



RENTAL POLICY

A Parking Lease agreement is issued to an individual, business or organization for partial and temporary use of the 3rd Avenue Parking Deck. This agreement allows the lessee and guests to park within the facility for a set fee with no additional hourly or daily charges per vehicle. **This facility is a public parking facility and public parking is permitted at all times. Lessee may not refuse entry to any individual(s).** If event is between the hours of 8am and 6pm, Monday through Friday reserved spaces on the first level must be kept open. Lessee or their guest vehicles that are parked outside of the designated level OR within the restricted reserved spaces on the first level will be considered to be in violation of this agreement and will be issued a Prohibited Zone Citation.

PAYMENT

The lease fee is \$400 per event with a 50 percent deposit required with the application and the balance due not less than five (5) business days prior to the event. A request will not be processed without payment.

CANCELLATION & REFUNDS

To change a reserved date a written request must be received at least ten (10) days prior to the original event date. All cancellations or refund request must be submitted in writing. Written cancellations received at least ten (10) days prior to date of event will receive a full refund. Notification less than 10 days, but more than five days will receive a 50 percent refund. Cancellation less than five days prior to event will not receive a refund.

LIABILITY

The City of Rome, Floyd County or the Office of Downtown Development and their agents may not be held responsible for lost or stolen items or damage to a vehicle. Staff reserves the right to amend the terms of this agreement as necessary.

**3rd Avenue Deck
Event Lease Agreement**

Please Print Clearly

Lessee _____

Contact Person _____

Address _____

City/Zip _____

Day Phone _____ Cell _____

Email _____

Event Information

Event Type and Description

- Meeting _____
- Concert _____
- Sporting _____
- Graduation _____
- Banquet _____
- Other _____

Event Date _____

Event Time: Doors Open _____ Start _____ Ends _____

Expected Attendance _____

Special Needs or Request _____

Handicap parking is located next to the elevator on levels 2, 3, 4

PAYMENT \$400

- \$200 Deposit due with application
- \$200 Balance due at least five (5) business days prior to event

I have read the Parking Deck Agreement, policy and terms and agree as set forth.

Signature _____ Date _____

OFFICE USE

Deposit \$ _____ Date Received _____ Initial _____

Balance \$ _____ Date Received _____ Initial _____

AMENDMENT to TERMS _____