



**Dauphin Island Community Center**  
**412 Lemoyne Drive Dauphin Island, Alabama 36528**

**Community Center Use & Rental Policy**

**I. INTRODUCTION** - Thank you for selecting The Dauphin Island Community Center (DICC) for your event! We hope you have an enjoyable time.

**II. BUILDING INFORMATION** - The DICC is a modern, multi-purpose event space suitable for parties, banquets, balls, dances, meetings, performances, and the like. The DICC has one large room with a stage that seats 350 people at tables and 500 people in chairs. There is also a smaller room that seats 70 people at tables and 100 people in chairs. There is a catering kitchen that services both rooms. Both rooms have a modern audio-visual system and dedicated restroom facilities. Each of these 3 components may be rented separately or together, except the catering kitchen, which cannot be rented alone.

**III. RESERVATION PROCEDURES** – Reservations for the use of the DICC will be awarded on a first come, first served basis. Reservations must be made in person at Dauphin Island Town Hall or by contacting DICC manager, Ms. Jill Pope, at 251-487-6110 or [jpope@townofdauphinisland.org](mailto:jpope@townofdauphinisland.org). Any other inquiries regarding the community center should also be directed to Ms. Pope. A 25% rental deposit is due at the time the reservation is confirmed (25% of the rental and cleaning fees only). The balance of the rental & cleaning fees, refundable security deposit, and proof of insurance (if required\*) are due no later than ten (10) days prior to the event date. **\*Note: Insurance is required for any event where alcohol will be served or where there will be more than 250 persons. See section XVIII for details.**

**IV. RENTAL CHARGES** – A list of the rental & cleaning fees are included in the Fee Schedule ([Appendix A](#)).

\_\_\_\_\_ (initial)

**V.CANCELLATIONS OF RENTALS AND REFUNDS** – Should the renter decide to cancel the event, a written request must be made to the DICC manager at least thirty (30) days prior to the scheduled event to receive a refund of any paid deposit or rental fees. Absolutely no refunds will be given without thirty (30) days written notice.

If the renter fails to pay the balance of rental fees and refundable security deposit or fails to provide proof of insurance at least ten (10) days prior to the event, the rental deposit will be forfeited and the event will be canceled.

Under certain circumstances, the Town of Dauphin Island may be forced to cancel a lease agreement prior to an event. Possible reasons for cancellation include, but are not limited to, an act of nature, a declared state of emergency, fire, unsafe environmental or health conditions, and/or interrupted utility service. In such an event, the renter agrees that the Town of Dauphin Island shall not have responsibility for anything the renter may suffer or incur due to such cancellation. The DICC manager will attempt to notify the renter as soon as possible, if such a cancellation is required. All fees paid to the Town by the renter shall be refunded to the renter if the reservation is cancelled by the Town of Dauphin Island.

**VI.HOURS OF USE** – The DICC is available to rent daily during the hours of 6 am and 2 am. Following an event, the renter will be allowed one hour to gather their personal items/equipment and place trash in provided receptacles. All participants and equipment must be out of the facility no later than 3 am, unless prior arrangements have been made with the DICC manager.

**VII.EVENT SET UP/DECORATING**– The renter must request the needed number of tables and chairs in their application. The requested number of tables and chairs will be placed in the area(s) rented. It is the responsibility of the renter to set-up the tables and chairs as they wish.

If there are no other events scheduled in the 72-hour period prior to the event, the renter may decorate/set-up for his/her event daily 8am-4pm. This must be coordinated with the DICC manager. With prior approval of the DICC manager, access may be given outside of these hours but there will be an after-hours fee of twenty-five dollars (\$25) per hour. Renters are required to discuss all decorating plans with the DICC manager prior to the event to avoid potential problems. When decorating, the renter agrees to adhere to the following guidelines:

1. Glue, duct tape, packing tape, tacks, nails, push pins, and the like are not allowed on walls, tables, chairs, and other surfaces. The only adhesives that are permitted to be used on facility walls, tables, chairs, and surfaces are those that will not damage the surfaces or surface paint and that will not leave residue. Repair of surfaces following an event will be billed to the renter at prevailing rates.

