

Memorandum of Agreement for Rental of the
Carroll County Agriculture-Education Center
900 Newnan Road
Carrollton, Georgia 30117

Anyone requesting permission to use the Ag-Ed building must complete this form in duplicate and return both copies to the UGA Extension Carroll County office at least two (2) weeks prior to the date desired for use of the facility. Some general conditions must be observed at all times unless changes are agreed to in writing by the Carroll County Extension Office, which is in charge of booking.

1. All dates are tentative until this Memorandum of Agreement has been approved and returned by the UGA Extension Carroll County office. Carroll County or its employees are not responsible for commitments made to a third party without this approval. The facility cannot be subleased by, or to, a third party or organization.
2. Uses of the Ag-Ed building planned or actively sponsored by (1) UGA Extension Carroll County or (2) the Carroll County Board of Education have precedence over all other uses.
3. The facility may be unavailable between events to provide time for cleaning and maintenance.
4. Smoking will not be allowed inside the facility, and use of alcoholic beverages in any form is prohibited. It is the responsibility of the renter to enforce this policy.
5. Food service is not provided. The renter is expected to make these arrangements.
6. This building is not designed to hold livestock for an extended period of time. Therefore, animals will not be received more than two (2) days prior to a show or sale and must be confined to the immediate facility. The renter will be expected to furnish his/her own bedding, feed, water equipment, security and other special materials used in preparation of the facility.
7. Structural damage done to the building and/or grounds while assigned to any individual or organization must be reported promptly to the UGA Extension Carroll County office. The renter assumes responsibility for all damages beyond normal wear and tear.
8. The permission hereby given to the renter is to be used and enjoyed at his/her sole risk, and in consideration of the benefits to be derived here from, the renter hereby releases, relinquishes, and discharges and agrees to indemnify, protect, and save harmless the county of Carroll and any of its agencies, of and from any and all claims, demands or liabilities for any injury to, including the death, of persons, (whether they be third persons or employees of either of the parties thereto) any loss or damage of property including injury or death of livestock or other animals, (whether it be that either of the parties hereto or third persons) causes by or growing out of or in any way happening in connection with its exercise or the privileges herein granted.

9. All meetings, gatherings, or events at the Ag-Ed facility to which the public attendance is invited or solicited must be on a non-discriminatory basis. All facilities must be available to all persons without regard to sex, race, color, or national origin. Duplicate but equal events, which maintain segregation on these bases, will not be permitted.
10. When approval has been confirmed by return of this executed memorandum, preparation for the event may be arranged by calling the **UGA Extension Carroll County office** at **770-836-8546**.

11. Categories for Rental Agreement:

- A. UGA Extension Carroll County, the Carroll County Board of Education, and other Carroll County government functions that serve the people of the county will use the building at no charge.**
- B. All other renters are charged \$300.00 per day for use of the Ag-Ed Center, \$200.00 per day for the kitchen only, or \$500.00 per day for use of the center and kitchen. A day in this instance is an eight-hour day. Set-up time is included in the time for which clients will be charged.**
- C. For short-term uses of the Ag Center, a special price of \$50.00 per hour will be charged, with a minimum of three hours (\$150.00), at the discretion of the facility manager and if agreed upon in advance.**
- D. Refundable deposits: \$150.00 facility security deposit. \$25.00 key deposit. These deposits must be paid when the renter comes to pick up the building key(s), or in any case in advance of the event, and will be refunded upon return of those key(s) and after the facility meets inspection.**

12. Make all checks payable to *Carroll County*.

RENTAL AGREEMENT FOR SHORT-TERM USE OF THE
CARROLL COUNTY AGRICULTURE-EDUCATION CENTER

This application should be properly filled out and, when signed by both parties in the spaces provided, this document becomes a contract between the named using organization and Carroll County. Both parties will be bound by the terms and conditions set forth in the *Memorandum of Agreement for Rental of the Carroll County Agriculture Education Center* (pages 1 & 2 preceding this document).

Renter's Name or Organization: _____

Time Period requested: _____ to _____
Date Time Date Time

Description of Event: _____

Request use of:

- Conference Room A (15 persons) Conference Room B (30 persons) Arena (Area C)
 Dining Room (D) Buffalo Creek Garden (G) Homestead (H)
 Kitchen (K) Livestock Area (L) School House (S) Buffalo Creek Trail (T)

If you will be using the facility after regular business hours, on holidays, or on weekends, you must check out a key from the Extension Office prior to use. Need Key(s)

Responsible Party – Name, title, **mailing address**, and **telephone number** of organization's representatives:

TELEPHONE NO. _____

Please, make any and all special requirements or set-ups clearly known well in advance.

