

NEW ALBANY MISSISSIPPI

Community Center Rental Agreement and Application

The New Albany Community Center is located at 307 Wilson Street. It serves the local community as a gathering or meeting place available for reservation and rental by citizens of the city. Please carefully review and meticulously follow these policies and procedures and enjoy the New Albany Community Center.

APPLICATION PROCESS:

- Reservations must be made by an adult 21 years of age or older and reside in Union County. The adult who signs the rental agreement is considered to be the **Facility User** and assumes the responsibility for the required arrangements and liability for any and all damages. This **Facility User** must be onsite for the duration of the rental session(s).
- When scheduling event session(s), please remember that set-up and clean-up must be conducted and completed from the session start time and end time. There is one hour, post session, allowed for move out.
- Facility Use Applications may be submitted up to one year in advance.
- Facility Users may not charge a registration fee, admission fee, or entrance fee of any type without prior approval. Further, no solicitations or sales presentations may be made on without prior approval.

Permission to hold a fundraiser must be granted by the The City of New Albany, Office of Community Development, and/or New Albany Main Street.

The City of New Albany, Office of Community Development, and New Albany Main Street reserves the right to refuse rental or use to groups of individuals who have previously used the facility and left it in poor condition, have outstanding debts with the city, or violated the center's policies. In the event the reserved space is needed for governmental or maintenance reasons, the City of New Albany, Office of Community Development, and New Albany Main Street reserves the right to reschedule, relocate, or deny a request previously approved. In this event, the group or individual will be given as much notice as possible and a full refund.

FACILITY USER CLEANUP REMINDER

XXXXXXXXXXXXXXXXXXXX
The use of tape, tacks, staples, command strips, and the like are NOT allowed on any wall, ceiling, or panel. Any evidence of this will result in an automatic loss of security deposit.

Before leaving the Community Center Facility, the Renter is responsible for:

- returning the Community Center to its clean state as it was found, inside and outside.
- tidying up after all guests who go to the playground area during the rental.
- removing all trash and garbage from the facility immediately following the event. There are garbage cans outside the kitchen door.
- sweeping as is necessary.
- wiping down all used surfaces in the kitchen.
- stacking chairs and tables neatly in the rooms from which they came.
- locking ALL THREE doors upon leaving the facility at the end of the event.

PLEASE CALL OR TEXT Tracy at 662-316-0434
if you have any questions.

RENTAL FEE & DEPOSITS

A security deposit of \$100 per session to reserve a rental date for the Community Center is due at the time of application. Balance is due 48 hours before rental date.

FEES are per DAY per SESSION

Sunday - Thursday, **Session 1:** 8am- 2:30pm \$250

Sunday - Thursday, **Session 2:** 4:30pm-11pm \$250

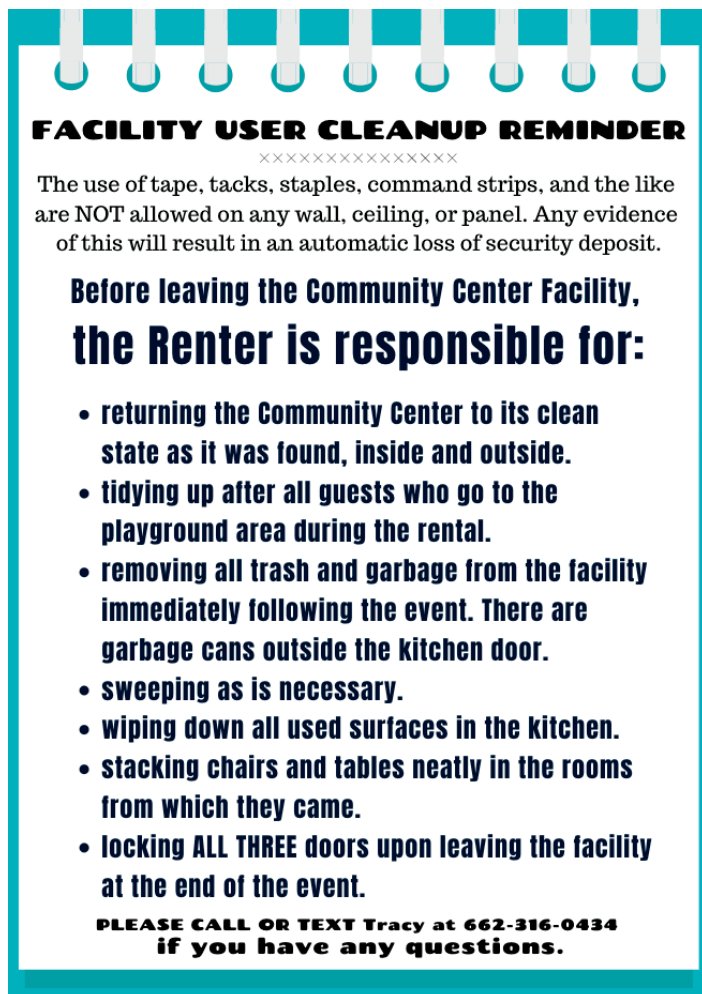
Sunday - Thursday, **Both Session 1 & 2:** 8am-11pm \$400

Friday - Saturday, **Session 1:** 8am-2:30pm \$250

Friday - Saturday, **Session 2:** 4:30pm-11pm \$350

Friday - Saturday 8am-11pm, **Both Session 1 & 2:** \$550

City employees may rent the facility for a reduced price of \$150 per scheduled session, but only for a total of two (2) times per year per city employee.

