

APPLICATION TO USE PINSON COMMUNITY CENTER

Name: _____

Address: _____

Telephone: _____

Organization: _____

Date Requested: _____ Time: _____

Nature of Event: _____

I have received a copy of the clean-up check list.

Signature: _____ Date: _____

City of Pinson Community Center Rates and Usage Agreement

1. Available to Rent: The Pinson Community Center is available for rent subject the limitations prescribed below:

Rental Rates:

-Non-Residents of Pinson: \$50.00 each hour (1hour minimum)

-Resident of Pinson Limit: \$30.00 each hour (1hour minimum)

*A copy of your driver's license shall be required for identity and address verification.

-Fees may be waived and/or Special Rates may be negotiated at the Mayor's discretion to schedule meetings/activities if (but not limited to):

* The business is licensed and/or domiciled within Pinson City limits

* The organization is a community organization with some Association to the City

* Activities for senior citizens and/or citizens at-large

2. Pinson Representative or Sheriff Deputy Rates of \$25.00 per hr. (due at time of deposit) may be required for certain functions. The Mayor and/or City Clerk's office will assign and reserve all Deputies and/or City representatives.

3. Reservation Notice: An application and security/damage deposit will be due immediately upon the date of reservation. Rental fee will be due two weeks prior to date of rental. If full rental fee is not paid within two weeks of date of rental, your security deposit will be forfeited and rental will be cancelled. _____(renter initial)_____ (Date).

4. Time of Payment: All rental fees will be paid in full accordingly.

5. Refund of Rental Fees: Rental fees will be refunded only if the person or organization makes the cancellation and return the rental fee request in writing at least 30 days before the scheduled event.

6. Hours of Availability: The Community Center will be available for rental on the following basis:

-Monday-Saturday 9:00 a.m. – 8:00 p.m.

-Closed on New Years Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Veteran’s Day, Thanksgiving Day (Friday following), Christmas Eve and Christmas Day

Note Requests for times other than listed above will have to be submitted for approval. In cases where the centers requested use cause the City to furnish personnel on an overtime pay basis, the rates will be adjusted accordingly.*

7. Reservation Confirmation: The city clerk’s office, at the time a fee-based rental is requested, may reserve and confirm any reservation provided the room and time requested is available and the appropriate fee is collected.

8. Who Is Responsible: The renter of record is responsible for any damages that occur while the facilities are entrusted to their care and for the general clean-up. A security/damage deposit of \$100 will be required upon reservation. The renter (upon inspection) may be refunded the damage deposit granted there are no damages to the property.

9. Tables and Chairs may be adjusted; no major rearranging or dismantling may occur. Nothing shall be attached or hung from the ceiling or walls in the facility. **Non-residue tape may be used on the tile walls only.** Failure to comply will result in forfeiture in any and all rental deposits.

_____ (renter initial) _____ (date)

10. No alcoholic beverages, Tobacco, illegal drugs, nor Firearms are allowed on the premise at any time. Animals are not permitted in the building at any time (except service animals). Discovery of such will result in immediate evacuation of the Community Center and security deposit forfeiture.

11. Law and Order: It is understood that persons or groups using the Community Center will abide by the Laws and Ordinances of the City of Pinson and any request or instruction of the City’s representative. No public address systems, stereos, karaoke machines, or similar amplification devices may be used. Guests shall primarily gather within the facility, and shall not

cause undue noise while outside. The maximum number of people allowed on the premises is 60 persons.

12. Clean Up: The Community Center will be completely clean upon completion of the function. This includes sweeping floors, wiping and cleaning all tables and countertops, removal of any decorations or signage, bagging and removal of all trash from the building and grounds and placement in the dumpster as directed. Failure to do so will result in forfeiture in any and all rental deposits. A Clean-up checklist will be furnished to you. _____(renter initial) _____(date)

13. Injury: The City of Pinson will not be liable or responsible in any way whatsoever for any injury that may occur during the course of your function.

14. Closing Time: If your party is not out by the time indicated on the rental agreement, your deposit will be forfeited. _____(renter initial) _____(date)

15. Exceptions: Only the Mayor (or Mayor Pro-Tempore in his absence) may grant exceptions to the above guidelines.

16. The center may not be rented for commercial enterprise such as sales events, catalogue sales parties, or cosmetic demonstrations/promotions.

17. Please check if special assistance is needed operating:

Light Switches

Kitchen appliances/sinks

Other: _____

Signature: _____

Date: _____