



Lewis County Government
 110 North Park – Room 106 Hohenwald, TN 38462
 (931) 796-3378 - Extension 2053



High Forest Gymnasium – Rental Application Form

Renter/Organization Name: _____

Phone Number: _____

Address: _____

Rental Fee: \$150 for 90 minutes \$ _____

\$150 is the minimum High Forest Gymnasium rental fee. The gym can be rented for a longer time frame at a rate of \$50 for every additional hour.

Registered Non-Profit groups that provide federal and/or state documentation, as well as any fundraising benefit being held for a local resident or a local not-for-profit entity, shall receive a 50% rental fee discount.

Deposit Fee: \$100 \$ _____

The deposit will be returned when it is confirmed by a county employee that there are no maintenance or cleaning issues...the key has been returned within 3 business days...no rules on the agreement form have been violated...and the renter did not cancel. Deposit will not be returned if any rules are violated.

TOTAL DUE \$ _____

Amount Paid by Check: _____

Amount Paid by Cash: _____

Payment Received by: _____
Printed Name

Signature

Key received by: _____
Printed Name

Signature

Applicant Signature: _____ Date: _____

Key returned by: _____ on _____
Printed Name Date

Room inspected by: _____ on _____
Printed Name Date

Deposit Return Approved: _____ Deposit Refund Denied: _____ Refund Amount: \$ _____

If any part of the deposit return is denied, please explain why: _____

 Renter Signature & Date

 County Employee Signature & Date

High Forest Gymnasium – Rental Agreement Form

1. Both the Rental Application and the Agreement Form must be completed and signed upon the request to rent the High Forest Gym. If the application is approved by the county, the gym will only be officially booked once the rental fee and the \$100 deposit are paid in full.
2. The \$100 deposit will be returned after: (1) The facility has been inspected by a county employee and there are no maintenance or cleaning issues; (2) The key has been returned within 3 business days; (3) The renter did not cancel their reservation; and (4) No rules on this agreement form have been violated.
None of the deposit will be returned if any part of this agreement is violated, NO EXCEPTIONS.
3. There is a mandatory \$50 cancellation fee that will come out of the renter's deposit if they cancel at any time, for whatever reason – NO EXCEPTIONS.
4. Leave the facility like you found it, such as returning any tables and chairs that you set up or moved around within the gym, cleaning up any messes, etc., before you leave.
5. Do not bring any tables, chairs, etc. outside the facility, everything must remain inside the gym.
6. Make sure the bathrooms remain clean, and remove the trash from them before you leave.
7. Empty all trash into the large garbage dumpster outside the building before you leave.
8. Setup and cleanup must be done within your rental time, or you will be charged extra.
9. Make sure the HVAC is set to 75, turn off all lights, and lock the outside doors when you leave.
10. Food and drinks are allowed inside the gym, but please be careful and don't make a mess.
11. Smoking and Vaping are strictly prohibited inside this facility and within 25 feet of entrances.
12. Drugs and Alcohol are strictly prohibited inside this facility, and anywhere on the premises.
13. Pets are not allowed inside this facility.
14. No sporting events or other activities that could possibly damage the facilities floors, walls, lights, etc. are allowed (such as baseball/softball, football, roller skating, etc.).
15. Do not allow any horse play or inappropriate use of the county's equipment, furniture, or the facility as a whole, and do not allow children to climb on the tables, chairs, walls, etc.
16. Renter agrees to replace and/or repair any and all damages done to county property inside the gym that occurs while the renter has use and custody of the facility. Repairs shall be conducted under the supervision of the county, and all costs associated with such repairs or replacement shall be borne by the renter within 30 days of the loss/damage.
17. The High Forest Gym is a county-owned public facility and surveillance cameras are present, therefore, there should be no reasonable expectation of privacy inside/outside this facility.
18. Lewis County Government is not responsible for any accidents/injuries that occur at this facility.

I, _____, *have read this agreement and understand all of the*
Printed Name
rules for renting out the Lewis County Government "High Forest" Gym. I also understand that failing to comply with these rules will result in the loss of my deposit and future rental privileges with the County.

Signature

Date