

Name _____ Date of Rental _____

LOACHAPOKA COMMUNITY CENTER RESERVATION FORM

6091 Stage Rd, Auburn, AL 36832

(334) 887-0202

loachapokalibrary2012@gmail.com

Applications for use of this facility are accepted at least two weeks in advance of the event.

This facility is for non-profit community use only. You may not charge for admission. If you wish to have a money making event for a charity, this must be specified when the rental application is submitted.

The person who signs this form is the LESSEE of the facility. The LESSEE must be at least 25 years old. The Lessee is responsible for meeting the terms of this contract. The LESSEE should inform the guests and contractors present at his event of the rules and regulations concerning use of the facility. The LESSOR (Town of Loachapoka), or any of its representatives, has the right to inspect the facility before, during, and after the event to ensure that the LESSEE is in compliance with this agreement. If a violation occurs and is not immediately corrected, the LESSOR, or any of its representatives, will terminate the event and no refund will be given.

The Rules and Regulations are:

1. ***ABSOLUTELY NO SMOKING, NO ALCOHOLIC BEVERAGES, NO ILLEGAL DRUGS, NO WEAPONS, AND NO FIREARMS ANYWHERE ON THE PROPERTY.**



You must initial here to show that you have read this and that you understand that if the guests and contractors involved in your event do not comply, your event may be stopped early by the LESSOR or the LESSOR's representative, OR if there is evidence left on the premises that this rule has been broken, you may lose ANY or ALL of your Cleaning/Damage deposit.

2. Events for persons under 25 years old must have adequate supervision.
3. Unless special arrangements have been made, the Community Center building and grounds should be left clean and locked by 11 p.m. on the day of your rental.
4. The Loachapoka Community Center is rented As-Is. It is a historic building and should be treated as such. Caution should be used in moving furniture to avoid damage to the floor and furniture. No permanent modifications should be made to the building or its surroundings. Anything used to hang up decorations should be removable, and decorations must not deface the building.

NOTE: If you expect the number of guests in your party to exceed 100 people, you may be asked prior to the event to present proof that you have hired professional security services to maintain order for the party.

I, _____ am applying to lease the Loachapoka Community Center for the

PRINT YOUR NAME HERE

purpose of _____ on _____.

WHAT KIND OF EVENT? BIRTHDAY PARTY, GRADUATION?

DATE

scheduled from (this is the starting and ending time) _____ to _____. I anticipate that there will be

about _____ guests attending. My signature is proof of my agreement with the terms of this

contract:

SIGN YOUR NAME HERE

Name _____ Date of Rental _____

Lessee's Identification Information

*We will keep this form on file for you to use in case you choose to rent with us again.

PLEASE PRINT CLEARLY

ADDRESS _____

PHONE _____ DATE OF BIRTH _____

EMPLOYER _____ WORK PHONE _____

DRIVER'S LICENSE – Staff will make a copy of it for your application. _____ staff _____ staff initials

EMAIL ADDRESS _____

Fees:

- \$50 non-refundable deposit to hold the date. The deposit will count towards the rental fee.
- \$200 rental fee per day Sunday- Thursday
- \$250 rental fee per day Friday – Saturday
- \$150 Cleaning/Damage deposit per event which will be refunded in full if the Community Center has been cleaned, the key is returned, the garbage hauled off, and the Lessee has complied with the stated Rules and Regulations.
 - If the key is not returned, a minimum of \$75 will be withheld from the Cleaning/Damage deposit. If it is necessary to change the locks to maintain the security of the building, the entire Cleaning/Damage deposit will be kept.
 - If there are damages that exceed the cost of the Cleaning/Damage deposit, the Lessee will be billed for the balance of the repairs.

Special Situations: There is \$50 fee for Sunday through Thursday afternoons for 2-3-hour meetings (example is Homeowners Associations where there is no food, no decorations). Pay the \$50.00 deposit to hold the date 14 days prior to the meeting.

- A reservation application may be accepted in less than 14 days prior to the event at the discretion of the Community Center staff and Town Council if all monies are paid in cash and if there is a direct tie to the Loachapoka Community. An example is a funeral repast.
- **FEES AND DEPOSITS PAID BY CHECK MUST BE PAID 14 DAYS BEFORE THE KEY IS CHECKED OUT.**
- The key will be checked out to the LESSEE or his representative on the Tuesday or Thursday prior to the event if all fees have been paid and checks have cleared.

You are entitled to have access to the Center on the day (s) you rented from 8:00 a.m. to 11 p.m.