

City of Jemison Municipal Complex
Rental Agreement and Guidelines

Application Date: _____

Applicant Name/Responsible Party: _____

Address Applicant: _____

Cell Phone: _____ Alt. Phone: _____

Type of Function: _____

Reservation Date: _____

Number of Attendees: _____ Tables Needed: _____ Chairs Needed: _____
(Furniture available: 32-5ft round, 15-6ft rectangle, 250-cloth chairs, 50-vinyl chairs)
Auditorium layout for your group's function will be handled by the city's staff.
Maximum occupancy: 400 people.

PAYMENT OF \$200.00 OF RENTAL FEE MUST BE PAID AT THE TIME OF RESERVATION. DATES WILL NOT BE HELD WITHOUT THIS PAYMENT.

Rental fee is **\$500.00**. A minimum of **\$200.00** is required at the time of reservation and remaining balance must be paid **14 days** prior to the event. **Cancellations must be made no later than 10 days prior to the event to receive a refund of monies paid, in which \$50.00 is non-refundable. Cancellations within the last 6 days will forfeit all monies paid.**

Contact: Karen McMinn, Event Coordinator
Office – 205-688-4492 Ext.319
Cell – 205-287-1260
Fax – 205-688-4490

(over)

Rules and Regulations

1. Activities must be between 8 a.m. and midnight unless prior approval is obtained.
2. No alcoholic beverages allowed or intoxicated persons on premises.
3. Smoking in designated areas only, **NO SMOKING INSIDE BUILDING.**
4. Must present a driver's license or other valid ID.
5. No violations of State Law or City Ordinances.
6. No decorations of any kind are to be placed on the walls or ceiling.
7. The city will not be responsible for supplies such as trash bags, paper towels, plates, forks, spoons etc. The group will need to bring these items.
8. The person responsible, signed below, will be held accountable for the cost of repairs for damages that take place while using the facility.
9. **AUTHORIZED PERSONNEL ONLY IN SOUND BOOTH.**
10. At the city's discretion, certain groups will be required to have 2 assigned officers on duty. The group will be required to pay the officer's \$20/hr with a 2 hour minimum.
11. No admission charge or similar donation can be charged without prior approval from the city council and Mayor.
12. Permission **will not** be granted to use adjoining City Hall.
13. Auditorium will be locked and unlocked by a city representative.

Cleaning Instructions- MUST BE CLEAN BEFORE LEAVING

1. Clean kitchen counters (if used).
2. All garbage must be bagged and placed in outside trash bins.
3. All floors swept and mopped.
4. All toilets flushed and trash removed from restrooms.
5. Furniture and other fixtures are not to be rearranged or moved.
6. Tables cleaned (top and check underneath).
7. Pick up trash outside the building, specifically sidewalks and parking lot.

The Jemison Police Department will monitor the activities and any violations of the rules or regulations governing the use of the property will result in the activity to be closed and the premises vacated. Any problems that occur during usage will be documented and grounds for future denial of use by the individual or group involved.

THE CITY WILL NOT BE HELD LIABLE FOR ANY PERSONAL INJURY!

The City of Jemison reserves the right to cancel the function at anytime in the event of problems or disturbances. With that event all fees may be forfeited.

By signing below I acknowledge that I have read and understand the above statements and that I am in agreement with the terms of this contract.

Signature of Applicant

Date

Signature of Approving Official

Date