



CLAYTON COUNTY WATER AUTHORITY  
SHAMROCK COMMUNITY USE BUILDING  
2610 SHAMROCK ROAD, JONESBORO, GA 30236

**SHAMROCK C.U.B. RENTAL**

Rental: \_\_\_\_\_  
Rental Day of the Week \_\_\_\_\_ Rental Date \_\_\_\_\_

Name: \_\_\_\_\_  
Business or Organization if Applicable

Contact Person: \_\_\_\_\_  
Business or Organization Representative if Applicable

Contact Number: \_\_\_\_\_ Business Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of Event:      Wedding                      Reception                      Shower  
                            Birthday Party                      Business Meeting                      Family Event  
Other: \_\_\_\_\_

**Do you plan to have any rental equipment dropped off at the facility? If so, please be sure to inform all contracted services involved with our use of the facility of the date and time you will have access. This includes caterers, florists, photographers, musicians, disc jockeys, friends, family members and all others. No access for set-up or rehearsal is permitted before your schedule date. (All rental equipment must be removed by the policy exit time.)**

\_\_\_\_\_ Initials ONLY as acknowledgement of the above.

Number of Guests (200 Maximum Capacity): \_\_\_\_\_ Arrival Time of Guests: \_\_\_\_\_

Weekend Rental                      Time in (Friday) \_\_\_\_\_                      Time out (Sunday) \_\_\_\_\_

Weekday Rental                      Time in \_\_\_\_\_                      Time out \_\_\_\_\_

Do you plan to use the immediate yard in addition to the inside of the facility?      Yes      No

**Note on outdoor usage: Rental includes the immediate yard area around the buildings only: this does not include the reservoir areas. All outdoor usage must comply with the rental guidelines and is subject to and dependent upon review and approval by Authority Management. Failure on the renter's part to clearly communicate intended outdoor usage and obtain approval by Authority Management prior to or on the day of usage and/or loss of the compliance deposit if deemed necessary by Authority Staff/Management.**

\_\_\_\_\_ Initials ONLY as acknowledgement of the above.



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If you checked yes, explain your intended use:

I have read the guidelines and to the best of my knowledge stated the intended type of function I plan to hold in the facility. I understand that failure to follow the guidelines may result in the forfeiture of some or all of the compliance deposit and/or cancellation of the function prior to or DURING the actual function. I ALSO UNDERSTAND THAT THIS IS AN APPLICATION FOR RENTAL AND THE APPLICATION IS SUBJECT TO AND DEPENDENT UPON APPROVAL BY AUTHORITY MANAGEMENT.

\_\_\_\_\_  
Name of Business or Organization

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

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**Do Not Complete this Section  
For CCWA Personnel Only**

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date: \_\_\_\_\_ Card #: \_\_\_\_\_ Date Checked Out: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Compliance Deposit Charges: \_\_\_\_\_

Amount of Refund: \_\_\_\_\_ Request to Cancel: \_\_\_\_\_

Date Request for Refund sent to Accounting: \_\_\_\_\_

Renters Insurance Certificate Submitted: \_\_\_\_\_

TULIP Purchased: \_\_\_\_\_



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**RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The undersigned individually, severally, and on behalf of the group or organization exercising the rights granted under the non-exclusive license, do hereby release the Clayton County Water Authority, its officers, board members, managers, employees, agents, directors, representatives, and trustees (“Released Parties”) of any and all claims for damage or injury to persons or property arising out of or in any way related to the use of the Shamrock Community Use Building above described. The undersigned, individually and severally and on behalf of the group or organization exercising the rights granted under the non-exclusive license, do hereby agree to indemnify and hold the Released Parties harmless of any and all claims, demands, judgments, actions, costs, attorney's fees, and litigation expenses arising out of or in any way related to the undersigned's use of the Authority's Shamrock Community Use Building above described. This indemnity includes any claims or amount arising out of or recovered under the Worker’s Compensation laws of the State of Georgia, or arising out of failure of the renter to conform to any federal, state, or local law statute, ordinance, or terms and conditions listed herein

\_\_\_\_\_  
Name of Business/Organization (if applicable)

\_\_\_\_\_  
Signature of Renter (if an individual)

\_\_\_\_\_  
Signature of Business/Organization Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_



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### **WEEKEND RENTAL**

**A payment of \$2,200 is required in order to reserve a date for use of the facility; Friday-Sunday.** In the event of a cancellation, this money will be refunded to you provided a written notice of cancellation is received a minimum of sixty (60) days prior to your schedule date of use. If less than sixty (60) days, only the compliance deposit will be refundable. If you need to reschedule your event, there will be a \$50.00 charge if it is less than thirty (30) days and a \$25.00 charge if more than thirty (30) days.

