

**CITY OF CALERA
COMMUNITY CENTER**

Building and Property Rental and Usage Request Agreement

**YOU MUST FOLLOW ALL GUIDELINES SHOWN, OR YOU WILL NOT RECEIVE
A REFUND OF YOUR DEPOSIT**

Date Application Submitted: _____

Person Responsible: _____

Address of Person Responsible: _____

Home Phone: _____ Work Phone: _____

Type of Function: _____

Date To Be Used: _____

Number of People Expected to Attend Function: _____

TABLES AVAILABLE (7) 8FT OBLONG, (5) 6FT OBLONG (7) 6FT ROUND

Rules and Regulations:

Calera Community Center can be used for private party gatherings such as teas, showers birthday parties, weddings, receptions, etc, and organizational community meetings.

Rental Fee and deposit must be paid at the time the reservation is made.

Rental Fee is \$275.00 - \$150.00 is considered a deposit and will be returned to you upon return of key to building, inspection of the premises and documentation that everything has been left clean and no damage has occurred. \$125.00 is the actual charge for the use of the building and will not be refunded. (A check will be issued and mailed within 7-14 business days.)

If you should choose to cancel a reservation you must do so within 5 days of reservation in order to receive a refund of your \$125.00 rental fee.

All activities must end by 10:00 p.m.

No alcoholic beverages allowed on premises

No admission charge or similar donation can be charged

No smoking inside building

No P.A. systems, loud music or live bands are allowed on premises

No violations of any State or City of Calera ordinances

No Thumbtacks, tape, nails, screws or decorations on the walls or ceilings of building

In order to receive you \$150.00 Deposit Refund the facility must be left clean when you leave. The following things must be done:

- Counters cleaned if kitchen is used
- All garbage taken out
- Floors Cleaned
- All toilets flushed
- Chairs stacked
- Tables cleaned & put in designated places
- Any garbage outside of building must be cleaned up
- Key dropped off at police dispatch

Any repair of damages that occurred while in use by the person listed above will be the financial responsibility of that said person.

The reservations and use of the City of Calera Property is intended for Calera residents and businesses. The Calera Police Department will monitor the activities and any violation of the Rules and Regulations governing the use of 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 association/group involved.

The City of Calera reserves the right to cancel the above function at any time in the event of problems or disturbances. In the event of problems, all fees paid for usage may be forfeited.

I have read and understand all of the above statements. By signing below I am in agreement with the contract.

Signature of Applicant

Date

Signature of Approving City Official

Date