\_\_\_\_\_ (initial)

2. No flammable decorations are permitted. The Fire Chief or his designee will verify that all decorations are not flammable. If any decorations are found to be flammable, they will be removed and disposed of by the Fire Chief or DICC staff prior to the event.
3. While we strongly encourage the use of flameless candles, traditional candles are permitted, if the following guidelines are followed:
  - a. The candle must be in a container/holder of sufficient size for the candle so that wax cannot drip onto tables, chairs, or other surfaces.
  - b. The flame may not extend above the top of the container.
  - c. All candles and holders must be approved by the Fire Chief or designated representative.

**VIII. REMOVAL OF PROPERTY/EVENT CONCLUSION** - Unless other arrangements are made, the renter agrees to remove all decorations, props, personal items, equipment, etc. from the facility within one hour of the conclusion of the event. In addition, all trash must be placed in provided receptacles. In no circumstance will occupants be allowed building access after 3 am. No items may be left in the facility after the event without prior written approval by the DICC manager.

If items are inadvertently left (“forgotten”) in the facility following an event, every reasonable effort will be made by the DICC manager to contact the renter to arrange for the item(s) to be retrieved. The item(s) may be disposed of at any time at the sole discretion of the DICC manager.

The renter is responsible for returning clean tables and chairs to the provided racks with DICC manager supervision.

**IX. HAZARDS** – The renter shall not do nor permit to be done anything in or upon the premises that violates or conflicts with the conditions of the facility’s insurance policy, puts the building or its contents at risk of damage, or places building occupants at risk of harm or injury. Other than Sterno-type food heating fuel, the renter shall not, without prior written consent of the Town of Dauphin Island, put up, operate, or permit to be put up or operate any engine, motor, or machinery on the premises, or use butane, propane, oils, burning fluids, camphene, kerosene, naphtha, or gasoline for either mechanical or other purposes. No agents other than electricity may be used for illuminating the premises, except as candles are permitted as described above. Pyrotechnics of any type are strictly prohibited.

**X. GENERAL POLICIES** – The renter (either an individual or organization as authorized by the signature on the rental contract – Appendix C) agrees to the following:

1. To assume responsibility and be liable for any loss, damage, injury, or expense caused by or arising from such use.

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2. To utilize the DICC only for lawful purposes. Comply with all Town Ordinances, all rules and requirements of the Town of Dauphin Island Police and Fire Departments, or other municipal authorities of the Town of Dauphin Island. Comply with Alabama State Statues, Federal Laws, and the established rules for use which apply to authorized use of the DICC. The renter shall assume full responsibility for any unlawful act committed in the exercise of the rental agreement.
3. Community Center Staff, other Town officials, and members of the fire department may enter the building at any time and on any occasion in performance of their duties and responsibilities during events. Community Center Staff have the authority to enforce all the necessary and proper rules for the management and operations during the event. The DICC keys shall be in the possession of a Town of Dauphin Island Employee at all times.
4. The renter is responsible for and shall supervise the conduct of the participants at their event.
5. This is a smoke free facility. Smoking is also not permitted on porches or stairs of the facility, under the building, or within 25 feet of these areas. Damage, such as cigarette burns, fire damage, or smoke damage, will be charged to the renter at prevailing rates. There may also be additional cleaning fees.
6. Apart from service dogs for the disabled, no animals are allowed in the facility without prior written approval.
7. The renter or designated representative must be present to accept deliveries, including equipment and rentals. The Town of Dauphin Island will not be responsible for any deliveries made to the Community Center. However, deliveries need to be coordinated with the DICC manager, so that the building will be unlocked.
8. No performance, exhibition, or entertainment shall be given or held in the facility which is considered objectionable by the Town of Dauphin Island. The renter must disclose the nature of the event and shall not deviate from the stated event.
9. No person under the age of twenty-one (21) shall serve, consume, or possess alcohol on the premises. Renters sponsoring such events shall be responsible to ensure that this policy is enforced without exception. If it is determined by DICC staff or event security staff that anyone under the age of 21 has been served alcohol, has possessed alcohol, or has consumed alcohol on the premises, the event may be terminated immediately, and rental fees will NOT be refunded.
10. The renter shall not admit a greater number of people than allowable maximum capacity for the area(s) being rented.
  - a. Small room maximum capacity is 70 people if tables are being utilized or 100 persons if only chairs are being utilized.
  - b. Large room maximum capacity is 350 people if tables are being utilized or 500 people if only chairs are being utilized.
  - c. Police, Fire and/or DICC staff will determine if building maximum capacity has been exceeded. Their decision is final.

