



CITY OF SEMMES, ALABAMA
 Semmes Senior Center - Activity Center
 10141 Moffett Road, Semmes Alabama 36575
 251-649-2010
 Semmesseniorcenter@cityofsemmesal.gov

Rental Application and Lease Agreement – (Activity Center)

Pricing: Luncheons/Showers/Teas/Meetings/Small Dinners/Parties/Fundraisers/Receptions/Rehearsal Dinners

Rental Options

- **No rentals that would interrupt routine Center activities during normal operating hours of Semmes Senior Center, 8:00 AM-4:00 PM, Monday-Friday.**
- **Available times and rental rates**
 - ✓ Weekends/Holidays available
 - ✓ Mondays-Fridays (available after 5:00 PM)
 - ✓ \$75.00 per hour
 - ✓ Clean-up fee of \$100.00

Areas included in Rental Agreement

**Entire Activity Building
 Porch Area in Breezeway between buildings**

Please note:

- **\$100.00 deposit required to hold the date for the event. Non-refundable if renter cancels less than 14 days prior to event.**
- **\$100.00 Clean-up fee required in addition to rental fee. (Must follow guidelines for renter’s responsibility)**
- **Maximum Number of Attendees: 110**
- **Functions are not allowed to run past 10:00 PM, nor will functions interrupt normally scheduled events such as Semmes Woman’s Club monthly meetings.**
- **Semmes Senior Center Usage Cancellation/Date Change Policy**
- **Any and all cancellations and/or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to one of the Center Coordinators not less than 14 days prior to the event. The Deposit is Non-refundable if renter cancels less than 14 days prior to event. Fee refunds will be made, by check and will be delivered by mail. I have read and understand the above policy.**

Semmes Representative:_____

“Make Life Beautiful”

Initials:_____



CITY OF SEMMES, ALABAMA

Semmes Senior Center - Activity Center

10141 Moffett Road, Semmes Alabama 36575

251-649-2010

Semmesseniorcenter@cityofsemmesal.gov

RULES & REGULATIONS

1. The Semmes Senior Center members will have priority use of the facility.
2. Reservations are on a first come, first serve basis.
3. Persons or groups wishing to reserve the Facility must complete, date, and sign an Application for Use of the Semmes Senior Center form, Cancellation Policy, Indemnity/Hold Harmless Agreement, and pay the required rental deposit in order for the reservation to be entered on the Activities Calendar. No reservations will be confirmed until the total rental (including clean-up fee) is paid.
4. The City of Semmes will be the final authority regarding decorations:
 - ✓ The Semmes Senior Center does not provide cloth linens.
 - ✓ Decorations must be placed on the day of the event. No equipment or materials will be placed prior to the day and time of use unless approved by the Center Coordinators.
 - ✓ No painting of any type will be permitted inside or outside the facility.
 - ✓ All decorations are to be free-standing or have prior approval by the Center Coordinators. No nails, tacks, brackets, or self-adhesive tape will be allowed on or in the walls, ceiling, and floors. No material that will deface, mar, or damage a finished surface will be allowed.
 - ✓ No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. All candles must be self-contained. If any of these materials are found on the floor, there will be additional clean-up/damage fees.
 - ✓ All decorations must be removed following an event before the renter leaves the premises. Decorations that are to be shared with other groups may be left in place if prior arrangements are made with and approved by the Center Coordinators.
5. In order to maintain health standards as required by state and county regulations, all users of the kitchen must comply with the following:
 - ✓ The renter must provide a licensed catering service for their event. The renter and/or caterer Serving food/drink will furnish own pots, pans, trays, plates saucers, cups, serving dishes, glasses, and silverware, all of which will be washed before use.
 - ✓ All equipment and appliances including microwaves, refrigerators, sinks, and work areas, carts, slicing equipment, coffee and tea containers will be cleaned after use.
 - ✓ Any grease should be disposed of properly by Renter or caterer.
 - ✓ It is the responsibility of the Renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or Renter are responsible for ensuring the kitchen is clean and orderly. (See Catering Guidelines below)
6. Garbage and Debris:
 - ✓ Garbage and debris including cups, plates, napkins, cans, bottles on tables, countertops, and other areas throughout the facility must be removed and disposed of properly before leaving the premises.

