



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 XPLOR. Those needing assistance should call or come to City Hall to book. Office Hours are Monday through Friday 8am-5pm. Reservations are booked on a first-come, first serve basis but may be limited for patterns of recurring events.
3. Contracts are completed through the online software and the lessee shall be responsible for supervising all activities on the premises during the scheduled event.
4. Community Center Rental \$75.00 per hour (2 Hour Minimum).
5. **SMOKING**- No Smoking, vaping or any other use of tobacco products are allowed in or on the premises during any scheduled event.
6. **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 requests 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 a 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.*
7. **Use of Equipment**- Lessee shall be allowed to use the equipment provided at the Community Center. 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 Coordinator. If permission is granted to move an item, it

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must be returned to its original place before your scheduled final walk-through. The Community Center has a 12x7 video wall and surround sound that can be used for rentals. A computer and USB will be needed for the connection. (Mac computers and products may not be compatible).

8. Only Drips Less Candles are allowed in Semmes Community Center. **No open flames** of any kind allowed on premises.
9. ***Outside throws allowed:*** Birdseed, Rose Petals, and Bubbles
10. Commercial Rental furniture is allowed for setting up for receptions.
11. A list of all participating people, caterer, florist, etc. should be given to the City of Semmes Community Center Coordinator if requested.
12. 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.
13. The parking lot of the Community Center is shared with surrounding public parks and facilities. The City of Semmes cannot guarantee a specific number of parking spaces available during rentals. If the rental is being done primarily for a parking lot event, this must be noted with the Community Center Coordinator so that reasonable accommodations can be made in advance.
14. ***Key to facility:*** If the event is held during business hours from 9:00 a.m. to 2:00 p.m., a staff member will unlock and lock the facility. If the event is held before or after normal business hours, a key to the facility will be assigned to the party responsible. Instructions will be provided on how to unlock and lock the doors and the disposition of the key after the event is over. The party responsible shall ensure all exterior doors are locked at the facility before leaving.
15. The person (Lessee) or the party responsible, 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 another agreement has been made between Lessee and City of Semmes.

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16. **Hours of Operations:** All events shall end by 1:00am and the buildings should be empty of all people by 1:30am.
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 at the sole discretion of the City of Semmes for any damage caused by the Lessee or its guests or invites 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. If there are damages found at the arrival of a rental, the Community Center Coordinator should be contacted immediately to report the condition.
19. All Cleanup of Community Center must be done immediately following the event, all leftover food, cake, garbage should be removed, kitchen surfaces wiped down, and floor swept before leaving. The dumpster is located near the parking lot, with a gate to the fence on the side.
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 invites, 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. **Security:** Police presence may be required for some events at the City's discretion, depending on the nature of the event. In addition to the total rental fee paid to the City of Semmes in these cases, Lessee and Lessee's Representative agree to provide and pay

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security personnel, consisting of off-duty City of Semmes Police Officers who have the legal power to make an arrest, in the quantity deemed necessary. Contact The City of Semmes Police Headquarters at 251-459-6062 for requests of officers and any other questions.

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 may be waived at the discretion of the Semmes City Council and/or Mayor. The Mayor's Office shall have authority to waive the listed Fees in the event of an immediate need of the facility.
24. Refunds for rentals will only be given if the lessee gives a written request for cancellation more than 2 weeks prior to the rental date. In the case of cancellation, refunds may take up to 2 weeks for distribution.
25. 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.
26. **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.

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3. All Garbage should be Removed
4. Only prepared catered meals are allowed inside, no cooking is allowed inside.
5. No Coolers, Catering Boxes, etc. on floors without proper covering.
6. All equipment used by the Caterer must be removed immediately following the event.
7. 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 251-649-8811. Conditions of Pavilions must be left in order as they were received. All cooking equipment (but not limited to): cooking items, food, trash, fuel, Charcoal, and wood must be disposed of properly. Food trucks must have prior approval and placement set by the Semmes Community Center Coordinator.

**Lease Agreement-Community Center**

Lessee Name: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Time Begin: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Rental Time End: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Guest Count: \_\_\_\_\_

There will be **no alcohol** at my event. \_\_\_\_\_ (initials)

**Semmes Representative:** \_\_\_\_\_

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There will be **alcohol** at my event. I will email a copy of my insurance policy (*\$5000 Event Insurance Required*) more than two weeks prior to my event to [events@cityofsemmesal.gov](mailto:events@cityofsemmesal.gov), confirm receipt. I will contact the Semmes Police Department to determine the coverage needed and ensure police have been scheduled after booking. I understand that my event may be canceled if I am not in compliance with these regulations. \_\_\_\_\_ (initials)

Signed (Lessee): \_\_\_\_\_ Date \_\_\_\_\_

Print Name (Lessee): \_\_\_\_\_

**Security Request Form for Community Center Events**

Lessee Name: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Time Begin: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Rental Time End: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Alcohol: YES or NO

Number of Security Officers Required: \_\_\_\_\_

Amount Required: \$ \_\_\_\_\_

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Amount Due Date: \_\_\_\_\_

Signed (Lessee): \_\_\_\_\_

Print Name (Lessee): \_\_\_\_\_

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***(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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