



CITY OF SEMMES, ALABAMA
Semmes Community Center
10141 Moffett Road, Semmes Alabama 36575
251-649-8811

Reservation Guidelines/Regulations – Semmes Community Center

1. The City of Semmes and City-Related Activities take precedence over all other requests for use of these premises.
2. All Reservations are to be made through the office of the City of Semmes Community Center Coordinator. Office Hours are Monday through Friday 8am-5pm. Reservations are booked on a first come, first serve basis.
3. Any individual or organization using Semmes Community Center shall pay a rental fee and must sign a fee schedule and lease agreement (Attach hereto) and lessee shall be responsible for supervising all activities on the premises during the scheduled event.
4. Community Center Rental \$50.00 per Hour (2 Hour Minimum). **Any Event where alcohol is included, an additional \$150.00 deposit is required.**
5. A Non-Refundable **\$100 Cleaning Fee** is required on rental.
6. **SMOKING**- No Smoking, vaping or any other use of tobacco products are allowed in or on the premises during any scheduled event.
7. **ALCOHOLIC BEVERAGES** may be permitted on the premises following these guidelines:
 - a. *Minimum of 2 City of Semmes Police Officers are in attendance during the event, at cost of \$40.00 per hour, per Officer. Depending on Event attendance size and type of event, additional Officers may be required at the expense of an additional \$40.00 per officer, per hour. The City of Semmes and its officials will have the right to set the number of officers. Contact The City of Semmes Police Headquarters at 251-459-6062 for request of officers and any other questions.*
 - b. *\$5000.00 Minimum Short Term General Liability (Short Term Insurance) with The City of Semmes listed as additional insured is required for all events that include the distribution of alcohol.*
 - c. *Alcohol must be served by licensed bartender only (no restrictions on beer, wine, liquor). BYOA (Bring your own alcohol) will not be allowed.*
 - d. *All Alcoholic drinks must remain indoors.*
 - e. *Loss of ALL Deposits may be applicable if Guidelines are not followed.*
8. **Use of Equipment**- Lessee shall be allowed to use the equipment, tables, chairs on the premises, but the equipment, tables, and chairs shall not be removed from the premises. Nothing on the premises can be moved without the permission of the City of Semmes Community Center

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Coordinator. If permission is granted to move an item, it must be returned to its original place before your scheduled final walk-through

9. Only Drips Less Candles allowed in Semmes Community Center. **No open flames** of any kind allowed on premises.
10. **Outside throws allowed:** Birdseed, Rose Petals, and Bubbles
11. Commercial Rental furniture allowed for set up for receptions.
12. A list of all participating persons, caterer, florist, etc. should be given to the City of Semmes Community Center Coordinator.
13. There shall be no displays of any kind, including but not limited to posters, pamphlets or signage depicting inappropriate violence, sexual content, weapons or drugs posted on the premises. All displays shall be approved by the Semmes Community Center Coordinator.
14. **Key to facility:** If the event is held during normal business hours, a staff member will unlock and lock the facility. If the event is held after normal business hours, a key to the facility will be assigned to the responsible party. Instructions will be provided on how to unlock and lock the doors and the disposition of the key after the event is over. The responsible party shall ensure all exterior doors are locked at the facility before leaving. Failure to return the key can result in loss of deposit.
15. Person (Lessee) or the responsible party, using the Semmes Community Center is responsible for giving the caterer a copy of guidelines, set up and take down. All rental furniture must be taken down immediately following the event and removed off premises unless other agreement has been made between Lessee and City of Semmes.
16. **Hours of Operations:** All events shall end by 1:00am and the buildings should be empty of all persons by 1:30am. Semmes Community Center Coordinator must be notified following the event so premises can be inspected either through voice and/or text message.
17. **Decorations:** Lessee shall not use any wall decorations. Only floor and table decorations are permitted. Absolutely no tape, hooks, pins, nails, and/or screws are permitted on walls, floors, and/or furniture.
18. **Damaged Premises:** Lessee agrees to pay the full cost of any repairs deemed necessary in the sole discretion of the City of Semmes for any damages caused by the Lessee or its guests or

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invitees or by any other person in connection with the event. Lessee accepts the premises in the current condition, as is, and agrees, that they are fully suited for the purpose of the event.

19. All Cleanup of Community Center must be done immediately following the event, all leftover food, cake, garbage, removed and floor swept, before damage deposit returned.
20. **General Conditions:** The premises shall not be used in violation of any regulation of law or governmental body nor in any manner to create a nuisance or trespass, or in such manner as to endanger the construction capabilities of the premises. The Lessee, its guests and invitees shall use the parking area of the premises and the parking area shall be left free of trash. Parking is only allowed in designated parking lots and not on any grass or landscape.
21. The City of Semmes has the right to require **“any event”** to purchase a minimum of \$5000.00 Short Term General Liability Insurance (Event Insurance), depending on type and size of event. The City of Semmes will require the Insurance Policy to list the City of Semmes as an additional insured. Proof of Insurance will be required before Community Center is occupied by persons of Event and/or setup and operation of the event.
22. Non-Alcohol Events: In addition to the Total Rental Fee paid to the City of Semmes, Lessee and Lessee’s Representative agree to provide and pay security personnel, consisting of off-duty City of Semmes Police Officers who have the legal power to make an arrest, in the following numbers relative to the maximum number of guests expected to attend the event. All events with alcohol require Security. **Contact The City of Semmes Police Headquarters at 251-459-6062 for request of officers and any other questions.**
 - a. Up to 30 attendees: No Security Required
 - b. 31-99 attendees: 2 Police Officers
 - c. 100-199 attendees: 3 Police Officers
 - d. 200+ attendees: At least one Police Officer per 50 attendees.