Semmes Representative: _____

“Make Life Beautiful”

Initials: _____



CITY OF SEMMES, ALABAMA

Semmes Senior Center - Activity Center

10141 Moffett Road, Semmes Alabama 36575

251-649-2010

Semmesseniorcenter@cityofsemmesal.gov

- ✓ Only garbage bags and dishtowels will be furnished by the Center. Any other accessories will be furnished by the Renter.
 - ✓ All garbage and debris will be removed from the building by the Renter as needed during and at the close of the function before leaving the premises.
 - ✓ All garbage bags must be tied and placed in the dumpster provided outside the facility
 - ✓ The Renter is responsible for clean-up of decorations. All debris is to be removed by the Renter.
7. Permission from one of the Center Coordinators is required for any Renter or Renter's Representative to bring into the building and use an appliance with special power requirements.
 8. All personal equipment, supplies, decorations, and other materials will be removed at the close of event.
 9. No inventory items, such as tables, chairs, media equipment, kitchen utensils, cookware, silverware, etc. will be loaned or permitted to be removed from premises under any condition.
 10. Renter is responsible for clean-up of the kitchen, decorations, garbage, and debris. The Center Coordinators will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess if additional clean-up fees will be charged. An additional clean-up fee at the rate of \$25.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the Renter.
 11. Renter agrees to assume liability, jointly and severally, for any and all damages to the Center's property, premises, facilities, furniture, and equipment. This is applicable to damage caused intentionally, accidentally, or negligently to real property, personal property, or mixed property by the Renter, Renter's representative, guests or any third parties, that occurs during the term of this lease, or is in any way connected with, or the result of the use of the Center's facilities or the function for which said facilities are rented by the Renter. Renter and Renter's Representative further agree to pay for all fees and costs, including attorney fees, incurred by the Center in recovering and collecting for any such damages.
 12. Additional fees will be charged for any broken or missing items from the Center, and carpet/floor damage requiring restoration. Coolers and other heavy equipment may not be dragged across the floors at the Center.
 13. Renter acknowledges that the facility is a smoke-free facility. Renter agrees that smoking and/or use of any tobacco product, including, but not limited to, chewing tobacco, is prohibited inside the Center's building and on premises. Renter agrees that controlled substances of any kind shall not be allowed on the Center's property at any time. Renter agrees to comply with all applicable federal, state, and local laws and accept full responsibility for ensuring that all applicable laws will be complied with by all persons coming onto the premises/property of the Center at all times during the term of this lease.
 14. **No alcoholic beverages** will be served on the property/premises.
 15. Cleaning fees will apply to any and all groups renting the facility.
 16. Fire and exit lanes will be open at all times.
 17. Failure to comply with any of these provisions shall be grounds for the Center to immediately terminate the function and return all monies and deposits paid to the Center. Upon Center exercising

Semmes Representative: _____

“Make Life Beautiful”

Initials: _____



CITY OF SEMMES, ALABAMA

Semmes Senior Center - Activity Center

10141 Moffett Road, Semmes Alabama 36575

251-649-2010

Semmesseniorcenter@cityofsemmesal.gov

its right to terminate the function under the terms of this provision, Renter or Renter's Representative agrees to immediately vacate the facility.

- 18. 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.
- 19. Each and every provision of the foregoing agreement is material to the whole and breach of any one provision or part thereof shall constitute breach of the whole.
- 20. 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.
- 21. The Semmes Senior Center reserves the right to amend, delete, adjust, or waive any and all stipulations set out herein. The Center reserves the right to cancel this lease for reason at its sole discretion and without notice. In the event of cancellation by the Center for any reason not specified in this lease, the Center will refund Renter's prepaid deposits within seventy-two (72) hours of such a cancellation.

The Center reserves, in its sole and arbitrary discretion, the right to refuse services to, or refuse to rent its facilities to any individual, group, or organization.

I have read, understand, and agree to the foregoing Lease and all of its terms.

The Lease Agreement has been duly executed by the following on this the ____ day of _____, 20____.

Print Name of Renter: _____ Telephone # _____

Renter’s Signature _____

Semmes Senior Center Coordinator Signature: _____

Semmes Representative: _____

“Make Life Beautiful”

Initials: _____



CITY OF SEMMES, ALABAMA
Semmes Senior Center - Activity Center
10141 Moffett Road, Semmes Alabama 36575
251-649-2010
Semmesseniorcenter@cityofsemmesal.gov

Catering Guidelines:

1. General Bussing all of the inside and outside areas
2. All floors to be swept before leaving.
3. All Garbage to be removed.
4. All Mobile County Health Department Rules and Regulations to be followed.
5. No Coolers, Catering Boxes, Etc. on wooden 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.

Initials: _____

Date: _____

Semmes Representative:_____

“Make Life Beautiful”

Initials:_____



CITY OF SEMMES, ALABAMA
 Semmes Senior Center - Activity Center
 10141 Moffett Road, Semmes Alabama 36575
 251-649-2010
 Semmesseniorcenter@cityofsemmesal.gov

Lease Agreement-Semmes Senior Center- (Activity Center)

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

- Cleaning Fee (\$100) Paid: _____ Date Paid: _____
- Damage Deposit (\$100) Paid: _____ Date Paid: _____
- Rental Fee (\$75 per hour) Hours: _____ Paid: _____ Date: _____
- Total Balance Due \$ _____
- Remaining Balance Due: \$ _____ Date Remaining Balance Due: _____

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: _____ "Make Life Beautiful" Initials: _____