

7875 Moffett Road #F
P.O. Box 1757
Semmes, AL 36575



Phone: 251/649-8811
Fax: 251/649-7711
www.cityofsemmesal.gov

CITY OF SEMMES PARK PAVILION RENTAL RULES & PROCEDURES

The City of Semmes welcomes the opportunity to serve you as a rental patron at our pavilions at *Camellia Park*, the pavilion at the *Splash Pad at Municipal Park*, or the *Amphitheater at Honor Park*. Please read these guidelines in their entirety for important information pertaining to pavilion rental and use.

PAVILIONS RENTAL RATES:

PARK	PAVILION	SIZE	ACCOMODATES	Resident Price/HR*	Non-Resident Price/HR*
Camellia Park	Pavilion # 1	18'x24'	Approx. 25	No Charge	No Charge
Camellia Park	Pavilion # 2	10'x12'	Approx. 10	No Charge	No Charge
Camellia Park	Pavilion # 3	10'x12'	Approx. 10	No Charge	No Charge
Camellia Park	Pavilion # 4	10'x12'	Approx. 10	No Charge	No Charge
Honor Park	Amphitheatre	20'x20'	Approx. 20	No Charge	No Charge
Municipal Park	Splash Pad Pavilion # 1	25'x25'	Approx. 30	Non-Commercial: \$25/HR groups of 25 or less \$50/HR groups of 26-50 Commercial: \$45/HR groups of 25 or less \$75/HR groups of 26-50	Non-Commercial: \$50/HR groups of 25 or less \$75/HR groups of 26-50 Commercial: \$75/HR groups of 25 or less \$100/HR groups of 26-50
Municipal Park	Splash Pad Pavilion # 2	Not Available	-----	-----	-----
Municipal Park	Disc Golf Pavilion # 1 & 2	for Rental 10'x12'	Approx. 10	No Charge	No Charge

*(minimum 2 hour rental)

POLICIES FOR PAVILION RENTAL:

- a. **ALL GROUPS OF 15 OR MORE VISITING THE SPLASH PAD MUST RESERVE A PAVILION – NO EXCEPTIONS**
- b. We anticipate the pavilions at each of the parks to stay booked based on recent activity, so please reserve well in advance.
- c. The advantage of reserving a pavilion is that it guarantees the renter a specific pavilion for a certain amount of time
- d. Rental patrons will receive a ***Park Pavilion Rental Permit*** from City Hall when reservations and payment (if any) are made – YOU MUST HAVE THIS PERMIT WITH YOU AS YOUR PROOF OF RESERVATION.
- e. The pavilions are available to residents, commercial and non-commercial (non-profit) organizations in the City of Semmes corporate limits and its police jurisdiction.
- f. The pavilions are also available to non-residents, commercial and non-commercial (non-profit) organizations outside of the corporate limits or the police jurisdiction); however, higher rental fees may be applied – see Pavilion Rental Rates chart in this packet.
- g. All “commercial” rentals in the City of Semmes corporate limits or its Police Jurisdiction must have a valid and current Business License.

B. PAVILION USE APPLICATIONS:

- a. All individuals or groups wishing to reserve the pavilions must apply by completing a *City of Semmes Park Pavilion Rental Application*. This is an application, not a binding contract to rent the pavilion. Applications are available at City Hall, Public Works Facility and online at www.cityofsemmesal.gov Applications must be received (with full payment) at City Hall. Applications received without full payment will not be processed.
- b. *PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL RECEIVED AND ACCEPTED AT CITY HALL (WITH PAYMENT IN FULL) AND YOU RECEIVE YOUR COPY OF THE APPROVED PARK PAVILION RENTAL PERMIT.*
- c. You must be at least 21 years of age to sign an application and be issued a ***Park Pavilion Rental Permit***, and the person signing the application must be in attendance for the duration of the rental event. Application are processed and reservations are confirmed on a first-come, first-served basis.

