

# PHENIX CITY PARKS & RECREATION

## Central Activity Center

1500 14<sup>th</sup> Street – 334.291.4743

~ Rental Contract ~

Non-Refundable application fee of \$25 must be paid **within 24 hours** of requesting a reservation. Rent and any deposit required must be paid at least **14 days prior** to your anticipated event. Application fee will be deducted from rental fees.

- Auditorium - \$75 per hour (3-hour minimum), plus refundable \$100 damage and cleaning deposit
- Dining Room - \$25 per hour
- Kitchen - \$35
- Meeting Room - \$10 per hour (2-hour minimum)
- Annex Room - \$100 per day, plus \$25 damage, cleaning and key deposit

ORGANIZATION/PERSON MAKING APPLICATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE (WORK): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE (HOME): \_\_\_\_\_

DESCRIBE EVENT/ACTIVITY (Include any special requests or requirements): \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_, 20 \_\_\_\_\_  
(Alternate Date \_\_\_\_\_, 20 \_\_\_\_\_)

TIME REQUESTED (Includes Preparation, Activity and Cleanup): \_\_\_\_\_ (AM/PM) UNTIL \_\_\_\_\_ (AM/PM)

TABLES AND CHAIRS REQUESTED: # RECTANGULAR \_\_\_\_\_ # CHAIRS \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_ ADMISSION CHARGED  NO  YES AMOUNT \$ \_\_\_\_\_

*In making this application, I, or my organization, understand the fees, reservation hours, rules and regulations (see back) of the Phenix City Parks & Recreation Department and will abide by all rules and assume financial responsibility for any damages to facility/areas/park or equipment.*

*I, or my organization, further acknowledge that using this facility/area/park or equipment may involve risks and dangers. I, or my organization, will not hold any person involved with the City of Phenix City liable for any accidents or injuries that may occur while using this facility/area/park or equipment.*

**\*SEE ADDITIONAL RULES ON BACK OF THIS FORM\***

\_\_\_\_\_  
*Signature of Renter*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director/Parks & Recreation*

**\*No application is complete until approved by the DIRECTOR of PARKS & RECREATION.**

### OFFICE USE ONLY

**NON-REFUNDABLE APPLICATION FEE \$25 WILL BE APPLIED TO RENTAL** DATE PD \_\_\_\_\_ INL \_\_\_\_\_

DATE APP. RECEIVED \_\_\_\_\_ INL \_\_\_\_\_ DATE POSTED \_\_\_\_\_ INL \_\_\_\_\_ DATE APPROVED \_\_\_\_\_ INL \_\_\_\_\_

DATE STAFF NOTIFIED \_\_\_\_\_ INL \_\_\_\_\_ Staff Assigned \_\_\_\_\_

PCPD Security Procured by Renter  Date \_\_\_\_\_ INL \_\_\_\_\_

DATE PD \_\_\_\_\_ INL \_\_\_\_\_ **BALANCE DUE:**



## City of Phenix City - Parks & Recreation Reservation Rules

The facility that you will be using belongs to the citizens of Phenix City and is under the supervision of the City of Phenix City Parks & Recreation Department. To preserve the rights of the public for use of a public recreation facility, rules and regulations are necessary and we ask you and your group to cooperate. By signing the document below you acknowledge receipt of the rules pertaining to the facility requested. Below are several key items you will be asked to initial and sign off on:

***PLEASE NOTE: YOUR RESERVATION ENTITLES YOU TO USE THE AREA YOU HAVE RESERVED. PARK AREAS REMAIN OPEN TO THE GENERAL PUBLIC AT ALL TIMES***

1. The renter agrees that placement and use of any inflatable, tents, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time the reservation is approved. Parks and Recreation may not provide repair to interruptions of the electrical service, plumbing or air conditioning on the day of an event, if the interruption is caused by violation of these policies. \_\_\_\_\_ Initial
2. No alcoholic beverages are permitted on City Property without prior express written consent from the Parks and Recreation Department and Phenix City Police Department. If you plan to request permission to consume alcoholic beverages on-site, you must submit to the Parks and Recreation Department a letter of request, explaining your request in full detail, no later than on the date your deposit is due. \_\_\_\_\_ Initial
3. Parking is allowed only in designated parking areas. \_\_\_\_\_ Initial
4. All food, beverages, trash, decorations, equipment, etc. must be removed from the facility and the site returned to its original state at the end of the activity. If a facility is not returned to its original state, any future use may require an additional deposit at an amount to be determined by the Parks and Recreation Director. Nothing may be hung on or fixed to any walls, ceilings or fixtures – table decorations only. \_\_\_\_\_ Initial
5. No open flames, candles or bonfires are allowed without express written consent from the Parks and Recreation Department. \_\_\_\_\_ Initial
6. ANY damage to the rented facility, to include walls, carpet and flooring, lighting, furniture, outside landscape and anything else on the premises, could result in the forfeiture of renter's damage deposit. Cause of excess damage may subject renter to criminal charges. \_\_\_\_\_ Initial
7. Breakeage of contract rules could result in forfeiture of deposit and/or immediate cancellation of event. \_\_\_\_\_ Initial

On behalf of \_\_\_\_\_ I (print) \_\_\_\_\_

Acknowledge that a copy of the City of Phenix City Parks & Recreation Reservation Rules have been made available to my organization and me. By signing below, I agree to follow these rules and understand that failure to do so will result in loss of privileges and possible/potential monetary damages.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_