or notice any problems with the facilities, please make notations on the back of this form or contact \_\_\_\_\_ at \_\_\_\_\_.

- \_\_\_\_ Tables and chairs must be placed back the way they were when you came in.
- \_\_\_\_ Do not slide tables or chairs on the floor. Use at least two people to lift tables.
- \_\_\_\_ Remove all decorations.
- \_\_\_\_ Do not use staples on the tables, no tape on the floors or walls. No confetti or glitter allowed.
- \_\_\_\_ Trash is to be removed from ALL areas of the facility including restrooms and kitchen.
- \_\_\_\_ Replace bags in ALL cans.
- \_\_\_\_ All floor areas are to be swept, mopped. Do not leave standing water or mop water.
- \_\_\_\_ Kitchen area is to be left clean including dishes. Take what is yours from the refrigerator. Wipe down all counter tops.
- \_\_\_\_ Turn off all lights and make sure all doors are locked when you leave.
- \_\_\_\_ Make sure the outside perimeter and parking lot is free of trash.
- \_\_\_\_ Leave this checklist with your signature on the kitchen counter and key in the drop box.

Renter Signature\_\_\_\_\_

# General Statement of Understanding

The Town of Liberty facilities are operated by the Town of Liberty, TN, for the benefit of the public. Permission for private use of Town facilities is a privilege granted by the Town of Liberty, TN. Because Town facilities have been assembled, maintained and operated for the public, it is necessary that certain rules and regulations be established to protect its best interest.

## Hold Harmless Agreement

In consideration of the Town of Liberty, TN, allowing me to rent Town facilities, I voluntarily assume all risk of loss, damage or injury and agree to fully indemnify, release and hold harmless the Town of Liberty, TN, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, resulting from the intentional or negligent act or omission of the undersigned, or any of the undersigned's officers, agents, representatives, partners, shareholders, employees, contractors, invitees, or guest, **regardless of whether such loss, damage, or injury is caused by the negligence of the Town of Liberty, TN, its officers, employees, agents, and/or contractors.**

Therefore, the following UNDERSTANDING must be agreed upon before permission to use the facility is granted.

I have read the General Regulations, Reservation Policy and Procedures, General Statement of Understanding, and the Hold Harmless Agreement and I agree to abide by these conditions. **Non-compliance may result in the forfeiture of portions of entire deposit. Renter will be held responsible for damage and non-adherence to regulations.**

In addition, I understand that the Town of Liberty, TN, is not responsible for any services not directly related to the Town of Liberty, TN, that may be used for my event.

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Signature

Print Name

Date