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C. RENTAL TIMES:

- a. Minimum rental booking is for 2 hours. The rental time should include enough time for set up and clean up. Additional hours may be reserved for an additional fee (see Pavilion Rental Rates chart in this packet). Pavilions may be reserved beginning at park opening time and must conclude by park closing time.
- b. The City of Semmes reserves the right to not accept applications for pavilion rental when City events are scheduled at any of the parks.
- c. Pavilions are not available for rental on the following holidays:
 - i. New Year's Eve
 - ii. New Year's Day
 - iii. Mardi Gras Day
 - iv. Easter Sunday
 - v. Memorial Day
 - vi. Independence Day
 - vii. Labor Day
 - viii. Thanksgiving Day
 - ix. Day after Thanksgiving Day
 - x. Christmas Eve
 - xi. Christmas Day

D. HOW RENTAL FEES ARE DETERMINED:

- a. A valid driver's license or company stationery (or current valid City of Semmes Business License) will be required as verification of residence.
- b. For non-commercial events such as family reunions, birthday parties, weddings, scout troops, family picnics, etc., the person hosting the event must complete the application and his/her home address is used to determine the appropriate fee.
- c. For non-profit organizations, a tax exemption certificate is necessary to determine "resident" or "non-resident".
- d. To obtain a "resident" fee:
 - i. The applicant's home address must be within the corporate limits or the police jurisdiction of the City of Semmes.
 - ii. Non-commercial's or commercial's address must be within the corporate limits or the police jurisdiction of the City of Semmes.

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- iii. Organizations or businesses may not use the address of a member who is a City resident.
- e. To obtain a "non-resident" fee:
 - i. The applicant's home address must be outside of the corporate limits or the police jurisdiction of the City of Semmes.
 - ii. Non-commercial's or commercial's listed address must be outside the corporate limits or the police jurisdiction of the City of Semmes.

E. PAVILION USER'S RESPONSIBILITIES:

- a. Rental patrons are required to:
 - i. Leave the pavilion(s) in the same condition in which it was found.
 - ii. Anticipate the amount of time necessary for set-up and clean up and include this time in the rental request.
 - iii. At the conclusion of the event, clean up and pick up all trash. Trash bags must be tied and placed in the trash cans provided at each park.
 - iv. Abide by the information in the PARK PAVILION RENTAL RULES & PROCEDURES that identifies the maximum number of person per pavilion.
 - v. All vehicles must be parked in specified parking areas. No vehicles are permitted on turf
 - vi. Not block or rope off any area other than the pavilion structure that is rented.
 - vii. Not throw rice or confetti or release helium balloons.
 - viii. Accept responsibility for all persons associated with the function or event. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.
 - ix. Bouncy houses, dunk tanks, climbing walls, pony rides or any other type activities are prohibited.
 - x. Skate boards are not allowed in the pavilions or on the sidewalks.
 - xi. Mopeds, motorcycles or any other motorized vehicles are prohibited inside the park area (can be parked in the parking area).
 - xii. NO ALCOHOLIC BEVERAGES allowed on any park property.
 - xiii. Weapons are strictly prohibited on park grounds.

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- xiv. Tobacco products (cigarette, snuff, dip, etc.) are prohibited on City property per City Ordinance
- b. At the discretion of the Public Works Superintendent, the rental patron may be required to provide security, dumpsters, port-a-toilets, parking attendants, etc. for their particular event.
- c. Decorations may be attached to the pavilions with masking or cellophane tape, string, or 3M "Command" type adhesives.
- d. There shall be no drilling, fastening, nailing, stapling, tacking, etc. methods of attaching decorations or other items to the pavilions.
- e. Be cautious of snakes and other animal wildlife in the parks.
- f. Children must be supervised and accompanied at all times by a responsible adult.
- g. Military maneuvers and battle re-enactments are prohibited in any park.
- h. Personal Interference – No person shall prevent, disturb, or unreasonably interfere with any other persons occupying any area of participating in any lawful activity allowed within the park. In particular, without limitation, no person shall disturb in any manner any picnic, meeting, service, concert, exercise or exhibition.
- i. Sales – No unauthorized person shall offer for sale or hire any article, thing, service, food, drinks, confection or merchandise, nor station or place any stand, cart or vehicle for the transportation, sale or display of any article, thing, service, food, drink, confections or merchandise. This section may be waived for City sponsored events. No person shall advertise in any way any article, thing, event or service for sale or hire, except in conjunction with a permitted event.
- j. Signs and Advertising – No unauthorized person shall paste, glue, tack or otherwise place any sign, placard advertisement or inscription on park property or erect or cause to be erected any sign on public lands, highways or roads adjacent to a park. No person shall distribute, post, place or erect any static or mobile advertising, handbill, circular, bill, notice paper or other advertising device.
- k. Damaging Plants or Trees Prohibited – No person shall damage, cut, carve, transplant or remove any tree or plant or injure the bark or pick the flowers or seeds of any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant. No person shall dig or otherwise disturb grass areas to the detriment of these areas, or in any way injure or impair the natural beauty or usefulness of any area. Normal use of grassed areas are recognized and acceptable.