Cost of Off Duty, City of Semmes Police Officer is \$40 per Officer, Per Hour.

In addition to the foregoing, at any function attended by minors (defined as person under the age of 19 years) Lessee and/or Responsible Party shall provide at least 1 (one) adult chaperone for each 20 minors in attendance.

23. Rental Fees, Deposit Fees, and Cleaning Fees may be waived at the discretion of the Semmes City Council. Mayor’s Office shall have authority to waive the listed Fees in the event of an immediate need of the facility.

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24. The City of Semmes has the right to cancel this Lease for reasons at its sole discretion and without notice. In the event of cancellation by The City of Semmes for any reason not specified in this Lease, The City of Semmes will refund Lessee's prepaid fees **within 72 hours** of such cancellation.
25. **Release of Liability:** In consideration of the use of the premises, The Lessee hereby releases, holds harmless and agrees to defend and indemnify the City of Semmes, their officials, officers, committee members, employees, or representatives from any liability or responsibility for any damages to the person or property of Lessee, Lessee's guests, invitees, or other persons, arising out of or any way connected with the Lessee's use of the premises.

Catering Guidelines:

1. General Bussing all of the open area of Community Center and Kitchen areas.
2. All floors should be swept before leaving.
3. All Garbage should be Removed
4. Only prepared catered meals allowed inside, no cooking is allowed inside.
5. No Coolers, Catering Boxes, Etc. on floors without proper coverings.
6. A final walk through with the caterer is required two weeks prior to the event.
7. All equipment used by the Caterer must be removed immediately following the event.
8. Cooking shall be permitted outdoors only. Cooking must be completed under a Pavilion in Viking Park and not on any grass and/or other landscape. Viking Park Pavilions can be reserved by calling 251-649-5752. Condition of Pavilions must be left in order as it was received. All cooking equipment (but not limited to): cooking items, food, trash, fuel, Charcoal, and wood must be disposed of properly.

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Lease Agreement-Community Center (No Alcohol)

Lessee Name: _____ Date of Rental: _____

Address: _____ Rental Time Begin: _____

Contact Person: _____ Rental Time End: _____

Type of Event: _____ Guest Count: _____

Insurance Required (\$5000 Minimum): YES or NO Insurance Information Attached: YES or NO

- Reservation Fee (\$100): Paid _____ Date Paid: _____
- Cleaning Fee (\$100) Paid: _____ Date Paid: _____
- Rental Fee (\$50 per hour) Number of Hours: _____ Paid: _____ Date: _____
- Event Security Fee (\$40 per Officer, Per Hour) \$ _____
- Total Balance Due \$ _____
- Remaining Balance Due: \$ _____ Date Remaining Balance Due: _____

****EACH ADDITIONAL HOUR IS \$50.00 PER HOUR****

I agree to all conditions set forth in the above Guidelines/Regulations. Failure to comply with any of these Guidelines/Regulations shall be grounds for The City of Semmes to immediately terminate the scheduled Event.

Signed (Lessee): _____ Date: _____

Print Name (Lessee): _____

Semmes Representative: _____

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Lease Agreement- Community Center (Alcohol)

(\$5000 Event Insurance Required)

Lessee Name: _____ Date of Rental: _____

Address: _____ Rental Time Begin: _____

Contact Person: _____ Rental Time End: _____

Type of Event: _____ Insurance Information Attached: YES or NO

Guest Count: _____ Officers Required: _____

- Reservation Fee (\$100): Paid _____ Date Paid: _____
- Cleaning Fee (\$100) Paid: _____ Date Paid: _____
- Damage Deposit (\$150) Paid: _____ Date Paid: _____
- Rental Fee (\$50 per hour) Number of Hours: _____ Paid: _____ Date: _____
- Total Balance Due \$ _____
- Remaining Balance Due: \$ _____ Date Remaining Balance Due: _____

****EACH ADDITIONAL HOUR IS \$50.00 PER HOUR****

I agree to all conditions set forth in the above Guidelines/Regulations. Failure to comply with any of these Guidelines/Regulations shall be grounds for The City of Semmes to immediately terminate the scheduled Event.

Signed (Lessee): _____ Date: _____

Print Name (Lessee): _____

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Security Request Form for Community Center Events

Lessee Name: _____

Date of Rental: _____

Address: _____

Rental Time Begin: _____

Contact Person: _____

Rental Time End: _____

Type of Event: _____

Alcohol: YES or NO

Number of Security Officers Required: _____

Amount Required: \$ _____

Amount Due Date: _____

Signed (Lessee): _____

Print Name (Lessee): _____

(Police Department Representative Use Only)

Deposit Amount Paid: _____

Deposit Paid Date: _____

Amount Owed: _____

Amount Date Owed: _____

Officer Assigned: _____

City of Semmes Representative: _____

Semmes Representative: _____

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