

**SAKS Community Center**

20 HESS DRIVE  
ANNISTON, ALABAMA 36206  
Office Phone: (256) 241-2777  
lgokey@calhouncounty.org

Rental Request Date(s): \_\_\_\_\_  
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: \_\_\_\_\_

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

Rental Fee: (please circle all that apply)  
(A) \$150 For 6 Hours (B) \$250 For ALL DAY (9 a.m. to 11 p.m.)

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

Amount total: \_\_\_\_\_

**PLEASE READ & INITIAL THAT YOU ACKNOWLEDGE: \* \_\_\_\_\_ \***

**IN ORDER TO REQUEST REFUND OF SECURITY DEPOSIT, YOU MUST:**

- FOLLOW ALL RULES & REGULATIONS (this includes cleanup & ending event by the above specified time frame. \*\* If you are not out by said time, you will forfeit your security deposit.\*\*)
- TURN IN KEY NO LATER THAN NEXT BUSINESS DAY TO COMMISSION OFFICE
- ONCE YOU TURN IN YOUR KEY, YOU WILL BE ALLOWED TO FILL OUT A REQUEST
- SECURITY DEPOSIT REFUND REQUEST MUST BE SUBMITTED WITHIN 7 DAYS OF YOUR EVENT FOR REFUND TO BE PROCESSED
- PLEASE ALLOW UP TO 10 BUSINESS DAYS FOR REFUND TO BE PROCESSED & MAILED OUT

**In order to cancel an event you must give a one week notice (7 days) before the scheduled event date. Any scheduled events cancelled without a one week notice before the event will forfeit their security deposit of \$100.00. To receive full refund YOU must fill out Refund Request form and state the reason for cancellation.**

**Payment: Checks, Money Orders. Credit Cards and Debit Cards are now 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 \_\_\_\_\_  
SAKS 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. **NO confetti.**
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 kitchen closet)
  - B. Stove and microwave cleaned.
  - C. Kitchen and bathroom garbage must be bagged and thrown away in garbage cans located down the stairs outside on the left hand side of the building.
  - 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.
11. **Please make sure all windows are closed.** Doors must be closed and locked before leaving.
12. TVs and electronics are to be operated by **adults** only.
13. Furniture must be picked up to move. Do not slide furniture on the floor when arranging for an event. **Tables & chairs should be put back in the storage closet before you leave.**
14. **DO NOT MOVE PIANO!!**
15. Do not pour grease or cooking by-products down the kitchen drain.
16. Current CDC guidelines should be followed regarding COVID-19.

**17. Keys are to be signed out at the Calhoun County Admin Building 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 CANEL 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 SAKS 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.

\_\_\_\_\_ Date \_\_\_\_\_  
**Signature of Renter**

**SAKS Community Center**  
**Inventory List**  
20 HESS DRIVE  
ANNISTON, ALABAMA 36206  
Phone: (256) 241-2777

- 1) 180- Banquet Style Chairs
- 2) 14 - 60 in. round tables
- 3) 4 36"x72" Tables
- 4) 42" Flat Screen TV
- 5) Kitchen includes: Refrigerator, Food Warmer, Microwave Oven, Large Food Prep Area

\*Any damages to the equipment is the responsibility of the renter.

\_\_\_\_\_ Date \_\_\_\_\_  
**Acknowledgment of Renter**