

Phenix City Parks and Recreation Central Activity Center

~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 - \$75.00 per hour (3 hour minimum), plus refundable \$100 damage and cleaning de-
- Dining Room - \$25.00 per hour
- Kitchen - \$35.00
- Meeting Room - \$10.00 per hour (2 hour minimum)
- Annex Room - \$125.00 per day, plus \$25.00 damage, cleaning and key deposit

Organization/Person Making Application: _____
Contact Person: _____ Phone (Cell): _____
Address: _____ Phone (Work): _____

Describe Event/Activity (Include any special requests or requirements): _____

Date(s) Requested _____, 20____

Alternate Date _____, 20____

Times Requested (Includes Preparation, Activity and Cleanup): _____ (AM/PM) Until _____ (AM/PM)

Expected Attendance: _____ Admission Charged YES NO 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

DATE APP. RECEIVED _____ INL _____ DATE POSTED _____ INL _____ DATE APPROVED _____ INL _____

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

FEES DUE \$ _____ DATE STAFF NOTIFIED _____ INL _____

DATE PD _____ BALANCE DUE _____ INL _____

PCPD Security Procured by Renter £ Date _____ INL _____



City of Phenix City-Parks & Recreation Reservation Rules

The facilities that you will be using belong to the citizens of Phenix City and are under the supervision of the City of Phenix City Parks & Recreation Department. To preserve the rights of the public to use a public recreation facility, rules and regulations are necessary and we ask you and your group to cooperate. By signing this document 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 ONLY. PARK AREAS REMAIN OPEN TO THE GENERAL PUBLIC AT ALL TIMES.

1. **Electricity is not guaranteed to be operational at the time of rental.** Due to their heavy draw of power, use of any inflatables, bouncy houses, sound system or other outside entertainment equipment will require the renter to provide an outside power source, such as a generator , to power the equipment. Parks and Recreation will likely not be able to resolve interruptions to the electrical service, plumbing or air conditioning on the day of an event, regardless of the cause of the interruption. Interruption of these services does not entitle renter to any refund of payments. ____ 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. ____ Initial
3. Parking is allowed only in designated parking areas. ____ Initial
4. **No Fundraising, Commercial or Charitable Activity for profit or non-profit** (i.e. Food Sales, DJ's,vendors,etc.). ____ Initial
5. 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. **Nothing may be hung on any walls or from ceiling fixtures —table decorations only.** ____ Initial
6. No open flames, candles or bonfires (except for pre-installed grills) will be allowed. ____ Initial
7. **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 the renters damage deposit. Cause of excess damage may subject renter to criminal charges. ____ Initial
8. The City of Phenix City reserves the right to ask renters to provide security for all events. ____ Initial
9. **Breakage of contract rules or falsification of information provided 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 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: _____