Signature: _____ **Today's Date:** _____

Return for approval to:

Carroll County Ag-Ed Center
900 Newnan Road
Carrollton, GA 30117-6477

Telephone: 770-836-8546
Fax: 770-836-2959

Approval: The Carroll County Ag-Ed Center agrees to rent the Agriculture-Education facility to the above individual or organization for and under the terms outlined in the attached agreement.

Date

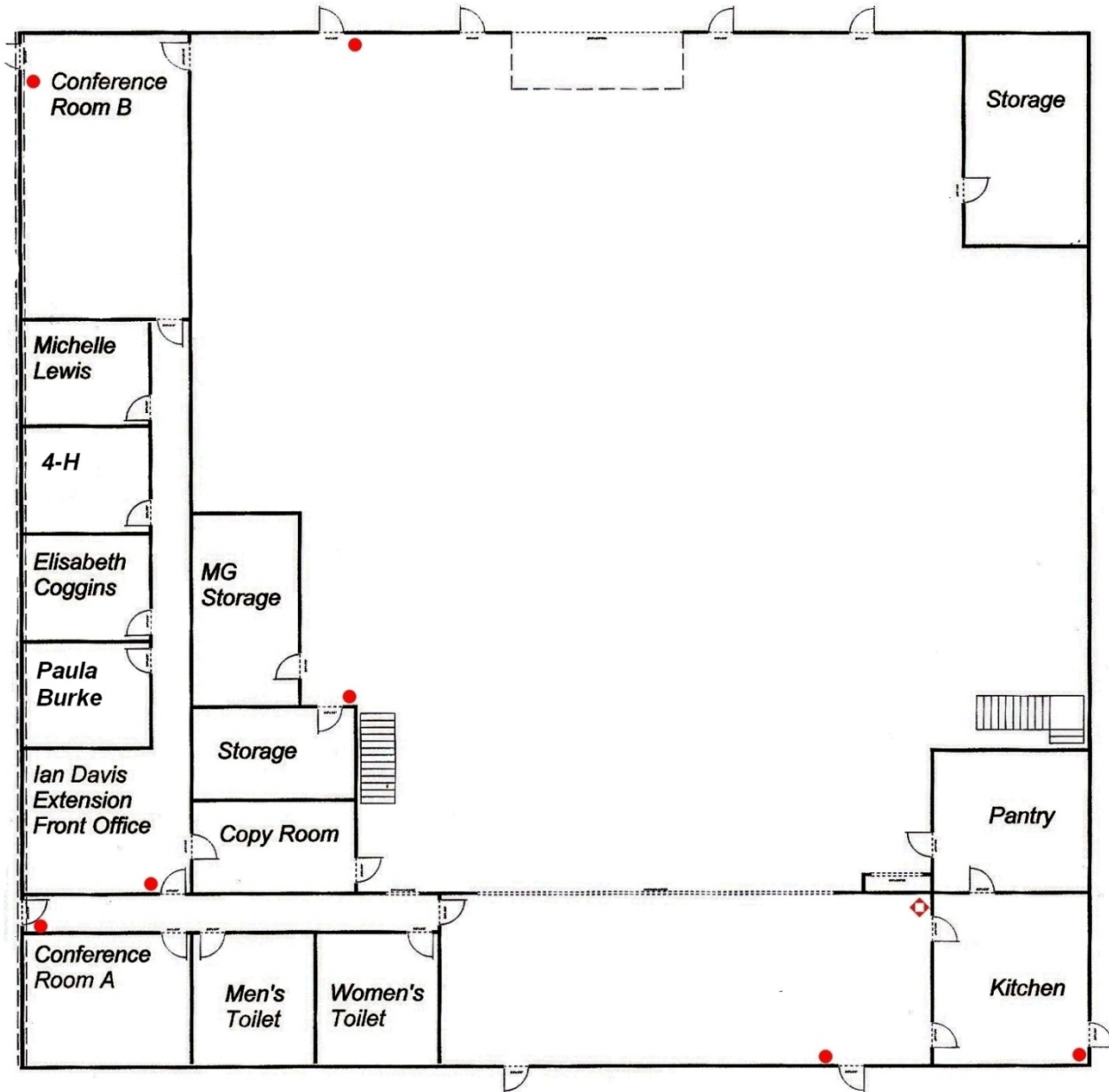
Carroll Co. Ag-Ed Center Authorized Signature

CARROLL COUNTY AG-ED CENTER

Organization: _____ Date: _____

Event: _____ Times: _____

Please, sketch out where you would like tables, chairs, etc.



Special Needs: _____

<p><u>Available for Use</u></p> <p>24 round tables 24 rectangular tables 300 chairs</p>
