

NEW ALBANY MISSISSIPPI

Community Center Rental Agreement and Application

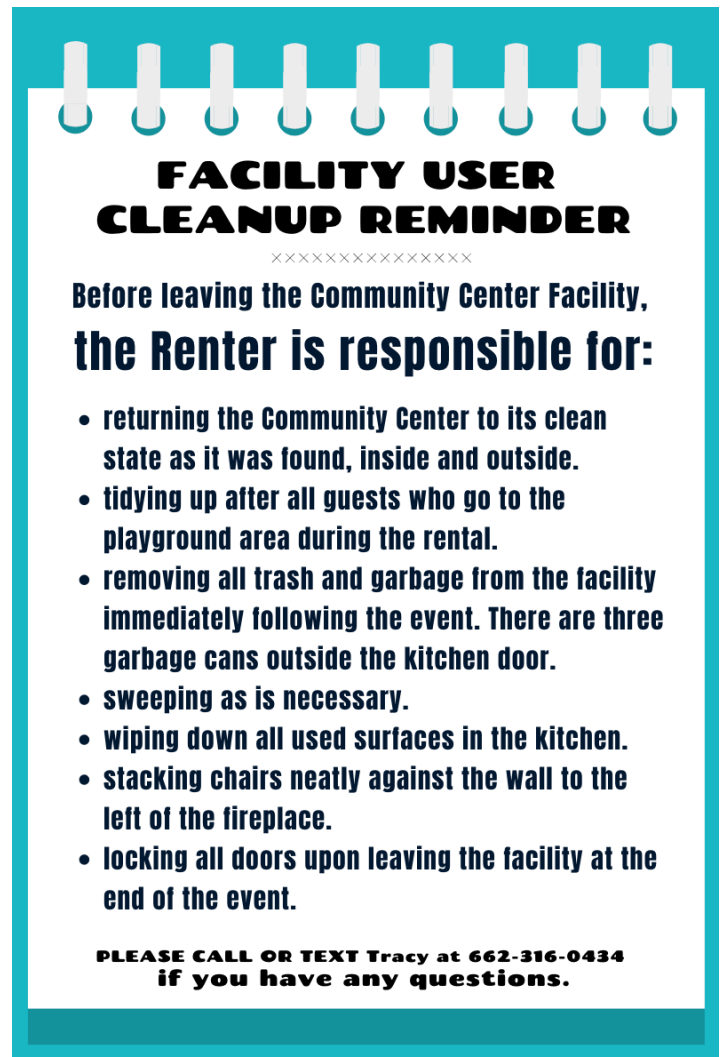
The New Albany Community Center is located at 307 Wilson Street. It serves the local community as a gathering or meeting place available for reservation and rental by citizens of the city. Please carefully review and meticulously follow these policies and procedures and enjoy the New Albany Community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

A graphic designed to look like a spiral-bound notebook page with a teal cover and white paper. At the top, there are eight white spiral binding rings. The text is centered and reads: **FACILITY USER CLEANUP REMINDER**, followed by a line of asterisks. Below that, it says **Before leaving the Community Center Facility, the Renter is responsible for:** and lists seven bullet points: 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, with three garbage cans outside the kitchen door; sweeping as is necessary; wiping down all used surfaces in the kitchen; stacking chairs neatly against the wall to the left of the fireplace; and locking all doors upon leaving the facility at the end of the event. At the bottom, it says **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

