

City of Auburn, AL—Community Services Department

Boykin Community Center Facility Rental Application: Facilities, Hours and Fees

The Application for a Facility Rental must be submitted 2 (two) weeks prior to the event; otherwise, the application will not be accepted. All Fees must be paid at the time the application is submitted; otherwise, the application will not be accepted.

Boykin Community Center:

Whole Gym = \$80.00/hr.
Court B = \$40.00/hr.
1 Goal = \$25.00/hr.
Outside Courts = \$50.00/hr.
Auditorium = \$75.00/hr.
Maximum Tables Available = 25
Maximum Chairs Available = 100

The Renter is entitled to the use of the sound system and chairs at no additional equipment charge. For any Facility Rental reservation charging admission, a 10% fee is due to the Administrative Office at the Harris Center within five (5) business days of the rental.

Reservation Fees and Deposits:

For all Facility reservations after normal, operating hours an additional charge of \$20.00 per hour per staff member(s) will be required, regardless of Civic/Non-Profit status or public classification. Determination of number of staff members required to work will be: Rental of a multi-room rental, use of the City's audio visual equipment, or if the rental is after regular operating hours, will require 2 staff. Due to certain types of activities, the Community Service Department may require 2 staff regardless.

All facility rentals require a refundable deposit. The Auditorium and Gymnasium require a \$150.00 deposit. The deposit can be waived at the discretion of the Community Services Director.

If you violate any terms of this application, including going over your allotted time, you will lose your full deposit and can be charged additional rental and staffing fees.

Classification of Users:

Civic/Non-Profit: Defined as any group or Non-Profit Organization determined so by federal regulations. A group may request civic/non-profit status, for reservation purposes, through the Director of Community Services. A copy of the IRS Determination Letter must be submitted with the Facility Rental Application. Non-profit entities from inside the City of Auburn will be charged ½ of the reservation rate plus the fees for extra staffing. Non-profit entities that have addresses outside the City of Auburn will pay full fees. The City of Auburn Community Services Department reserves the right to waive fees for any group affiliated with the City of Auburn at the discretion of the department head. Fees will be determined for non-profit status from the address of the organization, not the person filling out the form.

Private: Defined as any individual or group not defined as Civic/Non-Profit or any group or organization that represents a business or for-profit institution.

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Alcohol Policy:

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3) for more information.

Extended Rental of Facilities:

Facility Rental Applications may be submitted for a month at a time. Approvals are granted after program needs are allocated space. Community Services reserves the right to cancel a reservation of this type a minimum of seven (7) days prior to an event in order to facilitate a public event.

Auditorium/Gymnasium/Outside Courts Rules:

1. Tape or other adhesives on the wall or floors are prohibited.
2. Auditorium/Gymnasium/Outside Court rules posted will apply to all Rentals.
3. Proper shoes must be worn by all participants while in the Auditorium/Gymnasium.

General Rules and Procedures:

All persons/organizations wishing to use the facility *must* fill out a Facility Rental Application for Department Head approval. Facility Applications must be submitted to the Community Services Department for review prior to making payments at the Administrative Office at the Harris Center. Applications are due at least two (2) weeks prior to the requested date, otherwise application will not be accepted.

All fees for rental of the facility must be paid at the time this application is submitted at the Harris Center. Payment can be made at the Harris Center, 8:00a.m. - 5:00p.m, Monday through Friday. Payment will be refunded if the application is not approved. The facility is not reserved until payment has been made and the Director of Community Services approves the application.

The Administrative Secretary will notify the person making the request if the reservation and any other items requested has been granted or denied. This notification is made by telephone or e-mail. The renter will be e-mailed a copy of the Approved Facility Rental Application.

Refunds are given only when the activity is canceled two (2) business days or more prior to the event. The Harris Center must be notified in order to receive a refund.

The Community Services Department reserves the right to refuse the use of its facility to any group or individual which may be in direct conflict with the goals of the department or the City of Auburn.

No program/event may be scheduled that interferes with a regular, planned program or activity sponsored by the City of Auburn. Activities are expected to start and end on time. Curfew time will be set at the discretion of the Community Services Department.

City of Auburn staff members are not responsible for chaperoning an event, setting up or decorating for an event (with the exception of tables and chairs provided by the facility), or event clean-up. The City of Auburn requires a staff member(s) to be on duty during or after hours at all facilities while the facility is reserved.

Any group using the facility must be organized with a responsible adult (19 years or older) leader. The activity may be canceled and the participants sent home if the person responsible for the request does not arrive within the first fifteen minutes of the reservation for the facility. All fees are still applicable.

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For events and parties with children in attendance, it is the renters responsibility to provide one (1) adult chaperone per every ten (10) children.

No City facility can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party.

Parking is allowed only in designated parking areas.

