

Clayton County Water Authority
J.W. Smith Community Use Building
 143 North Bridge Road
 Hampton, Georgia 30228

The compliance fee and rental fee are required in order to reserve a date for use of the facility. In the event of a cancellation, this will be refunded to you provided a **written** notice of cancellation is received a minimum of sixty (60) days prior to your scheduled date of use. If less than sixty (60) days, only the compliance fee will be refundable. If you need to reschedule there will be a \$50.00 charge if it is less than 30 days and \$25.00 charge if it is more than 30 days.

Amenities

Smith Community Use Building features a kitchen with a dishwasher, stove, refrigerator, microwave oven, ice machine and a 30-cup coffee pot. It also has 15 six foot long (6') rectangular tables, 50 stackable chairs, and a CD and cassette player.

Below is a breakdown of costs effective September 8, 2018.

Smith Community Use Building Rental Rates

**Note: Rates are subject to change*

| Rental Type | Rental Fee | Compliance Fee | Days | Times | Time of Year |
|---------------------------|------------|----------------|-------------|--------------|--------------------|
| Regular | \$200.00 | \$200.00 | Mon – Sun | 8 am – 10 pm | January - December |
| Business | \$100.00 | \$100.00 | Mon - Thurs | 8 am – 6 pm | January - December |
| Government/ Non-profit | \$75.00 | \$0.00 | Mon – Thurs | 8 am – 6 pm | January - December |

Compliance Fee Refunds

The compliance fee will be refunded to you in approximately 10 working days or more after the access card(s) has been returned, provided the facility is left clean and undamaged. If the access card is lost or not returned within 5 business days, there will be a \$15.00 charge withheld from the deposit.

Set-up and Clean-up

Set-up and clean-up must be accomplished between the hours of 8:00 am until 10:00 pm only on the date of rental. All tables and chairs must be properly cleaned, returned to the storage rooms and stacked according to the signs posted in the facility. All kitchen equipment must be cleaned, and the refrigerator and freezer are to be emptied of all food items. All floors are to be swept and/or wet mopped (clear water only) on any spills as necessary and all other surfaces are to be cleaned. All personal and rental equipment must be removed by 10:00 pm, no exceptions. All items left will be discarded.

Access cards will be available on the morning of the rental as occupancy of the facility is only authorized on your scheduled date of rental. CCWA staff will contact renters the week prior to their rental date with further instructions.