#### **Breakdown of Costs**

Rental Charge: \$1,600.00 (Friday - Sunday)

Compliance Deposit: \$600.00 \*

#### **Weekend rental time(s)**

- Friday- 12:00 pm- 11:00 pm
- Saturday- 8:00 am- 11:00 pm
- Sunday- 8:00 am- 6:00 pm

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

### **WEEKDAY RENTAL**

**A payment of \$1,100 is required in order to reserve a date for use of the facility; Monday-Thursday.** In the event of a cancellation, this money will be refunded to you provided a written notice of cancellation is received a minimum of sixty (60) days prior to your schedule date of use. If less than sixty (60) days, only the compliance deposit will be refundable. If you need to reschedule your event, there will be a \$50.00 charge if it is less than thirty (30) days and a \$25.00 charge if more than thirty (30) days.

#### **Breakdown of Costs**

Rental Charge: \$700.00 (Monday-Thursday)

Compliance Deposit: \$400.00 \*

**Weekday Rental Time: 8:00 am- 11:00 pm**

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



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Set-up and clean up must be accomplished between the hours outlined above.

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/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 the last rental day/time outlined above in each rental package, no exceptions. All items left will be discarded

An access card to the facility will be available the morning of the rental date. The access card is acquired at the facility from the security box located near the entrance door. The security box access code will be issued to the renter prior to their rental date. Occupancy of the facility is only authorized on your scheduled date(s) of rental.

### **AMENITIES**

#### **Commercial Kitchen**

- (1) Dishwasher
- (1) Stove with Oven
- (1) Refrigerator
- (1) Freezer, upright
- (1) Microwave Oven
- (1) Ice Machine
- (1) 30 Cup Coffee Urn

#### **Tables & Chairs**

- (20) 8' rectangular (96'x30')
- (20) 60" Round
- (200) Chairs, Stackable

#### **Audio Equipment**

- (1) Audio Receiver
- (2) microphones
- (1) Projector
- (1) T.V.

### Tenant User's Liability Program

<https://www.kandkinsurance.com/sites/Tulip/pages/TulipEligibility.aspx>

Once you are on the page:

- Type in Clayton County Water Authority for the Facility Name
- Select Georgia for the Facility State
- Click Search
- Choose J. W. Smith or Shamrock Community Use Building
- Click Continue
- Select the Single Day Private Event (invitation only) option
- Continue answering the remaining questions

If you have any questions about this program, please contact Stacey Weber, with K&K Insurance Group, Inc. at 1.800.328.2317, ext. 5929.

No firearms or explosive devices, to include fireworks, are permitted on Authority properties.

The use of confetti, glitter or other similar products IS PROHIBITED in the facility and the surrounding grounds.

Rental is for the building facility and the immediate yard area around the facility; rental does not include any of the reservoir/public access areas located at the Shamrock or Blalock Reservoir Areas. All intended use of the facilities and the immediate grounds of the facility must be communicated to and cleared by Authority personnel. Failure to communicate intended use may result in cancellation of the event scheduled if the event does not fall within the policies and guidelines for use of the Authority's facilities. Any rental is subject to and dependent upon approval by Authority Management. Application for rental must be made a minimum of three (3) days prior to the event date.

Fee payment is required to reserve the building. All documents and hold harmless agreements must be executed by an adult at least 21 years old. A photo I.D. is required at the time of application. In the event of a cancellation, the fee money will be refundable provided you issue written notice Of the intent to cancel a minimum Of sixty (60) days prior to the event date. In the event you need to reschedule there will be a \$50.00 charge if it is less than thirty (30) days and \$25.00 if it more than thirty (30) days prior to your event.

\*An access card to the facility Will be available the morning of the rental date.



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The compliance deposit portion of the rental fee will be refunded within ten working days provided that the building is left clean, undamaged and the group usage does not violate the stated policy. Rental groups are responsible for the set-up, takedown, and cleaning of the tables, chairs, and facility. All set-up and cleaning must take place during the hours of rental.

All tables and chairs must be returned to the storage areas they were taken from. They must be returned Clean and placed in the areas indicated by the signage in the storage rooms. Trash must be placed in the provided receptacles. The floors are to be swept and any spills mopped. All kitchen appliances and countertops are to be emptied and wiped clean.

All personal belongings and/or rental equipment must be removed at the end of the rental period.

I have been informed that the facility will be decorated for the Christmas holiday by CCWA Authority staff. I understand no decorations may be removed. I agree to the use under these terms and conditions.

I have read the guidelines and I understand that failure to follow the guidelines may result in the forfeiture of some or all of the compliance deposit and/or cancellation of the event.

\_\_\_\_\_  
Name of Business/Organization

\_\_\_\_\_  
Signature

Date of Rental: \_\_\_\_\_

Today's Date: \_\_\_\_\_