

Rental Agreement
The Union on Odessa, LLC
16 Odessa Street, Tallapoosa, GA 30176

All people/organizations requesting permission to use the facility must complete the Rental Agreement form and return to The Union on Odessa at least three (3) days prior to the date desired for use of the facility.

Policy governing the use of the facility is determined by The Union on Odessa, LLC. Some general guidelines must be observed at all times unless changes are agreed to in writing by The Union on Odessa's management who is the final authority on bookings.

General Guidelines

1. All dates are tentative until the Agreement has been signed, returned and approved by The Union on Odessa. The Union on Odessa, LLC members or employees are not responsible for commitments made to a third party without this approval. The facility cannot be sub-leased by, or to, a third party or organization.
2. Uses of the facility planned or actively sponsored by The Union on Odessa and Grace Communion Tallapoosa have precedence over all other uses.
3. This is a smoke-free building. The using person/organization has the responsibility to enforce this policy.
4. Food service is not provided.
5. Damage done to the building, while it is assigned to any person/organization, must be reported promptly to the management. The using person/organization assumes responsibility for damage other than normal wear and tear during the use of the facility.
6. All meetings, gathering or events at The Union on Odessa to which the public is invited or solicited must be on a non-discriminatory basis. All facilities must be available to all persons without regard to race, color, national origin, age, sex, or handicap status.
7. The Union on Odessa is a space designed to build community. The Union reserves the right to refuse rental for anything it deems misaligned with this purpose.
8. When approval has been confirmed, preparations for the event may be arranged by contacting The Union on Odessa at 678-573-3616.
9. A \$100 rental deposit is required. The deposit will be refunded upon completion of facility checklist and approved inspection of the facility after the rental.
10. The deposit will be forfeited for failure to meet the checklist guidelines and/or damage to the facility or its contents.
11. Children must be under the supervision of an adult at all times.

Facility Rental Pricing
The Union on Odessa, LLC
16 Odessa Street, Tallapoosa, GA 30176

General Purposes

- | | |
|-------------------------------|----------|
| • Half day (up to four hours) | \$100.00 |
| • Full day | \$200.00 |

Civic Clubs and Community Organizations

Civic clubs and other community organizations may not be required to pay a fee for a monthly meeting lasting no longer than 2 hours .

Schools and Non-Profits

School organizations and non-profits may receive a 50% discount on rentals.

\$100 Refundable Deposit Required.

Deposit will be refunded
if facility is in same condition as before rental.

Facility rental must be cancelled 3 days prior to rental
or deposit will be non-refundable.

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Person/Group Name _____

Address _____

Nature of Meeting/Event _____

Time Period Desired _____ To _____
Date Time Date Time

The organization/person hereby releases, relinquishes, and discharges and agrees to indemnify, protect and save harmless The Union on Odessa, LLC and any of its agents and/or affiliates (including but not limited to members), of and from any and all claims, demands or liabilities for any injury to, including the death, of persons (whether they are third persons or employees of either of the parties thereto), any loss or damage of property caused by or growing out of or in any way happening in connection with its exercise of the privileges herein granted. The organization agrees to the terms outlined in the Rental Agreement.

Date Signature of Person or Group Representative Phone Number

Return for approval to: The Union on Odessa, LLC
16 Odessa St.
Tallapoosa, GA 30176
info@uniononodessa.com

Approval

The Union on Odessa, LLC agrees to rent the facility to the above organization for and under the terms outlined in the Rental Agreement. The permission hereby given to the using organization is to be used and enjoyed at its sole risk, and in consideration of the benefits to be derived herefrom.

The Union on Odessa, LLC

Date

FACILITY CHECK-OUT LIST
The Union on Odessa, LLC

- _____ Tables cleaned
- _____ Kitchenette cleaned
- _____ Food items removed from refrigerator
- _____ Dishes/glasses/serving items cleaned and returned to cabinets
- _____ Coffee pot(s) cleaned
- _____ Counters wiped clean
- _____ Any spilled food throughout the facility cleaned
- _____ Bathrooms cleaned
- _____ Floors swept
- _____ Spills mopped, if needed
- _____ Trash emptied and new liners placed in cans
- _____ Trash placed in outside container
- _____ Lights turned off
- _____ Doors locked
- _____ Key returned, if applicable

****Failure to complete any items on the checklist above will result in loss of deposit.****