

Shawmut Kindergarten Rental Agreement
City of Valley
P.O. Box 186, Valley, Al 36854

SHAWMUT KINDERGARTEN RENTAL/LEASE CONTRACT

**Baby showers, Bridal showers, & youth birthday parties 10 years & under
ONLY**

****** All other parties MUST BE APPROVED BY DIRECTOR******

Date: _____

Organization: (if applicable) _____

Name of Lessee: _____

Telephone Number(s): _____

Email Address: _____

Your email address is only used to notify you when payments are due & when your deposit is ready for pick-up.

Street Address: _____ City/State/Zip: _____

Start Time: _____ Finish Time: _____

Date of Event: _____ # Of People: _____

Event Type:

Signature of Lessee (person booking event) _____

_____ Date

(For recreation staff only)

Recreation Staff (Who Booked Event): _____

Amount Paid \$ _____

Shawmut Kindergarten Rules and Regulations
City of Valley
P.O. Box 186, Valley, Al 36854

Available Rental Times

Sunday – Saturday

7:00 a.m.- 8:00 p.m.

Rental Rate

Rental Fee (check or cash)	\$100.00
Required Deposit (cash)	\$200.00

Total Fee Due at time of Rental	\$300.00
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Baby showers, Bridal showers, & youth birthday parties 10 years & under ONLY
******All other parties MUST BE APPROVED BY DIRECTOR******

Note: Time includes Set-Up and Clean up

The entire rental fee is payable when the reservation is made, with NO exceptions. Please make your check payable to City of Valley. Reservations must be made a minimum of two (2) weeks in advance of the intended event. No reservation will be made until fees are paid. Cancellations must be made a minimum of one (1) week in advance to receive a refund. Please allow one (1) week for refunds to be returned. In the event of any damage to the property, you will be notified in writing and invoiced for the costs of repair. The City of Valley will only hold your deposit for (90) days after being contacted. If a deposit is not picked up it will be deposited. The City of Valley reserves the right to refuse rental to anyone at any time. Checks returned for any reason will be subject to collection and an additional fee of \$30.00.

SMOKING IS PROHIBITED

NO ALCOHOLIC BEVERAGES

NO CONTROLLED SUBSTANCES

NO LEWD BEHAVIOR OR LOUD NOISE WILL BE ALLOWED



Shawmut Kindergarten Rental Agreement
Renter's Copy
City of Valley

- I understand that a copy of this agreement will be given to me at the time of the reservation. If, for some reason I do not get a copy, I understand that my initials below indicate that I have read and understand all the requirements for this rental.

_____ *please initial*

- I understand that the City of Valley will only hold my deposit for 90 days after being contacted to pick-up or it will be deposited.

_____ *please initial*

- I understand that ONLY baby showers, bridal showers and youth birthday parties 10 and under are allowed. Unless Approved by the Director.

_____ *please initial*

- I understand that all event festivities must be concluded by 8:00 pm est.

_____ *please initial*

Instructions for Use

- Key will be given the day of the rental or at time agreed upon by Community Center employee. Please make sure you return the key after the event. The Community Center is open Monday thru Friday 5:00 am – 8:30 pm; Saturday 7:00 am – 6:00 pm; and Sunday 1:00 pm – 5:00 pm. There is no drop off box.
- The facility should be left clean and in order. All food and waste must be removed from premises and disposed of in outside garbage containers provided. All lights and appliances should be turned off and all outside doors secured.
- No changes may be made to the structure or the affixed items such as lighting, window blinds, etc.
- There shall be no adhesive material placed on the walls of the building and no glitter to be used in or outside of the building. Music, public address systems, amplifiers, and crowd noise must be kept to acceptable levels.
- All vendors must show proof of a City of Valley business license or special event business license. All vendors are required to pay the City of Valley 10% of the revenues collected.
- The City of Valley will not be responsible for personal items left. Please make sure all items are removed before you leave.
- The City of Valley is not responsible for accidents occurring on site.

Cleaning Requirements

- **All cleaning must be completed by 10:00am the following morning**
- Trash must be placed in outside trashcans.
- All counter tops and tabletops must be cleaned and free of trash or food crumbs.
- Furniture may be moved as needed; provided it is moved back before you leave.
- Before leaving, set the air conditioning to 78 degrees and heat to 68 degrees.

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 or City Administrator at any time.***

In case of an emergency call 9-1-1
Physical address is 3314 24th Avenue, Valley, AL
For administrative questions call 706-518-7213 or 334-756-5290.

Business License and Permits

- Anyone that you are paying to provide a service for you at your event such as caterers, decorators, DJ's, bands, rental equipment, etc. must be listed on the attached sheet. If they do not have a business license, they must contact Valley City Hall at 334-756-5220 no less than one week prior to the event to obtain the necessary documents.

_____ ***please initial***

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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.***

ADDITIONAL TERMS:

NO individual may be turned away from or otherwise discriminated against in providing programs sponsored by the above-named organization because of race, sex, age, color, or creed. Violation of this will be grounds for immediate withdrawal of facility use privileges.

USE POLICY:

1. It is the policy of the CITY OF VALLEY COMMUNITY CENTER that the facility exists primarily for the delivery of leisure services to the community.
2. Facility will be available for rent by the general public when not in use by the "CITY."
3. "USER" must be twenty-one (21) years or older.
4. All reservations must be made in person.
5. Reservation time will include set-up and clean-up time.
6. The "CITY" reserves the right to reject rental requests which conflict with or compete with any departmental sponsored or co-sponsored activities.
7. All rental activities must be held within normal facility hours of operation unless approved in advance by the "CITY" and recorded in the rental agreement.
8. "USER" assumes responsibility for all arrangements and liability for any damages.
9. Complete details on planned use of facility must be submitted in the written agreement prior to execution.
10. All special needs or requests, specific set-up requirements, etc... must be made and included in the written agreement prior to execution.
11. Additional fees will be due for holiday rentals and after-hour rentals.
12. "USER" is responsible for competent adult supervision, clean-up and building security before, during and after the event.

A DEPARTMENT EMPLOYEE WILL BE ON DUTY IN CASE OF EMERGENCIES

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: _____