

CITY OF COOLIDGE
CIVIC CENTER

RULES

- The lessee shall be financially liable to the City of Coolidge for any damage to the building and/or its equipment and furnishings which result from misuse, neglect, or abuse by anyone during the time period for which the Coolidge Civic Center (CCC) was reserved.
- NO ATTACHMENTS to the interior or exterior surfaces shall be allowed. This includes tape, hot glue, and staples on painted surfaces.
 - Smoking is NOT permitted in the building.
- No alcohol will be permitted in the Civic Center if the event is primarily minors. (i.e. prom, teenage/school dances, etc.)
- The lessee shall properly chaperone all minor children or make appropriate arrangements.
 - Sale of alcoholic beverages is PROHIBITED.
- A deposit fee of \$250.00 MUST be paid at the time you RESERVE the Civic Center. The deposit will be returned 10 days from your rental date, provided everything is clean, we do not have to sweep or mop, and there are no damages.
- If you cancel reservations it must be within 2 weeks of reserved date to obtain full deposit refund.

- The lessee is responsible for CLEANING the Civic Center and putting up ALL tables and chairs or the deposit will be forfeited. If the clean-up costs exceed the deposit, the lessee will be billed for the excess.
- The rental fee will be \$500.00 a day. (8:00 am till Midnight).
- There will be an extra \$25.00 fee for bounce houses and an extra \$50.00 fee for water slides.
- In the event a security officer is needed for an event the lessee will be required to pay an additional \$35.00 per hour per certified law enforcement officer for security purposes, as approved by the Police Chief.
- The mayor or his designee is authorized to waive the fees in case of special event use or use by Churches, nonprofits (501C), and youth groups in order to help promote our community.
- If alcohol is to be used in the Civic Center, lessee MUST provide a certified law enforcement officer. NO EXCEPTIONS.
- The Civic Center furnishings shall NOT be removed from the building.
- Rice- Seed- Confetti shall NOT be thrown inside the building.
- No glitter may be used to decorate or used in decorations.

POLICIES-RULES-PROCEDURES

The City of Coolidge provides the Coolidge Civic Center (CCC) for the benefit and enjoyment of the citizens of the City and the surrounding area. Individuals and/or organizations based or living in Limestone County must sponsor events, which are held in the civic center.

THE FOLLOWING EVENTS/ACTIVITIES ARE NOT PERMITTED IN THE CIVIC CENTER:

- * Illegal acts that would damage building/equipment
- * Obscene, lewd, immoral, or an affront to the community standards of decency
- * Sale of alcoholic beverages
- * Smoking

Fees charged by the City of Coolidge for the use of the facility are intended to recover a portion of the costs incurred in providing the civic center to the public for their use. The City does not intend to use the civic center as a profit-making facility.

Anyone desiring to use the civic center must review the procedures and rules concerning use and operation of the civic center and must be prepared to assume full responsibility for the facility while it is in their charge.

PROCEDURES TO RESERVE THE COOLIDGE CIVIC CENTER

- * Obtain and complete reservations form, which can be obtained at the city office.
- * All first time activities and activities requiring a sponsoring party shall be reviewed
and approved by the mayor or his designee.
- * The mayor or his designee shall maintain a calendar of events and shall notify all parties requesting use of the civic center of the city's decision.
- * Use of the facility is on a first-come first-served basis.
- * A reservation for the civic center will not be honored unless all required fees and deposits have been paid to the city (not less than fourteen (14) days notice).

* Deposits are required to insure the timely cleaning of the civic center after its use.

Deposits are refundable if the facility is cleaned satisfactorily. A cleaning checklist

is attached. If the facility is not restored to its original condition, the city will have

the center cleaned and will apply the deposit against the cleaning costs.

Cleaning

costs in excess of the amount of the deposit will be billed to the responsible party.

* The city will refund any applicable deposit within ten (10) days after the event.

PROCEDURES TO OPEN/CLOSE THE COOLIDGE CIVIC CENTER

* Responsible party shall contact the City Office during normal business hours.

* Lessee will be given a key to the building and sign a Renter's Acknowledgement.

* At the conclusion of the event, the responsible party will close the civic center, and

return the key to the city office or the police department.

* The City of Coolidge reserves the right to have Police and/or Fire Department representatives make inspections of the building at anytime to insure the safety and

welfare of the occupants.

* The mayor or his designee will be responsible for inspecting the facility after each

use and for billing the responsible party for any additional charges for cleaning and/or damage to the facility and/or equipment.

CITY OF COOLIDGE
CIVIC CENTER
CLEANING CHECK LIST

1. Clean the tables and chairs.
2. Clean the stove and oven if used.
3. Clean restrooms.
4. Clean foyer.
5. Clean the kitchen.
6. Sweep and mop the floors. (if needed)
7. Empty all the trash cans and put all trash in the dumpster.
8. Remove all food from the refrigerator and clean inside.
9. Turn off air conditioner.
10. Turn off lights.
11. Lock the doors and verify that all doors locked.
12. Return key to city personnel or drop box.

Any task not performed on above list will be deducted from deposit.

CITY OF COOLIDGE
APPLICATION TO USE CIVIC CENTER

DATE NEEDED: _____

NAME OF ORGANIZATION: _____

NAME OF INDIVIDUAL: _____

ADDRESS: _____

CITY: _____ STATE: _____

TELEPHONE: _____

RESPONSIBLE PARTY: _____

TYPE OF FUNCTION: _____

LENGTH OF FUNCTION: _____

BOUNCE HOUSE/WATER SLIDE PRESENT: _____

CITY OF COOLIDGE

RENTER'S ACKNOWLEDGEMENT OF RECEIPT OF MEETING
ROOM RULES, POLICIES, PROCEDURES, AND CLEAN-UP
CHECKLIST

BY AFFIXING MY SIGNATURE HERETO, I ACKNOWLEDGE THAT I
HAVE RECEIVED A COPY OF THE CITY OF COOLIDGE MEETING
ROOM RULES, POLICIES, PROCEDURES, AND CLEAN-UP
CHECKLIST. EVERYTHING ON THE CLEAN-UP CHECKLIST MUST
BE DONE DURING MY CLEANING EFFORTS. IN THE EVENT THAT
THE CHECKLIST IS NOT COMPLETED, I UNDERSTAND THAT I
WILL NOT RECEIVE MY DEPOSIT BACK.

SIGNED THIS _____ DAY OF _____, 20__

RENTER'S SIGNATURE

Please return ceiling fan remote with keys. Failure to return remote will result in \$50.00 being deducted out of deposit fee.

Signature

Date

FOR CITY USE ONLY

DATE IN: _____

BY: _____

TIME IN: _____

DATE OUT: _____

BY: _____

TIME OUT: _____

DEPOSIT/REFUND

TOTAL DAYS: _____

TOTAL HOURS/DAYS: _____

DEPOSIT:-----\$ _____

LESS:-----\$ _____

REFUND AMOUNT: \$ _____

COMMENTS: _____
