

CITY OF BREWTON COMMUNITY CENTER POLICY

The City of Brewton's Community Center located at 1010-B Douglas Avenue is for the enjoyment of all the citizens of Brewton and the surrounding community without discrimination to anyone on the basis of age, race, gender, marital status, national origin, mental or physical disability or religious affiliation. However, all patrons utilizing the Community Center are expected to act in a manner that is not disruptive to other patrons. Therefore, the City reserves the right to refuse service to or eject any patron whose behavior is disruptive to other patrons, argumentative, belligerent or whose acts result in property damage. **Police Officers are subject to walk in at anytime to inspect the surroundings for misuse of facility and disruptive behavior. No drugs allowed in facility. Alcohol to be used in moderation. Alcohol should be consumed (only) on the inside the building, not allowed outside. False information will result in forfeiture of deposit and could result in denial of use of the facility. No smoke machines or pyrotechnics are allowed inside the building.**

All users of the Community Center must make reservation in advance and pay accordingly. Reservations may be obtained by submitting an application in the City Clerk's Office, you may call for information at 809-1770. A refundable deposit/cleaning fee of \$125.00 will be required at the time reservation is made, and a Police Officer will have to be present at your expense of \$30.00 per hour for events where alcohol is present. The rental fee must be paid in full before admission to building for use. **Refund of the \$125.00 deposit is dependent upon the Community Center being left in a clean and orderly appearance with all trash removed, all items brought to the facility removed, all decorations removed (NO TAPE OR PUSH PENS ARE TO BE USED ON WALLS OR CEILINGS), all food material and dishes removed, all preparation, serving areas, and bathrooms cleaned. These guidelines are posted at the community center also. The deposit will be mailed to the address on the application.**

Those failing to restore the Community Center to its original condition will forfeit the \$125.00 cleaning deposit, and will be charged extra for damages that occur. **All set-up/tear down and cleaning time is considered to be part of the rental time and must be appropriately paid for as part of the user fee. The deposit is non-refundable for "deposit only" events.**

Early admission for hourly renters will not be permitted (example: renting the facility from 3PM-5PM and wanting access at 12PM to setup). No admission without receipt of payment will you be permitted in the Community Center.

Failure to pay before office closes at the end of business hours Monday - Friday from 8AM — 5PM for the facility will not be allowed in the building and all monies will be forfeited. Failure to notify the City Clerk's Office of a cancellation within 48 hours of the rental date will result in forfeiture of the \$125.00 deposit.

The Key is available at the Clerk's Office during operating hours.

The Community Center is not to be left unlocked when there is no one inside. Those renting the facility will be responsible for any items lost or stolen should the facility be left unlocked or unattended. Patrons using the Community Center will likewise be held responsible for all damages caused by their use. Patrons are expected to report all damages to the City Clerk's Office or Police Department as soon as the damages are discovered.

In recognition of the hazards of smoking to not only the smoker but those around the smoker, the Community Center has been designated a "No Smoking" facility. There has also been brought to the attention of the office that smoke machines have been used in the building. This is not allowed in the building and misuse of this will result in action being taken by the Clerk's Office. If the Fire Department and Police Department is dispatched because of alarms that may result in additional charges because of charges we incur.

With the exception of assistance or service dogs, no animals will be allowed on the premises of the Community Center.

The responsible individual for the event must be present for the entire event. All cleanup must be accomplished by 1 AM.

All patrons are expected to be appropriately dressed with shirt/blouse and shoes to be worn at all times. All dress must conform to the community's standards for tasteful attire.

Alcoholic beverages may be provided to guests by the host, or alcoholic beverages may be consumed by individuals who bring their own beverages. At no time will alcoholic beverages be sold or a cover charge paid for any activities at the center. **Illegal underage drinking will not be tolerated.** Violations could result in the responsible individual(s) or group(s) forfeiting their deposit, asked to clean up and leave the building and may be denied future use of the facility. Violators may also be subject to arrest and/or prosecution. All children using the facility must be appropriately supervised by a responsible adult. Those renting the facility will be held responsible for all damages caused by children under their supervision.

Caution must be exercised at all times when using the Community Center. The City assumes no liability for personal injury or property damage as a result of its use, in setting up tables, chairs, stage, band instruments, displays, props or any other items associated with the reason for rental.

THE CITY OF BREWTON ASSUMES NO LIABILITY FOR INJURY, DEATH, LOSS OR THEFT AS A RESULT OF THE USE OF THE COMMUNITY CENTER.

EXHIBIT "B"
CITY OF BREWTON COMMUNITY CENTER
APPLICATION

NAME: _____ DATE: _____

ACTIVITY: _____

DATE OF ACTIVITY: _____

RESERVED TIME: _____

WILL ALCOHOLIC BEVERAGES BE CONSUMED?

YES: _____ NO: _____

IF YES: _____ SERVED BY THE HOST
_____ BRING YOUR OWN BEVERAGES

RESPONSIBLE _____

PERSON: ADDRESS: _____

PHONE: _____

SIGNATURE: _____

DEPOSIT: _____ FEE: _____

(APPROVAL)

(DATE)

I _____ agree to the above contract rules for utilizing the
Brewton Community Center.