

Please read the entire contract carefully.

Renter and event planner/assistant must review the contract and initial where indicated.

(This refers to anyone helping with decorating, food, and clean-up.)

Common reasons deposit is forfeited:

- Hard liquor on premises.
- Not cleaning adequately.
- No adhering to time stated on rental.
- Guest not staying in rented area.

COMMUNITY CENTER RENTAL/LEASE CONTRACT

Date: _____

Organization: (if applicable) _____

Contact Name: _____ Date of Birth: _____

Telephone Number(s): _____ Email: _____

Street Address: _____ City/State/Zip: _____

Person responsible for Set-up/Clean Up if different than Contact Name: _____

Requested Room:

____ Hood Room ____ Gray Room ____ Hood/Gray Room ____ Mirror Room

____ Crowder Room ____ Gym A ____ Gym B ____ Whole Gym

____ Rental Package (includes 4 hours the night before and full day of event. (whole gym only)

Rental Event Description _____

Date of Rental: _____ Estimated Number of Attendees: _____ Rental Time: _____

*Rental time includes set-up and cleanup, normal hours of operation are 5am-9pm Monday -Friday and 8am-4pm Saturday.
Additional fee of \$50/hour will apply for after-hours event time.*

Signature of Renter (person booking event)

Date

(For recreation staff only)

Recreation Staff (Who Booked Event): _____

Amount of Rental: \$ _____ Amount Paid \$ _____ Deposit: \$ _____

City of Valley
P.O. Box 186, Valley, Al 36854

Available Rental Times

Valley Community Center

Monday – Friday 8:00am – 9:00pm

Saturday 8:00am – 4:00pm

(Rentals after times listed will be charged additional fee of \$50/hour)

Facility Use Agreement

CONTRACT SIGNING REQUIREMENTS (Please read completely and initial where indicated)

All Facility Use Agreement Contracts must be filled out completely and in person, no rental agreement will be taken over the phone. All related paperwork that is required shall only be signed by an adult at least 21 years of age. All persons completing the contract will be required to submit a photo ID, a copy of which will be kept on file at the rental office. Permittees who sign the Facility Use Agreement must stay for the duration of the agreed rental time unless otherwise approved in advance with the Front Desk Staff. Failure of the Permittee to stay for the duration of the rental will automatically forfeit entire security deposit.

_____ *initial here*

SECURITY AND DAMAGE DEPOSIT

The deposit is required at the time of the signing of the Rental Agreement Contract. If rental is made more than 30 days out the deposit must be paid in cash. The deposit will be returned after the rental property has been inspected. The amount of deposit may be returned dependent on damage cost, clean up fees, or time over rental agreement.

_____ *initial here*

RENTAL FEES

The fee for the rental is due 30 days prior to the event. Community Center rentals are granted in one-hour increments, with a minimum of two hours, half day and full day unless otherwise specified. Deposit and/or rental fee must be paid at the time of reservation. Payment plans can be made for rentals over \$500.00. Facility agreements which have not been paid on time shall be considered void. Therefore, the date and time of the scheduled event would be removed from the center's activity schedule and the applicant's security deposit would be forfeited according to the deposit forfeiture schedule. If a facility is reserved within 30 days of the event the entire rental fee and security deposit would be due at the time the facility rental agreement is signed.

_____ *initial here*

SECURITY FEES

If your event is deemed a security event fees for a minimum of two (2) police officers will be added to your hourly fee. Security may be deemed necessary due to the event, whether alcohol is being served, and the number of attendees. An additional \$50 per officer per hour will be added to your rental.

_____ *initial here*

HOURS OF USAGE

DECORATING AND SET-UP TIME

Decorating & Set-up time is available to all rental groups to prepare for their event and must be included in total time needed for the event. All caterers, DJ's, musicians, entertainers, and decorators should be advised of the scheduled decoration and set-up time. The facility will not be made available to the rental group prior to the decorating and set-up time on the contract, regardless of any early arrivals by vendors or decorators. All hours between decorating and actual event time will be charged at the Decoration & Set-up rate. Guests will not be allowed inside the Community Center during designated Decoration & Set-up time.

_____ *renter initial here*

_____ *decorator/event planner initial here*

GUEST ENTRANCE TIME

Guests will not be permitted to enter the Community Center until the time indicated on the Facility Use Agreement. There can be no loitering in other areas of the Community Center with all guest remaining in the rental area during the rental time. To maintain the highest level of security for you and your guests, events that have been deemed Security Intensive or that go past the 9:00pm closing time on Friday or the 8:00pm closing time on Saturday must have guests arriving before closing time. The front doors of the Community Center will be locked at closing time, allowing guests to leave the building but not be able to reenter. Security Intensive Events are required to submit a guest list for the event and provide a family member/organization member to help in monitoring the front door. Guests whose names do not appear on the list will not be granted access.

