

A&O Bridges Community Center Annual Agreement 2025 General Rules



Please review and initial after each statement

Class _____ Instructor _____

All access to the building will be through credential card _____

1. Each instructor will be responsible for ensuring the doors are locked before you leave. _____
2. Each instructor will be responsible for setting up the room as you require for your class. _____
3. Each instructor will be responsible for putting all tables and chairs back before you leave, make sure the tables are not touching the walls. _____.
4. Each instructor will be responsible for cleaning the floor, i.e., vacuum, mop, sweep before you leave. Wipe down tables and chairs, counter, kitchen. Replace garbage bags (50 gal kitchen), 13 gal Bathrooms _____
5. All trash in the bathroom must be disposed of and women's metal container clean. _____
6. Each instructor will be responsible for picking up. **All trash or litter must be properly disposed of in the large dumpster in the back of the Community Center.** _____
7. Each instructor will be given a sign-in sheet, which you are required to have each student or participant sign. If you are teaching multiple classes in the same week, then you can use one sign-in sheet. NOTE: For multiple day classes, separate the days so we can determine the number of participants for each class taught. _____
8. The cost for using the A&O Bridges Community Center will be based on a percentage of the fee that you will be charging each participant. A&O Bridges Community Center. **EXAMPLE:** If you charge \$10.00 per participant, then you will owe \$3.00 per participant. (30%) _____
9. **Payment is due the first week of each month with no exceptions:** _____
10. Each instructor is responsible in obtaining waivers for any injuries occurring while in class with a copy provided to the Community Center Coordinator/Town Administrator. _____
11. **It will be the instructor's responsibility for contacting each student or participant of a class or event cancellation.** _____
12. ***It will be the instructor's responsibility to contact the Community Center Coordinator via email if there is any change in schedule by the 15th of the previous month.***

**A&O Bridges Community Center
Annual Agreement 2025
General Rules**



13. There will be a \$25.00 fee for any trash or floor debris that has not be cleaned and left to be disposed by town staff or other instructor. _____
14. If you see trash or other damages, email pictures immediately to aobridgescc@sharpsburg-ga.gov
15. Repeated instances of not properly disposing of trash or cleaning will be documented.
16. Town Administrator and/or his/her designee may cancel this agreement if terms are not met or upon repeated, documented violation with a 30-Day notification or immediately if deemed necessary.
17. If this document is not signed, town recognizes this your acknowledgement and classes will be cancelled within 30 days.
18. Should an instructor have any questions regarding any other class/instructor or any conflicts, the instructor should contact the Community Center Coordinator/Town Clerk. It is the responsibility of the Community Center Coordinator/Town Clerk to clarify any issues. _____

Print Name: _____

Signature: _____

Date: _____

Revised: March 12, 2025