*RULES FOR RENTAL OF CIVIC CENTER*

Reserved Rental Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The City of Odenville is very proud of our Civic Center and would like to keep it in a manner that we would be proud to open it at any time. We would like your cooperation in keeping the appearance up. We welcome your use of the center. It is for the service of the public. We also expect you to be proud of it and respect it by following the rules:

1. **The rental of the Civic Center must be done in person**. The Civic Center rental fee for the citizens that live in the city limits of Odenville is $75.00, and outside of the city limits is

$125.00. The address is not determined by the postal service's zip code. The deposit is

$100.00. It will be refunded if room is cleaned properly and an officer has signed the punch list.

1. The Civic Center is to be closed and vacated by 11:30 p.m.
2. The individual renting the Civic Center will be responsible for any and all damage done to the property or dwelling, therefore resulting in the City keeping the deposit paid.
3. There shall be adult supervision each and every time the Civic Center is rented. No minors are to be left unsupervised at any time.
4. No alcoholic beverages allowed.
5. No smoking allowed.
6. There will be no dancing in the Civic Center with shoes on, sock feet only.
7. Do not stand on chairs or tables. No sitting on tables.
8. Do not use the piano.
9. Do not remove anything (utensils, towels, coolers, etc.) from the facility.
10. The punch list provided when you rented the center is to be completed and signed by an officer on duty or your deposit will not be returned.
11. Before leaving, call central dispatch @ 205-629-3333 to have an officer lock the center.

There are (8) 6 ft round tables and (2) 8 ft long tables available for use.

 City of Odenville

 183 Alabama Street

 Odenville, Al 35120

 Phone: (205)629-6366

 Fax: (205) 629-7153 **Rodney Christian, Mayor**

CIVIC CENTER RENTAL APPLICATION

DATE/TIME PERSON APPEARED IN PERSON TO RENT CIVIC CENTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PERSON RENTING CIVIC CENTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF RENTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE FOR RENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE NEEDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOURS NEEDED FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU LIVE IN CITY LIMITS \_\_\_\_\_\_\_ RENTAL FEE $75.00

 JURISDICTION \_\_\_\_\_\_ RENTAL FEE $125.00

I, (RENTER) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HAVE READ THE RULES AND AGREE TO ABIDE BY ALL OF THEM. IF I DO NOT RETURN A PUNCH LIST SIGNED BY AN OFFICER ON DUTY, MY DEPOSIT WILL NOT BE RETURNED.

FOR OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECEIPT # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CASH \_\_\_\_\_\_\_\_\_ CHECK\_\_\_\_\_\_\_\_

CLERK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_