All food, beverages, trash, etc. must be removed from the facility and the site returned to its original state at the end of the activity. Decorations must be approved in advance by the Community Services Department. The decorations must also be removed at the end of the activity. Decorations can leave no trace on the property.

The renter will be held responsible for all damages to City property. If a facility is not returned to its original state, any future use will require a refundable deposit at an amount to be determined by the Community Services Director or could result in forfeiture of use of any facility by the renter.

The City of Auburn may require the renter at his/her own expense to provide police officers for security/safety purposes at functions. The renter will be required to schedule with the Auburn Police Division.

The renter agrees that placement and use of any inflatables, tents, sound system or other outside entertainment equipment is subject to approval by Community Services Department at the time the reservation is approved and it is the renter's responsibility to provide an outside power source, such as a generator, to power the equipment. Community Services will not provide repair to interruptions to the electrical service on the day of an event that is caused by violation of this policy. No water inflatables are allowed.

All outside vendors are required to have a valid City of Auburn Business license. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with the Administrative Office at least one (1) week prior to the event.

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3).

Any violation of these rules, regulations, policies and/or procedures pertaining to the use of the facility will result in forfeiture and possible restriction from future use of any Community Services Department Facilities.

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Facility/Room Requested: _____
 Organization / Person Completing Application: _____
 Address, City, State, and Zip: _____
 Phone: (W) _____ (Cell) _____ (H) _____
 E-Mail Address: _____
 Purpose of Facility Rental (Please be specific): _____

Date(s) Requested: _____ Day(s) Requested: _____
 Time Requested (Include Prep., Activity and Clean-up): _____ (a.m. or p.m.) TO _____ (a.m. or p.m.)
 Expected Attendance: _____ Admission Charged? No Yes Amount Charged? \$ _____
 No. of Tables (Rectangular) Requested: _____ No. of Chairs Requested: _____ What special equipment do you need, such as laptop, projection screen, podium, microphone, etc.? If available, will be provided. _____

	Name of Vendor	Contact Information
Entertainment		
Catering		
Inflatable(s)		
Other		

In making this application, I or my organization understands the fees, reservation hours, rules and regulations (see attached) of the Auburn Community Services Department and will abide by all rules and assume financial responsibility for any damages to facilities/areas and equipment.

I or my organization further acknowledges that using this facility/area and equipment may involve risks and dangers. My organization or I will not hold any person involved with the City of Auburn liable for any accidents or injuries that may occur while using this facility/area and equipment.

I understand that ALL outside, paid vendors must be approved a minimum of one (1) week prior to the reservation. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with our office at least one (1) week prior to the event. I understand that upon approval, I will be e-mailed a copy of this sheet with the approval shown. This approval should be taken to the event for proof. I understand that if I do not get approval for an outside vendor, the vendor will be removed immediately, or my event will be cancelled immediately.

Signature of Renter

Date

Director, Community Services

For Office Use Only

Date Received: _____ By: _____
 Damage Deposit: _____
 Staffing: _____ Date Paid: _____
 Rental Rate: _____
 Total Amount Paid: _____

Posted on Calendar & Approved by Staff: _____
 Date(s) Renter Contacted: _____
 Problems Reported on Renter: _____
 Notes: _____

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The Facility which you will be using belongs to the citizens of Auburn and is under the supervision of the City of Auburn Community Services Department. To preserve the rights of the public for use of a public facility, rules and regulations are necessary and we ask you and your group to cooperate. You have previously read the Reservation Rules and Procedures on Page 2 and 3 of the Facility Rental Application and will be held responsible for all items listed. Below are several key items you will be asked to initial:

Please Note: Your Facility Rental Application entitles you to use only the area(s) you have reserved.

1. Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3). _____ (Initial Here)
2. Parking is allowed only in designated parking areas. _____ (Initial Here)
3. All food, beverages, trash, etc. must be removed from the facility and the site returned to its original state at the end of the activity. Decorations must be approved in advance by the Community Services Department. The decorations must also be removed at the end of the activity. The renter will be held responsible for all damages to City property. If a facility is not returned to its original state, the deposit will not be refunded and any future use will require a refundable deposit at an amount to be determined by the Community Services Director or could result in forfeiture of use of any facility by the renter.
_____ (Initial Here)
4. No open flames or candles will be allowed. _____ (Initial Here)
5. If you violate any terms of this application, including going over your allotted time, you will lose your full deposit and can be charged additional rental and staffing fees. _____ (Initial Here)

On behalf of _____, I _____ acknowledge that a copy of the City of Auburn Facility Reservation Rules and Procedures has been made available to me and my organization.

By signing below, I agree to follow all City of Auburn rules and regulations and understand that failure to do so will result in loss of privileges and possible/potential monetary damages.

Printed Name: _____

Signature: _____

Date: _____