



Facility Requested: Mary Alice Ship Center

Date of Event: _____ Number of People: _____ Time: _____ Until _____

Individual or Organization Requesting Facility: _____

Address: _____

Phone Number: _____

Description of Event: _____

Reason for Cancellation: _____

I hereby make application to use the "Mary Alice Shipp Center" for the purpose as stated above. I, the undersigned, do hereby release, forever discharge, and hold harmless the City of Sylvester, its officers, directors, employees, agents, and members from all liability, actions, suits, damages, or claims arising from any loss, damage, or injury while using the facility. Furthermore, I have read and understand all the rules and regulations pertaining to the use of the facility and agree to abide by them. I have also received as part of this application the following code sections as they appear in the City of Sylvester Code Book: (1) Code Section 70-12; Excessive, unnecessary and unusual loud noise. (2) Code Section 74-1; Conduct at parks, playgrounds and recreation facilities.

I understand that I cannot enter the building until the reserved day(s).

Signature of Person Responsible for Facility _____ Date _____

Signature of City of Sylvester Employee _____ Date _____

For Office Use Only

Rental Fee Collected: \$ _____ Date: _____ Key #: _____

Deposit Fee Collected: \$ _____ Date: _____

Deposit Returned: _____ Cancelled: _____

Signature of Person Picking up the Key: _____

Signature of Person Picking up Deposit: _____



Use of Facilities

Mary Alice Shipp Center, under the general control and supervision of the City of Sylvester, which is hereby authorized to rent or give permission to such persons and institutions that wish to use the facilities for such occasions and for such purposes that are appropriate and not inconsistent with public interest and subject to the terms and provisions of this policy and other rules and regulations which may be enacted by the Mayor and Council. Appropriate uses include recreation, meetings, family reunions and church outings. Prior written consent must be received for any other uses.

Guidelines Include:

1. Please read your contract; it is a legal and binding agreement
2. The lessee or organization using or renting the facilities will be responsible for any damages to the building, windows, furniture, equipment, etc., and subject to denial for future use. All damages incurred to property while under their control shall be liable and paid to **"The City of Sylvester"**
3. **DO NOT enter the building before your reservation date** as the building may already be reserved either prior to or after your date.
4. Clean up according to the guidelines set forth within your contract to ensure your refund
5. If you find a problem with the building upon arrival, or problems with the A/C-Heating unit, please call [Richie Childers @ 229-357-0714](tel:229-357-0714)
6. Please do not put tape on the walls or ceilings as it is a violation of rental guidelines
7. **NO PETS ALLOWED**
8. **The building should be cleaned and everyone dispersed out no later than 10:00 PM**
9. Cleaning supplies such as a broom, mop, and dustpan need to be placed back in its designated cleaning area or you will not receive a refund.
10. **If the key is not returned on the following business day after your rental, you will forfeit your deposit.** You may drop the key off in the night deposit box located at The Depot at 102 S. Main Street
11. **NO WATERSLIDES/NO BOUNCY HOUSES**
12. **NO ALCOHOLIC BEVERAGES SHALL BE SERVED, CONSUMED, OR SOLD On PREMISES**
13. **NO SMOKING OR VAPING IN ANY CITY BUILDING**

Failure to abide by these Guidelines will automatically forfeit your deposit



Mary Alice Shipp Center

Number of black chairs: 50

Number of 6-foot oblong tables: 2

Number of 6-foot round: 9

(As of 9-3-24)

Cleaning Checklist

1. All floors must be swept and mopped _____
2. All trash/debris must be picked up (inside and out) _____
3. Tables and chairs cleaned _____
4. Kitchen cleaned _____
5. Mop and bucket washed out and cleaned _____
6. Refrigerator emptied and cleaned _____
7. Bathrooms cleaned and trash emptied _____
8. Turn off lights and A/C-Heating Unit _____
9. Make sure all doors are locked _____

Please Note: The building and grounds will be inspected by the Public Works Superintendent; he will ensure that all requirements have been met. After inspection is completed, he will sign off on the checklist and a refund will be issued.

Thank you for your cooperation in keeping the facility and parking lot clean.



