

# **CITY OF ANNISTON**



***Parks & Recreation Department***  
***"We make life fun!"***

## **COMMUNITY CENTER RENTAL APPLICATION**

**City of Anniston**  
**Parks & Recreation Department**  
**1128 Gurnee Avenue, Anniston, AL 36201**  
**256-236-8221**

# CITY OF ANNISTON COMMUNITY CENTER RENTAL APPLICATION

COMMUNITY CENTER TO BE USED \_\_\_\_\_

PERSON OR ORGANIZATION TO USE FACILITY \_\_\_\_\_

AREA RENTED: GYMNASIUM \_\_\_\_\_ KITCHEN \_\_\_\_\_ MEETING ROOM(S) \_\_\_\_\_

EVENT DATE \_\_\_\_\_ START TIME \_\_\_\_\_ ENDING TIME \_\_\_\_\_

DESCRIPTION OF EVENT (Please be detailed) \_\_\_\_\_  
\_\_\_\_\_

ESTIMATED NUMBER OF ATTENDANCE \_\_\_\_\_

DECORATION OR SET UP TIMES \_\_\_\_\_ TO \_\_\_\_\_

NUMBER OF TABLES NEEDED \_\_\_\_\_ NUMBER OF CHAIRS \_\_\_\_\_  
(USE BACK OF APPLICATION TO DRAW A DIAGRAM OF SETUP REQUIREMENTS).

A deposit of one half the base rental fee is required at the time a reservation is made for a combination of meeting rooms. All fees must be paid in full 48 hours prior to the event otherwise the date will be canceled.

The undersigned individual, on behalf of the above named organization, agrees to be entirely responsible for any and all losses, damages, or other injuries to property owned by the City of Anniston while that organization or their guests are on City property and will be responsible for the event concluding at the time agreed upon.

\_\_\_\_\_  
Signature of renter                      Home phone                      Work Phone

\_\_\_\_\_  
Address                                      City                                      State      Zip

THE ANNISTON CITY COUNCIL IS THE FINAL AUTHORITY CONCERNING OPERATING POLICIES AND PROCEDURES FOR ALL CITY OWNED FACILITIES. THE PARKS AND RECREATION DEPARTMENT HAS THE MANAGEMENT RESPONSIBILITY FOR PUBLIC USE OF THESE FACILITIES.

## PARKS AND RECREATION DEPARTMENT USE ONLY

Fees: Meeting room(s) \_\_\_\_\_ Gymnasium \_\_\_\_\_ Kitchen \_\_\_\_\_

Overtime: Hours \_\_\_\_\_ x \$25.00/hour = \_\_\_\_\_

Total fee: \_\_\_\_\_ Deposit paid \_\_\_\_\_ Balance due \_\_\_\_\_

Security required? Yes \_\_\_\_\_ No \_\_\_\_\_ Confirmed \_\_\_\_\_ Approved by \_\_\_\_\_

Confirmation mailed \_\_\_\_\_ Date \_\_\_\_\_

Confirmation approved \_\_\_\_\_ Not approved \_\_\_\_\_

Comments \_\_\_\_\_

**CITY OF ANNISTON COMMUNITY CENTER  
RENTAL POLICIES**

**RULES CONCERNING CONDUCT**

- Security may be required for certain nighttime social functions.
- Confirmation of security must be furnished to the Center Director 48 hours prior to the event.
- Gambling is prohibited.
- Smoking in City of Anniston facilities is prohibited. Smoking should be contained in designated areas only.
- Renter is responsible for damages to building and/or equipment.
- Pets or animals are not allowed in the centers.
- Wall decorations and posters must be approved by the Center Director.
- Trash must be placed in containers at conclusion of event.
- Activities are restricted to the area reserved.

**FEE SCHEDULE**

**GYMNASIUM:**

**\$400.00** per day for commercial type profit making functions.

**\$225.00** per day for local charitable, civic, religious, and other community organizations for activities where an admission is charged or contribution solicited, or a private function.

**\$125.00** per day for local charitable, civic, religious, and other community organizations for activities where no admission is charged or contribution is solicited, and the event is open to the public.

**MEETING ROOM(S):**

**\$75.00** per room for commercial or businesses where sales are made.

**\$50.00** per room for private use. (4 hour limit, \$25.00 per additional hour)

**\$30.00** per use of kitchen. (4 hours)

- Cancellations must be submitted 48 hours in advance to receive full refund.
- Available furniture will be set up and arranged at no cost. Rental of furniture for use outside the center is prohibited.
- Civic, social or other approved organizations may reserve a room at no charge during normal hours of operation provided the use does not conflict with recreation activities. If reservation takes place after hours, the group or organization will be charged overtime fee for employees.
- Government agencies funded by the City of Anniston, Calhoun County, State of Alabama or the Federal Government conducting official business may also use the facility free with the exception of overtime charges.
- Activities that are sponsored in partnership with the Parks and Recreation Department will be scheduled at no cost provided admission is free and/or open to the general public, or the event is considered part of an on-going community recreation program.
- An overtime fee of \$25.00 per hour per employee will be charged to the renter for hours exceeding the center's normal hours. An additional hour may be added to overtime rentals for clean up and break down purposes.

**STAFF COMMENTS** \_\_\_\_\_

**STAFF SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SPACE FOR SETUP DIAGRAM  
PLEASE DRAW BELOW**