

Covington Lions Club Meeting Hall Rental Application

Located in Academy Springs Park, corner of Legion Dr. and Conyers St.
3120 Conyers Street, Covington, GA (use for mapping or GPS – not a mailing address)

www.covingtonlions.org

Building Rental Fee: \$400.00

Date You Want to Use Meeting Hall _____ (Call to see if date is available 678.255.9438)

Name _____ Email _____

Mailing Address _____

Phone Number _____ Alternate Phone if available _____

Date of Application _____ Type of Event _____

\$100.00 deposit is due with the Application for a date to be reserved—no refunds on deposit.

Balance of \$300.00. Please make checks or money orders payable to: The Covington Lions Club.

Mail the application form and \$100 deposit to:

Todd Teasley

4177 Cherry Loral Dr.

Covington, GA 30014

Questions? Call Todd Teasley at 678.255.9438

or email toddteasley@bellsouth.net

Facilities:

- Building Seating Capacity up to 95 people (round and rectangular tables and chairs provided)
- Double sink with water
- Men's and Women's Restrooms inside the building
- Heat and A/C
- Access to 110-volt power outlets for warming food (crockpots, etc.)
- Mop and Broom for cleanup
- Parking is shared with Academy Springs park; however, parking is ample and additional space is available on the street if needed
- **KITCHEN FACILITIES ARE NOT AVAILABLE**
- **TV is unavailable for rental use.**

KEY CODE will be available up to 2 days before rental event.

Call or Text Todd at 678.255.9438 to Receive the Key Code for the entrance. Always leave a message, and your call will be returned.

Please leave the building Cleaned at the end of your event turn off lights and LOCK the building.

Rules:

1. No cooking inside the building (no kitchen facilities available for rent)
2. Nothing can be glued, pinned, taped, or stapled to the walls, ceilings, or tables
3. **The building must be left clean, including all spills wiped up, floors swept and mopped where needed, trash removed to the outside dumpster, and new trash bags in the trash containers.**
4. **Tables and Chairs must be put back on the rack and placed in the storage room at the end of the event.**
5. **Additional Fees will be charged to you with in 7 days if the Building is left damaged or uncleaned.**
6. The key can the entrance can be picked up 2 days in advance
7. **The building is available from 8 am to 10 pm (Park Hours Only) on the day of rental**
8. **There can be no "cover charge", fees charged, or any subletting of any kind by the renting party**
9. **The Park has a No Alcohol Ordinance.** City and County Alcohol and Noise Ordinances must be observed

Please sign and return this page with your payment.

Signed: _____

By signing above I hereby agree to all rules above and release Covington Lions Club and officers of any liability

SIGN AND MAIL THIS COPY WITH PAYMENT * Please make a copy or take a picture of the completed Document for your records

Revised April 2026 This version supersedes and replaces all prior versions of this form