_____ *initial here*

EVENT TIME MANAGEMENT

Live music, entertainment, food and beverages must be shut down at least 1 hour prior to the end time of your rental, or the time needed to adequately clean your rental area including counter tops, tabletops, and floors free of trash, food crumb, and spills. See Front Desk staff for additional supplies as needed.

All rental groups are required to be cleaned up and vacate the facility no later than the end rental time as stated on your rental agreement. Time extensions will not be allowed on rental date. Failure to do so will result in forfeiture of deposit plus additional fees may be charged.

_____ *initial here*

_____ *decorator/event planner initial here*

DECORATION GUIDELINES

Floor Plan

Floor plans are due to the Front Desk Staff at least two weeks prior to the event. Valley Community Center set-up includes tables, chairs, and stage, if needed, according to the floor plan that is approved by the Front Desk staff. Changes to the floor plan must be done at least one day prior to the event. Any change to the floor plan the day of the rental must be approved Front Desk staff. Changes will be made by the renter. Seating will only be provided for the number of guests indicated on the Facility Use Agreement.

_____ *initial here* _____ *decorator/event planner initial here*

Restricted Decorations

The following decoration items are not allowed in any Valley Recreation Department Facility: nails, push pins, staples, glitter, confetti, sand, flower petals, decorative rocks, birdseed, sunflower seeds, rice, hay, gum, duct tape, packing tape, lit candles, incense, or fog machines. The only tape allowed for decoration is masking tape or blue painter's tape. Removable wall hooks may be used if approved by Front Desk Staff.

_____ *initial here* _____ *decorator/event planner initial here*

CANCELLATION POLICY

All event cancellations must be submitted to the Community Center Front Desk staff in writing. Verbal cancellation of an event is not permitted. If the event is cancelled a portion of your security deposit will be forfeited following the following schedule.

Cancellation Period	Amount of Forfeit
91 days or more prior to event	10% of deposit
90-61 days prior to event	20% of deposit
60-31 days prior to event	50% of deposit
30 days and under	100% of deposit

The Front Desk staff reserves the right to cancel or amend any agreement based upon additional information which could substantially affect the risk or circumstances of any/all Valley Recreation Department property. If an event must be cancelled in advance by Valley Recreation Department for internal reasons (weather, building maintenance issues, etc.) all fees will be refunded. However, if an event is cancelled prior to or shut down during the event due to non-compliance/violations of Valley rules and regulations all fees will be relinquished by the client.

_____ *initial here*

CHANGES TO FACILITY USE AGREEMENT CONTRACT

Any and all changes to the contract must be submitted to the Front Desk staff no less than two (2) weeks prior to your event date. Verbal amendments to the contract will not be honored. Changes may include attendance numbers, date of event, etc. An amendment to add alcohol must be submitted 45 days prior to the rental date. Any amendment or revisions to the Facility Use Agreement may result in an increase of the rental fees, additional stipulations/requirements, and denial of amendment request or revocation of the Facility Use Agreement. An amendment to add alcohol must be submitted 45 days prior to the rental date.

_____ *initial here*

FACILITY RENTAL USE POLICIES/PROCEDURES

Rental organizers and guests must follow the established Valley Community Center Rules and Use Policy. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, the following guidelines must be followed:

*Rental organizer must bring a copy of the Rental Agreement and be present during the entire event, including setup and cleanup. If someone else has been designated to be present at the end of the rental to insure all policies/procedures have been met

*The Valley Community Center is pleased to comply with the Americans with Disabilities Act. All applicants must comply with all A.D.A. regulations. Upon request, a guest list shall be provided to and available at the front desk, and/or a representative of the group shall be available to assist with admittance.

*Guests of rental events may be admitted into the facility no sooner than 15 minutes prior to the start time of the event.

*It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The rental organizer is held liable for their group's actions, including any damages or losses caused during rental of the facility. Guests may not linger, group in hall, lobby, or any room that has not been rented before, during, or after event.

_____ *initial here*

RULES OF CONDUCT

Smoking is prohibited on Valley City Property. Soliciting or loitering is prohibited. Interference with employee and volunteer duties is prohibited. Inappropriate or indecent conduct including harassment and/or language are strictly prohibited. Use of illegal drugs and weapons is strictly prohibited by law. Use of beer and wine is prohibited unless request has been submitted and approved. Use of hard liquor is prohibited. Parking in unauthorized areas and driving or parking on field areas is prohibited. Defacing property, indoors or outdoors, is prohibited. Any other conduct that may jeopardize the safety of others is prohibited. Any violations of these rules, or the Community Center rules, will result in the event being shut down.

