

CITY OF ANNISTON



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 POLICIES

RULES CONCERNING CONDUCT

- *Security may be required for certain night time 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.

\$250.00 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.

\$150.00 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):

\$100.00 per room for commercial or businesses where sales are made. (4 hour limit, \$25.00 per additional hour)

\$75.00 per room for private use. (4 hour limit, \$25.00 per additional hour)

\$50.00 per use of kitchen. (4 hour limit, \$25.00 per additional hour)

- *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.
- *Government agencies funded by the City of Anniston, Calhoun County, State of Alabama or the Federal Government conducting official business may 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**