Mary Alice Shipp Center

Fee Schedule

All checks/money orders should be made payable to: "The City of Sylvester"

You may pay either the rent or deposit at the time of reservation in order to hold the building with the balance being due in full by the time you pick up the key, or you may pay in full at the time you reserve the building.

Deposits are cash only; rental fee may be cash, check, money order or card (please note, there is a card fee of 3.5% of the transaction amount for all cards used as payment)

- **Building Rental Fee** **\$220.00**
- **Deposit Fee (refundable)** **\$150.00**
- **Total** **\$370.00**

No refunds will be made on rental fees unless notification of cancellation is given 2 weeks prior to date rented. A refund check will be mailed to you.

- Keys must be returned on the next working day after the event is held. Should the facility be reserved on a weekend day, the key is due back the following Monday by 5:00 PM. You will be notified when your deposit is ready to be picked up.

LOSS OF KEYS WILL FORFEIT DEPOSIT

Sec. 70-12. - Excessive, unnecessary and unusually loud noise.

It shall be unlawful for any person to make, continue, or cause to be made or continued any excessive, unnecessary, or unusually loud noise or any noise which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others within the limits of the city. The following acts, among others, are declared to be loud, disturbing, and unnecessary noises in violation of this ordinance, but said enumeration shall not be deemed to be exclusive, namely:

(1)

Horns, signaling devices, etc. The sounding of any horn or signaling device on any automobile, motorcycle, street car, or other vehicle on any street or public place of the city, except as a danger warning; the creation by means of any such signaling device of any unreasonably loud or harsh sound; and the sounding of any such device for an unnecessary and unreasonable period of time. The use of any signaling device except one operated by hand or electricity; the use of any horn, whistle, or other device operated by engine exhaust; and the use of any such signaling device when traffic is for any reason held up.

(2)

Radios, phonographs, etc. The using, operating, or permitting to be played, used, or operated any radio receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet, and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person or persons who are in the room, vehicle, or chamber in which such machine or device is operated and who are voluntary listeners thereto. The operation of any such set, instrument, phonograph, machine, or device between the hours of 6:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of 50 feet from the building, structure, or vehicle in which it is located shall be prima facie evidence of a violation of this section.

(3)

Loud speakers, amplifiers for advertising. The using, operating, or permitting to be played, used, or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound which is case upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure.

(4)

Yelling, shouting, etc. Yelling, shouting, hooting, whistling, or singing on the public streets, particularly between the hours of 6:00 p.m. and 7:00 a.m. or at any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in any office or in any dwelling, hotel, or other type of residence, or of any persons in the vicinity.

(5)

Animals, birds, etc. The keeping of any animal or bird which by causing frequent or long continued noise shall disturb the comfort or repose of any persons in the vicinity.

trucks, or in any other manner so loaded as to cause loud noises or as to disturb the peace and quiet of such streets or other public places.

(15)

Street railway cars, operation thereof. The causing, permitting, or continuing any excessive, unnecessary, and avoidable noise in the operation of a street railway car.

(16)

Pile drivers, hammers, etc. The operation between the hours of 10:00 p.m. and 7:00 a.m. of any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist, or other appliance, the use of which is attended by loud or unusual noise.

(17)

Blowers. The operation of any noise-creating blower or power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise.

(b)

Application for special permit. Applications for a permit for relief from the noise level designated in this ordinance on the basis of undue hardship may be made to the city council. Any permit granted by the city council hereunder shall contain all conditions upon which said permit has been granted and shall specify a reasonable time that the permit shall be effective. The city council may grant the relief as applied for if they find:

(1)

That additional time is necessary for the applicant to alter or modify his activity or operation to comply with this section; or

(2)

The activity, operation, or noise source will be of temporary duration, and cannot be done in a manner that would comply with other subsections of this section; and

(3)

That no other reasonable alternative is available to the applicant; and

(4)

The city council may prescribe any conditions or requirements they deem necessary to minimize the adverse effects upon the community or the surrounding neighborhood.

(c)

Violation, a misdemeanor. Any person violating any of the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined an amount not to exceed \$1,000.00 or imprisoned in the city jail for up to 180 days, or shall be punished by both such fine and such imprisonment. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as provided hereunder.

(Ord. No. 2004-04, § 1, 5-15-2004)