

## 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 \$75.00 will be required at the time reservation is made. A deposit of \$100.00 is required for parties and class reunions, and a Police Officer will also have to be present at your expense of \$15.00 per hour. The rental fee must be paid in full before admission to building for use. **Refund of the \$75.00 or \$100.00 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, all food material and dishes removed, all preparation and serving areas cleaned.** Those failing to restore the Community Center to its original condition will forfeit the \$75.00 or \$100.00 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.**

Early admission for hourly renters will not be permitted (example: renting the facility from 3-5PM 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 \$75.00/\$100.00 deposit.

The Key is available at the Clerk's Office during duty hours; the Police Department will open the building after hours. No keys will be given out. Under no circumstances is the building to be open or keys given out while the Clerk's Office is open. No keys are to be taken off premises - no refund will be available should this occur.

**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 seeing eye dogs or pet shows, no pets will be allowed on the premises of the Community Center.

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.

Unless approved by the Brewton City Council or their designated representative, no alcoholic beverages of any kind will be allowed within or around the surrounding areas of the Community Center. If approved, 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.** Violations could result in the responsible individuals or groups forfeiting their deposit, and violators 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.**

I, \_\_\_\_\_, have read the above City policy governing the use of the City of Brewton Community Center and hereby agree to abide by all of the policy's terms and conditions as a prerequisite of renting the facility.

\_\_\_\_\_  
(Signature) Date(s) Reserved: \_\_\_\_\_

\_\_\_\_\_  
(Date) Use/Cleaning Fees Received: \_\_\_\_\_

# EXHIBIT “A”

## CITY OF BREWTON COMMUNITY CENTER

### FEE STRUCTURE

**\$75.00 Deposit / \*\*\$100.00 Deposit**  
**No admission fees to be charged!!!**

		<u>HOURLY</u>	<u>8 HOURS</u>	<u>ALL DAY</u> 6AM-MIDNIGHT
<b>I.</b>	<b>COMMERCIAL</b>			
	Meetings/meals/seminars, etc.	\$30.00/hour	\$120.00	\$220.00
<b>II.</b>	<b>PRIVATE USE</b>			
	Family Reunions/Wedding Receptions	\$ 50.00/hour	\$200.00	\$300.00
	**Parties/Class Reunions with/without Alcohol	\$ 50.00/hour	\$200.00	\$300.00
	<b>All activities with alcohol will require a Police Officer on premises at all times, at the renters expense of \$15.00 per hour. Failure to have Officer will result in being vacated from the premises without refund of any monies.</b>			
<b>III.</b>	<b>CIVIC/CHURCH GROUPS</b>			
	Meeting, activities, etc.	\$75.00 deposit	additional	\$100.00
<b>IV.</b>	<b>PERFORMING ARTS</b>			
	Concerts/Plays/Recitals/etc. (for fee)			
	Rehearsals		\$ 75.00	\$100.00
	Performances		\$200.00	\$300.00
<b>V.</b>	<b>CITY SCHOOLS</b>	<b>(Responsible for total clean-up of facility only)</b>		

\*\*\*\* No vehicles on sidewalks. Loading and unloading is to be done at the rear of the building. \*\*\*\*

**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.