A graphic designed to look like a white sheet of paper with punch holes at the top, set against a teal background. The title 'FACILITY USER CLEANUP REMINDER' is in bold black text, followed by a line of 'x' characters. The main text explains that tape, tacks, staples, and command strips are not allowed on walls, ceilings, or panels, as they could lead to a loss of the security deposit. It then states that the renter is responsible for several tasks before leaving the facility, listed in a bulleted format. At the bottom, it provides contact information for Tracy at 662-316-0434 for any questions.

FACILITY USER CLEANUP REMINDER
xxxxxxxxxxxxxxxxx

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- tidying up after all guests who go to the playground area during the rental.
- removing all trash and garbage from the facility immediately following the event. There are garbage cans outside the kitchen door.
- sweeping as is necessary.
- wiping down all used surfaces in the kitchen.
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Security deposits will be refunded in full if:

- The facility is in clean and working condition.
- All rules as stated on pages 2 and 3 are followed.
- There is no damage to the facility, furnishings, equipment, grounds, etc.
- The refrigerator and all keeping areas are clean
- The facility furnishings, grounds are be left in original condition (as what was found upon rental) following the rental time agreement.

If damages and/ or cleanup cost more than the deposit required, the renter will be billed for the difference.

The Facility User is responsible for the proper use and cleanup of all equipment:

- Tables and chairs are available for use. Tables and chairs are not to be taken outside without permission. Do not drag tables across the floor. Tables and chairs should be put back in their designated storage areas.
- Kitchen use is limited to preparation & warming only.
- Perishables and beverages may be chilled in the refrigerator.
- Only liquids such as water, tea, and soft drinks may go down the kitchen drain. Grease and other food items will clog and damage plumbing.

CANCELLATION POLICY

If the event is canceled 14 days prior to event and it cannot be rebooked, 100% of the \$100 security deposit will be forfeited.

FACILITY RULES

The Facility User is responsible for notifying guests of the Facility Rules. Security deposit return is based on these rules being followed.

NO storage is permitted either before or after the event. The City of New Albany, Office of Community Development, and New Albany Main Street accepts no responsibility for any items left behind. Storage days have a \$150 charge per day.

Facility User MUST

- be available and onsite for the entire duration of the event.
- have all items including catering, decorating, rental items, & supplies removed the day of the event.

Facility User MUST notify all planners, decorators, and guests know:

- the event end time. The Facility User and helpers may clean the property for 60 minutes following the end time of the event, but must refrain from emitting loud noise or music or behaving in a manner likely to disturb neighbors of the Community Center.
- they may not charge a registration, admission, or entrance fee of any type; no solicitations, sales presentations, or fundraisers without permission from the The City of New Albany, Office of Community Development, and/or New Albany Main Street.
- they may not use nails, tacks, staples, and tape; they may not hang anything from the walls, ceiling, or lights.
- they may not use birdseed, glitter, confetti, open flames, fireworks, including sparklers.
- they may not cook on-site, indoors or outdoors, unless a *variance is granted.
- the use of sound amplifying equipment must kept at a minimum noise level.
- they may not possess, consume, sell, or distribute alcoholic beverages, beer, wine, etc.
- smokers should be outside, at least 10 feet from the building, and cigarette butts should be disposed of properly.

Facility User is responsible for:

- supervision of all children.
- returning the Community Center to its clean state as it was found, inside and outside.
- tidying up after all guests who go to the playground area during the rental.
- removing all trash and garbage from the facility immediately following the event.
- sweeping as is necessary.
- wiping down all used surfaces in the kitchen.
- locking all doors upon leaving the facility at the end of the event.
- keeping all public access areas, stairs, entrances, exits, corridors, doorways, and handicap parking free and clear for safe passage.

Deposits shall be returned in 2-3 business days to the **Facility User** once the property has been checked by a city employee and is found to be adequately cleaned and in good condition, based on the pages 2 & 3. If complaints are made about violations of stated rules during the rental, the FACILITY USER will be asked to vacate the premises immediately with no refund.

By signing below, the **Facility User** acknowledges and accepts all conditions of the **Facility Rules** document.

Printed Name: _____

Signature: _____ Date: _____

New Albany Community Center Facility Use Application and Rental Agreement
Contacts: Business Hours: Chase or Nat (662) 534-1006 After Hours: Tracy Vainisi 662-316-0434

Organization (if applicable): _____

Contact, **Facility User**, Name: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Email Address: _____

Requested date(s) & session(s):

Type of event: _____

Rental Fee Total: \$ _____

Deposit Total (due with application): \$ _____

Remaining Amount Due _____: \$ _____

Date & time in: _____

Date & time out: _____

Facility User signature: _____

& date _____

*Variances:

Special Permit Yes___ No___

Catering Pans & Sterno: Yes___ No___

Grilling Permission. Yes___ No___

Any other variances as agreed upon by the City and Facility User:

NAPC Supvpor Approval Signature: _____

Title/Department: _____ Date: _____

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Community Center Inventory

EVENT ROOM

8 6' tables, lightweight

1 6' fold in half tables, lightweight

80 metal folding chairs

5 8' tables, lightweight

2 6' tables, lightweight

19 round tables that seat 8

2 black event room garbage cans



KITCHEN

2 kitchen garbage cans

Ice Maker

Microwave

Refrigerator/Freezer

2 8' tables for food set up

