

Alexandria Community Center

2065 Alexandria Wellington Road
Alexandria, ALABAMA 36250
Office Phone: (256) 241-2777
lgokey@calhouncounty.org

Rental Request Date(s): _____
Event Time: _____ (Hours include Decoration, Event, and Clean up Time)
Type of Event: _____
Name: _____
Renter's Address : _____
City: _____ State: _____
Zip Code: _____ Phone Number: _____
Email: _____
Estimated Number in Guests: _____

* Special rates for approved organizations to include those requiring monthly meetings on an annual basis

Refundable Security Deposit Fee: \$100.00 ****Security Deposit is not included in Rental Fee.** (See **PLEASE READ!** paragraphs)

Any and all balances MUST BE paid in full 2 weeks before the rental date.

Rental Fees: (please circle all that apply)
Includes Dining Hall, Pavilion, or Chapel
(A) \$150 for 6 hours
(B) \$250 for ALL DAY (9 a.m. to 11 p.m.)
(C) \$50 to Add Park
(F) \$150 for Extra Day
Total Amount: _____

PLEASE READ!

In order to request refund of security deposits, YOU must follow Rules and Regulations and request a Refund Request Form after event. **You MUST also turn in key before being allowed to request a refund.** Please call in order to receive a form. Once form is accepted by Calhoun County Commission a check will be processed and mailed to your address. After 7 days of your event the original receipts must be presented to process Security Deposit refund. Please allow up to 10 days before refund is processed and mailed out.

Any cancellations should state the reason for the request for refund. Original receipt must be presented for full refund. Any scheduled events cancelled without a one week (7 day) notice before the event will forfeit their security deposit of \$100.00.

Payment: Checks, Money Orders. Credit Cards and Debit Cards are accepted with a 3.5% Service Fee.

Make Checks or Money Orders Payable To: Calhoun County Commission
Office Hours: Closed Weekends and Major Holidays, Monday-Fri. 8:00 am - 4:30 pm

RESERVATIONS made at:
Calhoun County Commission Office
1702 Noble Street, Suite 103
Anniston, Alabama 36201

I acknowledge that I have read and that I understand each and every one of the provisions contained in the attached Order and I agree to abide by each provision and that my guests will abide by said provisions. I hereby indemnify the County, its agents, officials, officers and representatives of any and all said claims arising from any COVID-19 health related matters.

Signature: _____ Date _____
Renter

Signature: _____ Date _____
Alexandria Community Center Representative
or Calhoun County Representative

*** By signing this application I agree to all terms and provisions. I further agree that all information I have provided is true and accurate.**

Rules and Regulations

1. **No** tobacco use, or alcoholic beverages allowed.
2. No firearms allowed.
3. Thermostat is not to be adjusted below 68°F and not above 78°F. Keep doors closed to insure the A/C heating system works properly.
4. **No tape, pins, or nails** are to be used in the building.
5. Confetti is **not** allowed.
6. Someone in charge of event **must always be present** at the Community Center.
7. **Before leaving:**
 - A. Building must be cleaned. (Cleaning supplies located in the rear closet and mops and brooms in closet next to main entry.)
 - B. Stove and microwave cleaned.
 - C. ALL garbage must be bagged and **thrown away in the dumpster.**
 - D. Floors must be swept and mopped.
8. Check bathrooms to insure all commodes are flushed.
9. Groups of 75 or more must have a security guard present at all times.
10. Entertainment sound must be kept at a level as to not disturb the neighbors. **Must end by 10:30 P.M.**
11. Doors must be closed and locked before leaving.
12. TVs and electronics are to be operated by **adults** only.
13. Everyone must be departed by the end of your rental time.
14. Furniture must be picked up to move. Do not slide furniture on the floor when arranging for an event.
15. Chairs and/ or tables must be returned back to the storage closet in Dining Hall before leaving.
16. Do not pour grease or cooking by-products down the kitchen drain.
17. Wood for the Pavilion fireplace must be furnished by renter. Renter assumes responsibility for insuring fire and coals are extinguished and cool before leaving.
18. County shall not be responsible for blocking or roping off park.
19. **Keys are to be signed out at the Alexandria Community Center Tag Office the day before the event, and signed in the following Monday after the event. If you fail to turn in your key, you will not receive your deposit back.**

THE COUNTY RESERVES THE RIGHT TO CANCEL EVENTS WITH OR WITHOUT NOTICE IF INFORMATION PROVIDED BY RENTER IS FOUND TO BE FALSE OR IN VIOLATION OF COUNTY POLICY.

THE CALHOUN COUNTY COMMISSION AND/OR ALEXANDRIA COMMUNITY CENTER ASSUMES NO LIABILITY FOR ANY INJURY OR DAMAGE OF ANY KIND THAT OCCURS ON THIS PROPERTY.

I have read and agree to the above rules and regulations.

Signature of Renter Date _____

Alexandria Community Center Inventory List

2026 Alexandria Wellington Road
ALEXANDRIA, ALABAMA 36250

Phone: (256) 241-2777

lgokey@calhouncounty.org

Dining Hall

- 1) 85- Padded Chairs
- 2) 12 - 60 in. round tables
- 3) 12'x4' Oval Serving Table
- 4) Ice Machine(WORKS SOMETIMES)
- 5) Kitchen includes: Refrigerator, Double Built in Oven, Microwave Ovens, Large Food Prep Area

*Any damages to the equipment are the responsibility of the renter.

Pavilion

- 1) 21 metal chairs
- 2) 5 6ft rectangle tables
- 3) 6 5ft round tables

Acknowledgment of Renter Date _____