



Town of Coosada Community Center / Park Pavilion Rental Agreement

Rules & Regulations

Please initial by each after reading

The Town of Coosada is happy to make our grounds available for your enjoyment. This facility was made possible with a grant from HUD. This grant stipulates that the center and grounds are to be available for private, civic, and non-profit functions only; a fee for attendance, entrance, or parking cannot be charged unless the ENTIRE proceeds are donated to the Town of Coosada or any of its approved entities.

Initial Here: _____

- _____ The center/grounds will only be rented to adults, age 21+.
- _____ **ALCOHOL IS NOT PERMITTED ON PREMISES.**
- _____ The building is to be left in the matter it was found.
- _____ Floors will be swept & mopped; brooms and mops will be provided in hall closet adjacent from Women's restroom.
- _____ Do **NOT** hang anything on the walls (NO TAPE, TACKS, NAILS, ETC.)
- _____ Please wipe clean countertops and stove; clean refrigerator
- _____ Trash is to be taken to the dumpster provided outside; trash bags are provided.
- _____ Tables & chairs are to be placed back in closet.
- _____ Bathrooms is to be swept & cleaned; trash will be taken out.
- _____ Return key to the Town Hall drop box the next business day, for each day key is not returned, there will be \$5 deducted from deposit DAILY.
- _____ Fog machines are **PROHIBITED**
- _____ Deposit will be mailed within 14 business days.
- _____ There is a 30-day cancellation notice required, if not notified before 30 days; deposit will be NON-REFUNDABLE.
- _____ NO PETS are allowed inside of the Community Center!
- _____ The Renter is responsible for leaving the area used clean.



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**** PLEASE KEEP IN MIND THAT THIS IS A PUBLIC FACILITY AND DURING YOUR
FUNCTION, OTHERS MAY USE UNRENTED AREAS! ****

Do NOT exceed LEGAL OCCUPANT LOAD: Community Center will hold up to 100.

- In case of emergency call 911 or for non-emergency calls/problems with rental buildings, call 334.850.1622
- All town buildings are SMOKE FREE.

By signing below, I have read & understand the rules and regulations that the Town of Coosada has provided me.

Renter's signature: _____

Employee signature: _____

Refundable Deposit Checklist

Please initial by each after reading

_____ If the Fire Department has to come out to the rental grounds, you will lose your deposit entirely.

_____ If the use of alcohol on the premises is present you will lose your deposit entirely and will be fined.

_____ If the use of a fog machine is detected you will lose your deposit entirely.

_____ If you are spotted in the building before 8 AM the day of your rental you will lose half of your deposit. (\$37.50)

_____ If tables and chairs are not stacked neatly in storage closet you will lose \$50 of your deposit.

_____ If trash is not taken out you will lose \$50 of your deposit.

_____ If you do not return the key on time you will lose \$5 daily from your deposit.

_____ If mop and cleaning supplies are missing you will lose full deposit.

****By signing below, I have read & understand the conditions of my deposit return. ****



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Renter's signature: _____

Employee signature: _____

_____ Deposit Paid Date: _____ (DEPOSIT MUST BE TO RESERVE VENUE)

**** DEPOSIT REFUNDABLE UPON ALL INITIALED AGREEMENTS ****

_____ Building Only: Rental Fee \$300 + \$75 deposit. # Days to be used _____

_____ Outside Only: Rental Fee \$125 + \$75 deposit. # Days to be used _____

_____ Both Building & Outside \$400 + \$75 deposit. # Days to be used _____

_____ Auxiliary: Power \$75

_____ Auxiliary: Water \$75

Date(s) properties to be used: _____

Time properties to be used: _____

**** Playground/Pavilion closes at sundown; Community Center Must be vacated by 11pm. ****

Name (Please Print):	Signature:
Group Name:	Phone Number:
Mailing Address:	Date Rented:

I, _____, understand that I am responsible for the cleaning of the rented area(s) and accept any liability which may arise as result of our use of facilities.