

# CIVIC CENTER RULES AND FEES

1. Use of the Civic Center is restricted ONLY TO SARALAND ORGANIZATIONS AND RESIDENTS:
  - a. Persons, organizations, schools, churches, etc. outside the city limits of Saraland will not be permitted to use the facilities, except under the discretion of the PARKS AND RECREATION BOARD and through appeal only to the MAYOR/COUNCIL. Rental fees will apply.
  - b. Each request by outside persons or organizations will be considered on its own merits and must submit a written request to be approved by the PARKS AND RECREATION BOARD.
  - c. The Civic Center, if requested by a resident, for use by an outside organization, that person must submit in writing to the PARKS AND RECREATION BOARD and be approved. Rental fees also must be paid per the current rental fee schedule.
  - d. Any person, organization, school, church etc. that is using the civic center for a fund raiser to make a profit or charging a fee to make a profit will be required to pay the rental fees on the current rental fee schedule.
  - e. Any Saraland organization using the Civic Center during normal working hours (8 a.m. – 5 p.m. Monday-Friday) when workers are already on duty, shall not be charged a rental fee; however, the organization will be required to clean up after using the facility.
  - f. No elected or appointed official may waive any of the requirements above and grant usage of the facility without prior approval of the PARKS AND RECREATION BOARD or through an appeal to the Council.
2. The person responsible for reserving the Civic Center (which will be referred to as the Renter for the purposes of this document) **MUST** be the one who signs the required information sheet and pay all monies due. Rent is due within 10 days of booking event, or the renter forfeits their reservation. The deposit fee is due one week prior to the event. **PLEASE NOTE: PERSON WHO SIGNS LEASE WILL PAY IN PERSON ALL FINANCIAL OBLIGATIONS – NO EXCEPTIONS.**
3. Renter must show picture id (i.e. driver's license) and one (1) form of proof of residency (i.e. utility bill, water bill, driver's license).
4. The renter is to report to the Civic Center personnel upon arrival.
5. The renter is responsible for his/her function and the conduct of persons attending the function.

6. The renter **MUST** be at the function for the entire time of the function – **NO EXCEPTIONS.**
7. The last hour will be used to clean up. The renter is responsible for putting up tables and chairs, sweeping and mopping floors, emptying all trash cans, cleaning kitchen countertops and removing all food that renter brought including that stored in the refrigerator.
8. Please bring your own dishtowels, utensils, and any other items that you would need in the kitchen.
9. Your cleanup deposit will be required in check form one (1) week prior to your event. Civic Center personnel will complete the required cleanup form and given that you have two (2) or fewer check marks, your cleanup deposit will be refunded by the Civic Center Director the first business day following your event.
10. Smoking is not permitted inside the building. There are designated areas outside the main entrances of the Civic Center.
11. Alcohol is strictly prohibited. No form of alcohol is permitted inside or out of the building, parking lot, or your person.
12. No loud music or noises. Music and/or noise shall be in accordance with City ordinances.
13. No profanity is allowed. This includes individuals as well as the words in the music played.
14. All child must be accompanied at all times by an adult.
15. Saraland churches will be limited to two (2) uses per year at half (1/2) the current rental price fees. Fundraisers are excluded and renter will pay full price for such events. After said church has used the facility at half (1/2) price two times in one year, full fees will apply.