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- l. Excavation prohibited – No person shall dig soil, rock, stones, trees, shrubs or plants, down timber or other wood materials, or make any excavation by tool equipment, blasting or other means or agency.
- m. Hitting golf balls is prohibited in a City park.
- n. Model airplanes are prohibited.
- o. Petitioning – No person shall practice, carry on, conduct or solicit for any trade, occupation, business or profession or to circulate any petition of whatsoever kind or character.
- p. Defacing park property prohibited – No person shall willfully mark, deface, disfigure, injure, tamper with or remove any building, bridges, tables, benches, fireplaces, railing, paving or paving material, water lines or other public utilities or parts or appurtenances, thereof, signs notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, facilities or park property appurtenances whatsoever, either real or personal.
- q. Climbing on Structures Prohibited – No person shall climb any tree or walk, stand or sit upon any monuments, vases, fountains, railing, and fences or upon any property not designated or customarily used for such purposes.
- r. Erecting Structures Prohibited – No person shall place or erect any structure, sign, bulletin board, post, pole, or advertising of any kind in a City Park.
- s. No person shall attach to any tree, shrub, fence, railing, post, or structure within any City park, any sign, bulletin board, or other advertising device of any kind.
- t. All park rules and regulations must be followed at all times.
- u. NO GLASS CONTAINERS IN ANY OF THE PARKS

F. SPECIFIC PARK RULES/ PARK AMENITIES:

a. **Honor Park Amphitheatre**

Location: 4100 Wulff Road, Semmes AL 36575 (GPS Coordinates: 30° 46' 32" N – 88° 15' 33" W)

- i. Park Hours: Dawn till Dusk -- Mon-Sun
- ii. NO personal grills are allowed at this park
- iii. The amphitheater is not handicap accessible
- iv. Sidewalks at this park are handicap accessible

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- v. Handicap accessible parking is available at this park
- vi. 110 electric is available in the amphitheater – please refrain from plugging in more volts/amps than the electrical plug(s) can service (call the Public Works Superintendent to discuss if you have any questions)
- vii. Portable toilet available on site (not handicap accessible)
- viii. Lighted for night use – special approval must be requested for after-hours use

b. Camellia Park Pavilions

Location: 3950 Illinois Street, Semmes AL 36575 (GPS Coordinates: 30° 46' 25" N – 88° 15' 19" W)

- i. Park Hours: Dawn till Dusk -- Mon-Sun
- ii. Charcoal grills are provided and available for use in each pavilion
- iii. Fires are only allowed in the designated and provided grills
- iv. No personal grills are allowed at this park
- v. Make sure charcoal is completely out before leaving premises and grill top is closed.
- vi. Providing charcoal is the responsibility of the permitted group
- vii. All pavilions at Camellia Park are handicap accessible as well as the sidewalks.
- viii. Handicap accessible parking is available at this park
- ix. 110 electric is available in all four of the pavilions – please refrain from plugging in more volts/amps than the electrical plug(s) can service (call the Public Works Superintendent to discuss if you have any questions)
- x. Handicap accessible portable toilet available
- Xi. Lighted for night use – special approval must be requested for after-hours use

c. Municipal Park/ Splash Pad Pavilion

Location: 8165 Morris Hill Road, Semmes AL 36575 (GPS Coordinates: 30° 44' 58" N – 88° 14' 02" W)

- i. Park Hours: 10 AM – 5 PM Mon-Sat and 1 – 5 PM on Sunday
- ii. Splash Pad is limited to those who are 14 years of age or younger. Parents of younger children may be on the Splash Pad to supervise their children.

