



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



High Forest Meeting Room – Rental Application Form

Renter/Organization Name: _____

Phone Number: _____

Address: _____

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

\$150 is the minimum High Forest Room rental fee. The room 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 Meeting Room – 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 Meeting Room. If the application is approved by the county, the room 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 door 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 were moved around within the room to their proper place before you leave.
5. Do not bring any tables, chairs, etc. outside the facility...everything must remain inside.
6. Empty all trash into the large garbage can outside the building before leaving.
7. Setup and cleanup must be done within your rental time, or you will be charged extra.
8. Make sure the HVAC is set to 75, turn off all lights, and lock the outside door when you leave.
9. Food and drinks are not allowed inside this facility, other than bottled water.
10. Smoking and Vaping are strictly prohibited inside this facility and within 25 feet of entrances.
11. Pets are not allowed inside this facility.
12. Do not allow any "horse play" or inappropriate use of the county's equipment, furniture, or facility as a whole, and do not allow children to climb on the tables, chair or walls.
13. Do not hang anything on the walls, such as streamers, balloons, posters, signs, etc.
14. Renter agrees to replace and/or repair any and all damages done to county property inside this facility that occurs while the renter has use and/or 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.
15. The High Forest Meeting Room is a county-owned public facility and surveillance cameras are present; therefore, there should be no reasonable expectation of privacy in this facility.
16. Lewis County Government is not responsible for any accidents 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" Conference Room. I also understand that failing to comply with these rules may result in the loss of my deposit(s) and rental privileges with the county in the future.

Signature

Date