



## **MIDWAY CIVIC CENTER**

9397 East Oglethorpe Highway  
Post Office Box 125  
Midway, GA 31320  
(912) 884-3344 - Phone  
(912) 884- 5107 - Fax

### **About the Civic Center**

The Midway Civic Center is located on East Oglethorpe Highway between Bacon Town Road and Cross Creek Subdivision. The City Office hours are Monday through Friday, 8 AM to 4 PM.

The auditorium will seat 300 people theater style and 250 banquet style. It has a medium size stage that is not wheelchair accessible. Kitchen facilities are not available and there are no public telephones. The city will provide tables and chairs but no linen or dinner ware.

### **What the Client Needs to Know**

*Application for Use* - Application for the use of the Civic Center may be obtained from the City Clerk.

*Approval of Application* – The application must receive approval of the Midway City Council. The Midway City Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. Completed application including deposit must be received at the Midway City Hall at least one week prior to City Council meeting.

*Rental Hours* - Monday through Friday: 6:00 P.M. to 11:00 P.M. Saturday and Sunday: 8:00 A.M.-11:00 P.M.

*Deposits & Payments* – The non-refundable security deposit of \$100.00 is payable upon receipt of the application. The balance is due two weeks prior to the activity.

*Insurance* – The City of Midway is not to be held liable for incidents that may occur during the rental of the Civic Center.

*Food & Beverages* – You may provide your own caterer. **No alcohol beverages are to be sold or served on the premises.**

City Policy  
Use of Civic Center

The City of Midway may issue permits for occasional use of city facilities and equipment to responsible, organized groups or individuals for civic, social, educational or religious purposes. City facilities used by other groups must not interfere with any city business or activity.

1. Governmental Agency – Use of the city facilities by any governmental agency **may not require** payment of a usage fee. Other fees may be necessary.
  
2. Individuals, family or civic groups whose programs are not designed to result in a profit – These activities include, but are not limited to , weddings, family reunions, and gatherings of a similar nature. Use of city facilities by groups of this nature **will require** payment of a usage fee. Others fees may also be required.

**RENTAL INFORMATION**

Building Usage Fee		
Auditorium	:	\$100.00 for the first four hours (\$ 35.00 each additional hour)
Custodian Fee		\$50.00 for the first four hours (\$15.00 each additional hour)

Law Enforcement (Contact the Liberty County Sheriff's Department at 876-2131)

Reduced Rate

**No reduced rates will be given to groups, organizations or individuals requesting use for multiple days.**



**APPLICATION FOR USE OF MIDWAY CIVIC CENTER**

Date of Application \_\_\_\_\_

Organization/Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: Work \_\_\_\_\_ Home \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Will a fee be charged for admittance to the event? \_\_\_\_\_

Complete the facility requested and the beginning and ending times the building will be utilized.

**Official Use Only**

Facility	Date of Use	Beginning Time	Ending Time	Deposit	Amount Received
Auditorium				\$100.00	

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date