

**HENLEYFIELD COMMUNITY CENTER
USER AGREEMENT**

Date/time of Event _____

STATE OF MISSISSIPPI - PEARL RIVER COUNTY- HENLEYFIELD.COMmunity, Inc.

1. This is an agreement to use the Henleyfield Community Center (HCC) between the Board of HENLEYFIELD.COMmunity, Inc (HCI) and [Group or user] _____

[Contact Person] _____ [Phone No] _____

[E-mail and Mailing Address] _____

2. The user agrees to hold HCI free and harmless from any and all claims for damages or personal injury including all court costs, attorneys' fees, payments, etc., when such claims are the result of injuries incurred or sustained by the user and their guests. The user is solely responsible for damages or personal injury or loss that occurs at the event or during preparation or clean-up.

3. The user is responsible for any damages to the premises, fixtures or equipment.

4. HCI makes no guarantee as to the fitness of the HCC for any use. It does not guarantee the effectiveness or condition of any equipment. You should inspect it to make sure it meets your needs.

5. The user may cancel this agreement at any time with notification to HCI.

6. HCI may cancel this agreement any time in the event of an emergency, pre-emptive need, mechanical failure, or act of God.

7. HCI may cancel this agreement at any time, including during an event, if the user fails to abide by the conditions of this agreement and the guidelines set forth for users.

8. In the event of cancellation by HCI, for any reason, the user agrees that in no case shall HCI be held responsible for any losses.

I agree that I have read the entire agreement, have received a copy of the User Guidelines attached hereto as Exhibit A, and will abide with all terms and conditions.

Signature of Responsible User _____ Date _____

Signature of Agent for HCI _____ Date _____

Usage Guidelines for the Henleyfield Community Center Facility

1. Permitted Uses

The Community Center facilities may be used for social functions, community meetings, civic organization meetings, charitable functions and other similar activities.

2. Reservations

The Community Center facilities may be reserved for the periodic and/or temporary use of the residents and groups in the Henleyfield community or others who have specific events that are approved by HCI. Reservations may be made by phone with the Board, Executive Committee or designated individuals; however a User's Agreement must be signed within three days or the reservation will be cancelled. Reservations may be made up to 6 months in advance for the reserved date. Contact information is available on the Henleyfield.com website.

3. Time Limits

The Community Center facilities may be scheduled as follows unless special arrangements have been made through the Board or Executive Committee:

Monday, Tuesday and Thursday: Daylight through 10:30 pm

Wednesday: Daylight through 6:00 pm

Friday and Saturday: Daylight through midnight

Sunday: Noon through 6:00 pm

Please note –the Community Center must be cleaned and locked and the premises vacated by the above closing times.

4. Appropriate Use

Each group shall have the use of the Community Center facilities as long as they conduct their activities in a lawful manner both inside and outside the building, so as to not to interfere with neighboring property owners. Use of alcohol is specifically prohibited by law anywhere on the premises. The Community Center shall have the right to revoke all privileges if warranted by complaints of excessive noise or other valid complaints. Complaints against any user of the Community Center, or violation of any County ordinance, shall be grounds for forfeiture of privileges.

5. Locking the Facility

The doors will be opened prior to the event by a member of the Board. The user is responsible for locking all doors before leaving.

6. Posting of notices

Devices for posting of notices, etc. shall only be used upon the express consent of the Board for any program to be held in the building.

7. Parking

Parking for use of the Center shall be confined to the parking lot and grassy area immediately in front and to the left of the Community Center building entrance. No parking is permitted in the Pinetucky Church lot north of the Center without prior written approval of the church.

8. Cleaning

- After using the Community Center, it must be cleaned and restored to the same condition found by the user. The person or group making the reservation shall be liable for any cost of cleanup or repair.
- Tables and chairs must be put away
- Floors must be swept and/or mopped
- Bathrooms shall be left clean.
- The kitchen will be left in its original condition; counters wiped, sink cleaned, dishes washed.
- Garbage and trash must be securely bagged and left outside in the containers provided.
- The air conditioner/heater must be turned off.
- All lights shall be turned off.
- All doors must be securely locked.

9. General rules and regulations

- No smoking is permitted inside the building.
- No alcohol use is permitted anywhere on the facility.
- Cooking under the pavilion is strongly discouraged except in cases of extreme weather.
- No fires may be lit on the premises, with the exception of cooking on an appropriate barbecue grill furnished by the user.
- Users of the pavilion must leave it in the same condition as it was found; swept, with picnic tables or other furnishings returned to their original locations.