

Facility Use Policies and Procedures

Facility Use Policies and Procedures

Persons must be 18+ years of age to rent facilities and 21+ years of age to rent facilities if alcohol is involved.

Rate Structure

- Facility Rental Rates are set and approved by the City of Gadsden Council and defined by Resolution-485-16.
- The rental rates and subsequent fees are subject to change.
- Rental space rates include the setup and breakdown of the event and general cleaning prior to and following each event. Excessive necessary cleaning following the event may result in additional damage charges. See the Damage Policy.
- Rates are in two, four, six or twelve-hour blocks, depending on location. If the user requests additional time to set up the facility themselves, that setup time shall be added to the rental fees.
- When applicable, proof of liability insurance may be required. Liability insurance will be for \$1 million dollars and must name the City of Gadsden as co-insured.

Payment

- 210 at the Tracks, Downtown Civic Center auditorium, Pitman Theater, 5th Street Market, Kiwanis Pavilion, and Wedding Chapel
 - o To secure the requested date, 100% of security/damage deposit is due at the time of the reservation. The remaining balance must be paid in full 90 days prior to event date.
 - o Request for a date, 90 days from event or less, must be paid in full including the security/damage deposit.
 - o Any request for a date, 7 days from event or less, will be considered on case by case basis and is dependent on availability of staff. If approved, fees must be paid in full at the time of approval.
- Community Centers and meeting rooms, Alaco Room, Tea Room, Powwow Room, Princess Room, Haney Hall and Outdoor Pavilions
 - o To secure the requested date, 50% of preliminary invoice is due at the time of the reservation. The remaining balance must be paid in full 90 days prior to event date.
 - o Request for a date, 90 days from event or less, must be paid in full.
 - o Any request for a date, 7 days from event or less, will be considered on case by case basis and is dependent on availability of staff. If approved, fees must be paid in full at the time of approval.

Refund:

Refunds will be issued on the following scale -

- Cancellations at least 90 days from event will receive a 100% refund
- Cancellations at least 30 days from event will receive a 50% refund or a full household credit to be used within one year of when the credit was issued.
- Cancellations less than 30 days from event will not receive a refund.

Security/Damage Deposit

Facility Use Policies and Procedures

- A \$200 damage deposit is required for Downtown Civic Center, 210 at the Tracks, 5th Street Market, Pitman Theatre, Mort Glosser Amphitheatre, and Noccalula Falls Cabins, Kiwanis Pavilion, and Wedding Chapel.
- This payment can be made with a credit card, cash or check. See the Damage Policy below.
- As the client, you are expected to use good judgement in the rental space. Damages caused by your event attendees will be your responsibility. The following fees will be deducted from your damage deposit if needed. Additional costs will be charged to the card on file if damages exceed \$200. Examples of damage include.
- Damage to the walls made by tape, tacks or writing
- Stains to carpet or walls that result in deep cleaning
- Need for excessive cleaning
- Excessive kitchen appliance repairs (if necessary)
- Other damages will be charged according to the cost necessary to repair.
- The damage deposit is fully refundable and will be returned 2-3 weeks of the event, if none of the above charges are necessary.

Facility Set-up and Decorations

- Parks and Recreation will set up the initial layout of tables, chairs, and trash receptacles.
- No nails, staples, duct/scotch tape, or other fastening devices are to be attached to any walls, floors, or ceiling. Only painter's masking tape can be used on walls. All tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it.
- Helium balloons in the Community Center multi-purpose room must have at least an 8-foot string attached to them. A 12-foot string is required in all other facilities. All balloons must be removed at the conclusion of the event.
- No glitter or small confetti can be used at any time. Curling ribbon can be used in place of glitter but must be picked up by group.
- Groups must provide their own ladders and equipment needed for decorating the facility.

Security

- Security is required for all events where alcohol is present.
- Security will also be required for any event where the majority of attendees are between 13 and 18 years old.
- Security is required for rentals after 6pm.
- The fee is \$25 per hour per officer with a 3-hour minimum. Security must be present when the event starts and is required to stay until the guests have exited the parking lot.
- Gadsden Parks and Recreation staff reserves the right to assign the number of officers needed to manage an event.
- Security must be an authorized sworn law enforcement officer.
- Security will be coordinated by the City of Gadsden. Payment will be made at the time of the event.

Security Duties

- Officers are expected to walk through the facility or area where the event is taking place and all surrounding areas repeatedly, throughout the assignment (i.e.: multipurpose room, outside of the facility, parking lots, etc.). Officers are on assignment to secure the area, ensure citizens are not serving or allowing minors to drink, enforce the "No Smoking" policies, and assist facility staff as needed.
- Officers, as well as facility staff, are to notify the responsible party and the person serving alcohol that control has to be implemented at the bar when drinking is getting out of hand and guests are obviously intoxicated.
- Officers are to ask guests to leave the premises if conduct gets out of hand.

Facility Use Policies and Procedures

- Should the event/crowd get too disorderly, the Parks and Recreation staff may call the event to a halt and ask everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured.
- Officers are not to remain in the office area. There is no access to television.

Noise

- Music cannot interfere with another event taking place at the same time.
- Excessive noise that directly disrupts another group will not be tolerated.
- Gadsden Parks and Recreation staff have the right to request the client adjust the volume levels.
- Failure to comply with the noise regulations may cause a shutdown of the event by the Gadsden Parks and Recreation staff and no refund will be issued.

Animals

- No animals, with the exception of trained service animals are allowed indoors without the written permission from the Parks and Recreation Director.

Tobacco Use

- Tobacco use is not permitted within 20 feet of the entrance.
- Vaping and electronic cigarettes are also prohibited.

COVID ACKNOWLEDGMENT

- I acknowledge that I have read the May 21, 2020 Order of the State Health Officer and I agree to comply with the restrictions therein, including the requirement to maintain a consistent six-foot distance between persons from different households.
- I further agree to communicate the restrictions to persons who attend the event.

1. If above guidelines are not followed the City of Gadsden Parks and Recreation Department reserves the right to cancel the events without refund.

By checking below, you are acknowledging that you have read, understand and will comply to the terms of these policies for facilities ran by Gadsden Parks and Recreation. You also will be responsible for any damages to the premises and assume all liability for any injuries sustained by any person by virtue of user's neglect during the period of time of this agreement. Facility must be returned to the condition in which it was received. Failure to comply with the policies stated above will forfeit your rights to rent the facility at a future date.