

BERNARD COMMUNITY CENTER

PRIVATE EVENT USE AGREEMENT

90 Bernard Road, Mason, Tennessee

I am requesting use of the Bernard Community Center for a private event.

Name: _____

Address of Residence: _____

Cell Phone number: _____

Email: _____

Type of Private Event: _____

Date: _____

Time: _____

I agree to the following statements and conditions:

1. I live in Fayette County and within five miles of Bernard Community Center (Attach proof with agreement)
2. I will be responsible for the activity at the Bernard Community Center on the date requested.
3. I will be responsible for cleaning the center after the event within the time requested.
4. I will be responsible for repairing any damage to the facility.
5. I will be responsible for parking at the event.
6. No fees or charges will be required for any participant at the event requested.
7. I have provided an Event Liability Insurance Policy in the amount of \$1,000,000 naming Fayette County, Tennessee Government as additional insured (attach policy to the agreement).
8. I have received a copy of the Bernard Community Center Rules For Use, Page 2 of this agreement, and agree to follow them. The Bernard Community Center Rules for Use are hereby incorporated by reference and are made part of the Private Event Use agreement

Signature of Requestor

Signature for Approval / Date

BERNARD COMMUNITY CENTER

RULES FOR USE

1. Activities allowed at the center will include public education, community programs, and private functions. Private functions include holiday events, family anniversaries and birthdays, memorials of deceased family members, and local organization's events. Private events are unadvertised and limited to an invited group and not the public at large.
2. Use of the Bernard Community Center (BCC) for private events is for use by Fayette County residents who are within five miles of the center. Documentation of residency will be required. Items accepted will include, but not limited to, driver's license, utility bill, tax bill, etc.
3. The requestor for use of the facility is responsible for the activities at the center and will provide their contact information, including a cell phone number, should any contact be required. A signed use agreement for the facility will be required.
4. Requests for scheduling an event require 10 business days' notice prior to the event date.
5. The facility is limited by State Fire Marshal to a maximum of 125 individuals.
6. The facility may be requested for use between the hours of 9am and 10pm. Access to the facility prior to the event may be requested but is not guaranteed.
7. Parking at the facility is limited, with space for an estimated 30 vehicles available. No parking on Bernard Road is allowed. The facility has a septic system and water well, and cars are not allowed to park on or near either. The requestor is responsible for parking at the event.
8. An event liability insurance policy in the amount of \$1,000,000 is required and must name Fayette County, Tennessee Government as additional insured.
9. No monetary charge to participants at the event will be allowed.
10. No deposit for cleaning or damage will be required but the requestor will be responsible for cleaning the facility after use and for any damage that is incurred.
11. Prior to giving permission to use the facility, reviews will be conducted by the County Mayor and Sheriff for any other events at the location or other activities that would interfere with the requested event.

Information on scheduling or questions regarding the use of the facility should be directed to the Fayette County Mayor's Office during weekday business hours from 8am to 5pm .

Office Phone number: (901) 465-5202

Email address: mayor@fayettetn.us

Office address: 13095 North Main Street, Somerville, TN 38068