

# 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 deposit
- 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: \_\_\_\_\_

*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 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. **The use of inflatables, bouncy houses, jungles gyms, etc. is prohibited on all city property** \_\_\_\_ 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. Admission/Ticket Sales, 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: \_\_\_\_\_