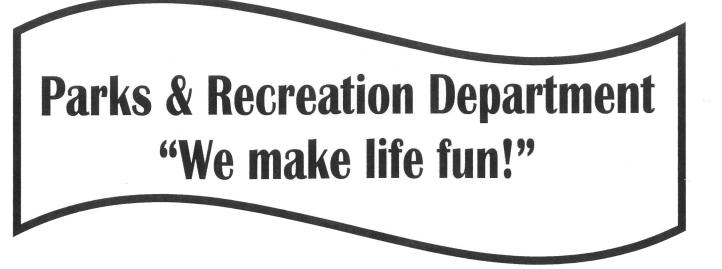
SPACE FOR SETUP DIAGRAM PLEASE DRAW BELOW

CITY OF ANNISTON



COMMUNITY CENTER RENTAL APPLICATION

City of Anniston Parks & Recreation Department 1129 Noble Street, 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. ٠
- 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. ۲
- Wall decorations and posters must be approved by the Center Director.
- Trash must be placed in containers at conclusion of event. ۲
- 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 or 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, \$30.00 per additional hour)

\$75.00 per room for private use. (4 hour limit, \$30.00 per additional hour)

\$50.00 per use of kitchen. (4 hour limit, \$30.00 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 Federal Government conducting official business may use the community center 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 \$30.00 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 cleanup and break down purposes.

STAFF COMMENTS _____

OMMUNITY CENTER TO BE	USED		
ERSON OR ORGANIZATIO	N TO USE FACILITY		
REA RENTED: GYMNASIU		N MEETING ROO	M(S)
VENT DATE	START TIME	ENDING TIME	
ESCRIPTION OF EVENT (PI	ease be detailed) _		
STIMATED NUMBER OF A	TTENDANCE		
ECORATION OR SET UP TI	VES	ТО	
UMBER OF TABLES NEED ISE BACK OF APPLICATION TO	ED DRAW A DIAGRAM O	NUMBER OF CHAIRS F SETUP REQUIREMENTS).	
deposit of one half the bae or a combination of meeting rior to the event otherwise	g rooms. All fees m	ust be paid in full 48 hou	ation is made Irs
he undersigned individual, c ntirely responsible for any wned by the City of Annis roperty and will be respons	and all losses, dar ton while that org	nages, or other injuries anization or their guest	to property are on City
ignature of renter	Home phone	Work Phone	
ddress	City	State	Zip
HE ANNISTON CITY COUND OLICIES AND PROCEDURES ECREATION DEPARTMENT SE OF THESE FACILITIES.	S FOR ALL CITY ON	WNED FACILITIES. THE	PARKS AND
DIDI/O	AND DEODEATION	DEDADTMENT	
PARKS	AND RECREATION USE ONLY		
ees: Meeting Room (s)			
vertime: Hours Double Do			
ecurity required? Yes			
onfirmation mailed		Date	
onfirmation approved omments			

COMMUNITY CENTER TO	DEUSED		
PERSON OR ORGANIZAT	ION TO US	BE FACILITY	
AREA RENTED: GYMNAS	BIUM	KITCHEN	MEETING ROOM(S)
EVENT DATE	STAR		ENDING TIME
DESCRIPTION OF EVENT	(Please be	e detailed)	
ESTIMATED NUMBER OF	ATTEND	ANCE	
DECORATION OR SET UP	TIMES		то
NUMBER OF TABLES NEE (USE BACK OF APPLICATION	EDED TO DRAW /	NL A DIAGRAM OF S	JMBER OF CHAIRS
A deposit of one half the b for a combination of meet Prior to the event otherw	ing rooms	a. All fees must	•
entirely responsible for a owned by the City of An	ny and al niston wh	l losses, dama ile that organi	named organization, agrees to be ges, or other injuries to property zation or their guest are on City cluding at the time agreed upon.
Signature of renter	Hom	e phone	Work Phone
Address		City	State Zip
POLICIES AND PROCEDUR	RES FOR NT HAS T	ALL CITY OWN	HORITY CONCERNING OPERATING ED FACILITIES. THE PARKS AND ENT RESPONSIBILITY FOR PUBLIC
DADI			
PARK	S AND K	ECREATION I USE ONLY	JEPAKIMENI
			n Kitchen ur=
			Balance Due
Security required? Yes	No	Confirm	ned Approved by
			Date
Comments			ot Approved

STAFF SIGNATURE ______ DATE _____

CITY OF ANNISTON COMMUNITY CENTER RENTAL APPLICATION