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- iii. **ALL GROUPS OF 15 OR MORE VISITING THE SPLASH PAD MUST RESERVE A PAVILION – NO EXCEPTIONS**
- iv. Sign in with the Park Attendant upon arrival and sign out before leaving.
- v. NO personal grills are allowed at this park
- vi. Pavilion rental is limited to group of 50 persons or less
- vii. 110 electric is available in the pavilion areas – please refrain from plugging in more volts/amps than the electrical plug(s) can service (call the Public Works Superintendent to discuss if you have any questions)
- viii. The Splash Pad shall be vacated at the first sound of thunder or flash of lightning and will remain closed for at least 30 minutes after the last sound of thunder or lightning flash.
- ix. Use Splash Pad at your own risk - no lifeguard on duty
- x. Appropriate swimwear is required. Shoes are prohibited on the Splash Pad
- xi. Children who wear diapers must wear SWIM DIAPERS
- xii. No changing diapers on Splash Pad or in pavilions - please use the changing table in the restrooms
- xiii. The maximum number of children allowed on the Splash Pad is 30 at one time. Splash Pad Attendant will limit entry if Splash Pad is at capacity.
- xiv. No horseplay, foul or vulgar language, running, climbing on fence or features, blocking the flow of water, or introducing any foreign object into the Splash Pad fixtures
- xv. No food, drink, candy, gum, containers, sharp objects or glass allowed on the Splash Pad
- xvi. No water toys, noodles, buckets, or bats are allowed in the Splash Pad area
- xvii. Persons who have contagious illnesses, open wounds, cuts or infections, digestive issues, or persons with Band-Aids and/or bandages are not allowed in the Splash Pad area
- xviii. No illegal, disruptive, destructive or inappropriate behavior is allowed
- xix. Any accidents on the Splash Pad will result in the facility being immediately closed until emergency personnel and/or City officials arrive to determine further actions.

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- xx. Handicap accessible Men's and Women's bathrooms are available on site
- xxi. Not available for night use

G. REVOKING OF PERMITS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL:

- a. The City of Semmes reserves the right to revoke a user's permit and/or refuse rental for any or all of the following:
 - i. Failure to pay rental fee when due
 - ii. Failure to provide appropriate verifications for contracted services included, but not limited to:
 - 1. Security
 - 2. Dumpsters
 - 3. Port-a-Toilets
 - 4. Parking attendants
 - iii. Rental patrons are not conducting an event in an orderly manner.
 - iv. Damage is done to the pavilions
 - v. The rental patrons repeatedly do not adhere to users' responsibilities.
 - vi. If the City feels that a group's event is detrimental to the well-being of other park users or staff.
- vii. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

H. RESERVATION:

- a. In order to reserve a pavilion, payment in full must accompany a completed *City of Semmes Park Pavilion Rental Application*.
- b. Reservations:
 - i. are taken up to 12 months in advance
 - ii. can be made for any time park is open
- c. Pavilion Rental Permits will be issued when the reservation is made (at City Hall).

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I. PAYMENTS:

- a. Rental payment may be by personal check, money order, or cash. No check payments shall be accepted less than three weeks prior to event.
- b. Checks should be made payable to "City of Semmes"
- c. A collection \$35 fee will be assessed for any check returned by the bank.

J. CANCELLATIONS:

- a. Cancellation notices must be submitted in writing to City Hall. Rental payments are forfeited if event is cancelled less than 30 days prior to event.
- b. Rain dates are not available; therefore, provisions should be made for inclement weather.
- c. In case of severe inclement weather, a mutual decision will be made on the day in question.

K. CHAPERONES/ SECURITY:

- a. Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of one adult per 10 underage participants.
- b. Additionally, an event with a majority of patrons under the age of 21 may be required to pay for staff person(s) who will provide additional security for the event.
- c. Any pavilion booked for night use must have approved security on site (as required after meeting Public Works Superintendent)

L. ELECTRICITY, MUSIC, FOOD, WATER, SIGNAGE & MISCELLANEOUS:

- a. No food sales are permitted without prior written approval. Food sales or food served to the general public will require a Mobile County Health Department Permit.
- b. Music provided by a disc jockey is permitted at all parks but this information must be included on the *City of Semmes Park Pavilion Rental Application* as part of the event description.
- c. Live bands are only allowed with prior written approval.