

**Waynesboro City Auditorium
User Agreement**

Name of person requesting use_____.

Organization represented_____.

Address_____Phone_____.

City_____State_____Zip_____.

Date(s) requested_____.

Cleaning deposit received: Yes_____ No_____.

Usage fee received: Yes_____ No_____.

In requesting usage of the Waynesboro City Auditorium, and in payment and deposit of fees as applicable (usage fees non-refundable), I (we) agree to restore the auditorium, and its contents, to its and their condition and placement at the time of my (our) taking custody of the premises for my (our) intended use. I (we) further agree that in case of any damage caused to the auditorium and/or its contents as a result of my (our) usage, it will be my (our) responsibility and financial obligation for complete restoration of such damage as made or caused by me (us). It is further understood that I (we) will clean the auditorium which includes but might not be limited to; sweeping, mopping, picking up of trash and paper, removing items used by me (us) for our intended purpose during the time of our period of usage, and replacing all tables and chairs to their respective locations at the time of our taking custody of the premises. It is understood that upon satisfaction of the foregoing Parks & Recreation Director of the City of Waynesboro, the cleaning deposit will be returned to me (us).

I (we) understand that the City of Waynesboro is not responsible for items left at the Waynesboro City Auditorium. I (we) further understand that all auditorium keys in my (our) possession will be returned to the City of Waynesboro by 4:30 p.m. the next working day after the conclusion of my (our) scheduled event.

I (we) understand that failure to comply with this agreement to the satisfaction of the Waynesboro Auditorium Committee, may result in my (our) deletion from the list of approved users of this facility.

Signature_____Date_____.

