
City of St. Marys
400 Osborne Street
St. Marys, GA 31558
Phone: (912) 882-8111
Fax: (912) 882-8231

Economic Development Building Reservation Application

Name of Organization Represented: _____

Name of Applicant _____

Address: _____

Phone: _____ (Bus.) _____ (Res.)

Other Information: _____

(Type of Event: *Reunion, Fundraiser, Etc.*)

Area to be reserved: _____ Conference Room _____ Meeting Room
(Capacity 55) (Capacity 12)

Date of Reservation: _____

Beginning Time: _____ Ending Time: _____

Expected Attendance: _____ Music Hours: _____

NOTE: *(The City's Noise Ordinance will not permit music to be played after 11:00 PM.)*

I have read the rules and regulations of the economic development building and understand that a non-refundable deposit of \$100.00 for the large conference room or \$25.00 for the small conference room is required with my application. An Administrative fee of \$20.00 per hour is also required after regular business hours (\$30.00 per hour if after regular business hours on a holiday).

Applicant's Signature

Date

ST. MARYS ECONOMIC DEVELOPMENT BUILDING GENERAL RULES AND REGULATIONS

PART I: DISPLAY THE FOLLOWING AT THE RESTROOM AREA

This building has been provided by the City of St. Marys for the use and enjoyment of the general public. Your cooperation and care in making this a very special place to be enjoyed by all is greatly appreciated. It is in this spirit that these rules and regulations are posted. They are not intended to restrict your use. They are intended to ensure that all the citizens and visitors of St. Marys may enjoy the welcome center.

1. No littering. Please place your trash in the receptacles, which have been provided. This is particularly important in the conference room and restrooms.
2. Defacing or removal of any recreation property is prohibited and will be strictly enforced.
3. For the safety of all, no self-propelled pleasure vehicles (bicycles, skateboard, scooters, skates, etc.) are to be used in the building.
4. The use of radios, televisions, boom boxes, etc., should at a minimum, comply with the City's Noise Ordinance. More importantly, please consider others in the use of these devices.
5. No open alcoholic containers or illegal substances are allowed.
6. Children must be accompanied by an adult.
7. Vending in the building is only with the approval of the City Council.
8. No animals are allowed in the building.

PART II: USE OF THE ECONOMIC DEVELOPMENT BUILDING BY PRIVATE INDIVIDUALS OR GROUPS

1. Permits shall be in the form provided for other City properties. They will specifically include the area(s) to be used, the length of time to be used and all other relevant information normally required for the use of City properties.
2. Special preparations for such events (such as extra moving, cleaning, etc.) will be the responsibility of the user, under the supervision of the City Manager or his designee. Expenses for such preparation will be the responsibility of the user. Under no circumstances will such preparations permanently alter or deface the building. In this regard, decorations, which require the use of fasteners, such as nails or staples, are prohibited, even if they will subsequently be removed.

3. Cleanup for such events shall be responsibility of the user, as well as the cost of any damages that might occur. A non-refundable deposit of \$100.00 is required for use of the large conference room and \$25.00 for use of the small conference room made payable to the City of St. Marys. An Administrative fee of \$20.00 per hour is also required after regular business hours (Administrative fee will be \$30.00 if usage falls on a holiday).

PART III: EVENTS FOR WHICH ADMISSION WILL BE CHARGED

1. Any event in the building, which requires an admission charge, must be approved by the City Council.
2. As a minimum, the same rules and regulations that apply to private groups and individuals shall apply. For-profit organizations shall require a contract for partial or exclusive use of the building.

I have read and understand the above rules and regulations and agree to abide by such provisions.

Applicant's Name

Date