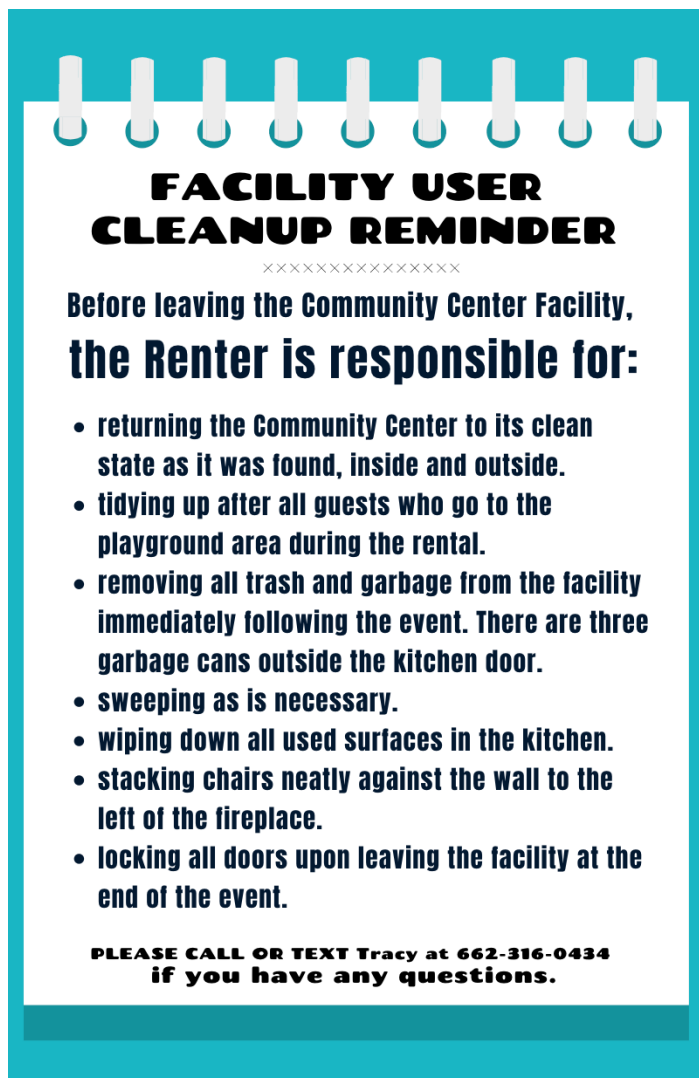
Sunday - Thursday, **Both Session 1 & 2:** 8am-11pm \$400

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.

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**FACILITY USER
CLEANUP REMINDER**

**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 three garbage cans outside the kitchen door.
- sweeping as is necessary.
- wiping down all used surfaces in the kitchen.
- stacking chairs neatly against the wall to the left of the fireplace.
- locking all 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.**

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 only.
- Food may only be assembled and kept warm using the microwave.
- Perishables and beverages may be chilled in the refrigerator and bags of ice kept in the freezer.
- 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.
- 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:

- all cleaning supplies, paper towels, dish cloths, soap and other items needed for cleaning.
- 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

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 ___

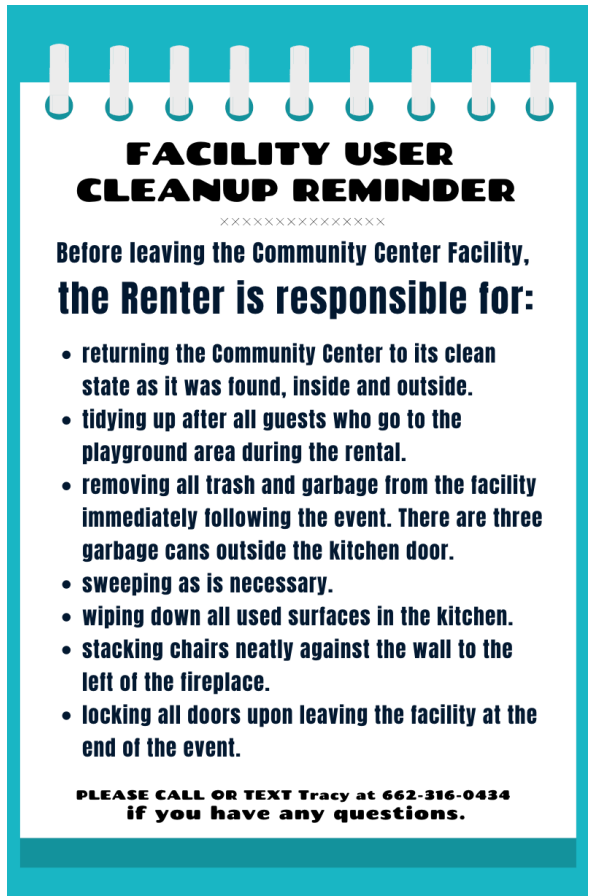
Catering Pans & Sterno: Yes ___ No ___

Grilling Permission. Yes ___ No ___

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

Approval Signature: _____

Title/Department: _____ Date: _____



**FACILITY USER
CLEANUP REMINDER**

XXXXXXXXXXXXXXXXXXXX

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

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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 three garbage cans outside the kitchen door.
- sweeping as is necessary.
- wiping down all used surfaces in the kitchen.
- stacking chairs neatly against the wall to the left of the fireplace.
- locking all 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.**

Community Center Inventory

EVENT ROOM

- 8 6' tables, lightweight
- 1 6' fold in half tables, lightweight
- 80 metal folding chairs
- 5 8' tables, lightweight
- 3 8' tables, heavyweight
- 15 round tables that seat 8
- 4 black event room garbage cans



KITCHEN

- 2 kitchen garbage cans
- Microwave
- Refrigerator/Freezer