_____ *initial here*

FOOD, CATERING, AND ALCOHOL POLICY

Food and drinks may be provided and served by a licensed caterer. Confirmation of license will be made before they are approved. If not licensed they will be required to purchase a City of Valley Business License 7 days prior to the event. Patrons may bring in their own food and drinks. All food and drinks, including beer and wine, must be kept and consumed inside the rented area. No food or beverages may be consumed or distributed in the lobby, rooms outside of the rented area, or outside the facility. No glass bottles and/or glass cups of any kind may be used. All liquid refreshments must be served in a plastic container. The attached alcohol request form must be turned in with the Facility Agreement at least 45 days prior to the event. Renter will be notified if alcohol requests, beer and wine only, is granted. Sale of alcohol is strictly prohibited. Only beer and wine will be approved. It is the responsibility of the applicant to provide a designated representative for the duration of the event to ensure that alcohol is not served to guest under the age of 21 years of age. The designated person may consume no alcohol while monitoring the event. If deemed necessary, those guests that are under the age of 21 years of age will be required to have an arm band. Food and drink are strictly limited to your rental area.

_____ *initial here*

SUPERVISION OF MINORS

The applicant/organization must provide at least one (1) responsible adult supervisor/chaperone who is over the age of 21 for every 15 juveniles present at the event. During your rental, children should always remain in the company of an adult, including but not limited to bathroom use. After dark, all juveniles must remain inside the rental area and not be allowed to go in other areas of refrain from playing outside the facility.

_____ *initial here*

SALE OF MERCHANDISE

If the sale of merchandise takes place during your event, a valid business permit will be required of each vendor. The Rental Supervisor must be notified at the time of the rental application of the sale of any merchandise.

_____ *initial here*

DAMAGE FEES

Chairs: \$25 per chair, Tables: \$35.00 per table, Stage Curtain: \$50.00 per panel

_____ *initial here*

EVENT DAY PROCEDURES

Additional Paperwork

When you arrived for your event, staff members will go over the Rental Center Inspection and Rental Facility Guidelines. This paperwork must be signed at the beginning of your event, and again at the conclusion of the evening. Signing this paperwork is required to complete the Facility Use Agreement and receive a refund on the deposit.

Rental Center Inspection and Rental Facility Guidelines

I have reviewed all the items listed below and am satisfied:

- The room is set-up as requested
- The room is clean
- There are adequate trash bags and cleaning supplies available for my use
- There are no tears, damage to any chairs/tables in set-up

_____ Please initial

I understand read and understand the Rental Facility Guidelines including but not limited to:

- I understand that as the renter of the area I must stay in the rental area from the start time to the finish time of the event.
- I understand that no one will be allowed in the rental area except the guests I have invited.
- I understand that no guests will be allowed in the facility until 15 minutes prior to the start time as indicated on the agreement.
- I understand that the event must be shut down at least one hour prior to end of the rental to allow for clean-up time.
- I understand that if beer/wine is being served no one under the age of 21 years of age may be served
- I understand that I must abide by the start and closing time as stated in my agreement.
- I understand that if there is any damage to the rental area or if the rental area is not cleaned at the end of the event my deposit will be forfeited.
- I understand that all attendees of my event must stay in the rental area.
- I understand that for events with youth under the age of 15 there must be adequate supervision, 1 adult to 15 youth, and they must be monitored at all times.
- I understand that any outside vendor must have a City of Valley business license. If they have not obtained one by the event, and have appropriate paperwork, they will not be able to vend.
- I understand that if some of the guidelines are not met my deposit, full or partial, will not be returned.

_____ Please initial

- I understand that any damage to the rental area including but not limited to damage to tables, chairs, blinds, etc. I will be charged a damage fee which will be taken out of my deposit. If the damage is more than the deposit an additional charge will be assessed.
- I understand that all garbage must be taken to the dumpster in parking lot at the conclusion of the event. If assistance is needed I understand that I must get assistance at the front desk.

_____ Please initial

A DEPARTMENT EMPLOYEE WILL BE ON DUTY AT THE FRONT DESK IN CASE OF EMERGENCIES

CHECK-IN/OUT SHEET

Room(s) Rented: _____

Rental area checked	IN	OUT
Room floors swept		
Tables and Chairs wiped off		
Countertops wiped off		
All decorations cleaned up	N/A	
Room setup up to specifications given		N/A
Garbage taken to dumpster	N/A	

Damaged Items	Fee

Note: This property is owned by the City of Valley, Alabama and is subject to patrol and inspection by members of the Valley Police Department, Valley Recreation Department or City of Valley Administration at any time.

REQUEST FOR ALCOHOL PERMIT
Beer and Wine Only

Please fill out the following form in its entirety in order for the request to be put before Valley City Council. Everyone who is responsible for the event should be listed. If the event is a wedding the Bride and Groom must be included.

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

Name: _____ Birthdate: _____

Address: _____

City/State: _____

Telephone Number: _____

OUTSIDE VENDORS

Event: _____ **Event Date:** _____

Please list all vendors you plan to use for your event.
Please make a copy of this sheet if needed

Name of Business: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____

Name of Business: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____

Name of Business: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____

Contact Phone Number: _____