\_\_\_\_\_ (initial)

- d. If it is determined that the maximum capacity has been exceeded, an adequate number of attendees will be required to leave the premises to bring the event into compliance. If this does not occur, the event will be terminated immediately, and no refund of rental fees will be provided.
11. Children must always be under the direct supervision of an adult.
  12. To ensure that the person procuring the facility will be present for the duration of the use of the building.
  13. That the refundable security (building) deposit will be refunded to the renter within 10 business days following the final day of the event, if it is determined by DICC staff that no damages exist to the building, grounds, or fixtures and that no rules or policies were violated that would require additional monies to be owed to the Town.
  14. All rental fees and deposits must be paid and proof of insurance must be provided by the date specified in the contract – at least ten (10) days prior to the event. If all rental fees and deposits are not paid in-full by the specified date, or proof of insurance is not provided (if required), the contract will be deemed void and any deposit paid will not be refunded. The date will then be considered “open” for booking. All fees must be paid in US Currency, check, money order or credit card. There will be an additional fee for paying with a credit card. All deposits and fees are paid at the Town of Dauphin Island Town Hall. The DICC manager does not accept payment.
  15. If food or beverages are iced, a container must be used that does not allow for drippage or sweating onto the floor, which could damage the floor or create a slip and fall hazard.
  16. The renter may not sublet the facility, nor may the application be transferred or assigned.
  17. It is expressly understood and agreed that neither this Agreement nor any duties or obligations of this Agreement shall be assignable or delegable by the individual/organization without written express consent of the Town.
  18. It is mutually agreed and understood that the individual/organization is acting at all times as an independent entity, and that all agents or employees of the individual/organization who may participate in performance of this Agreement, are not agents or employees of the Town. Neither party is authorized to act as an agent for, or legal representative of, the other party. Neither party shall have the authority to assume or create any obligation on behalf of, or in the name of, or binding upon, the other party. Neither party is acting as a joint venturer or part of the other.
  19. It is expressly agreed and stipulated that this Agreement shall be deemed to have been made and to be performable in the State of Alabama, County of Mobile, and all questions concerning the validity, interpretation, or performance of any of its terms and provisions, or of any rights or obligations of the parties hereto, shall be governed by and resolved in accordance with the laws of the State of Alabama.

\_\_\_\_\_ (initial)

Venue and jurisdiction shall be proper only in Federal or State courts located in Mobile, Alabama.

**XI. ALCOHOL** – The following guidelines must be followed for all events where alcohol is served or consumed:

- a. Consumption of alcohol is allowed inside of the building only. CONSUMPTION OF ALCOHOL IS NOT ALLOWED IN THE PARKING LOT, ON DECKS, STEPS, OR PORCHES, OR ON THE GROUNDS OF THE FACILITY.
- b. Alcohol may only be served and/or consumed during the event. Alcohol may not be served or consumed during set-up, take-down, or clean-up.
- c. Security must be present for all events where alcohol will be consumed, in numbers prescribed in the security section below. Security must be present during the entire event, including from the time the first guest arrives until the time that the doors are locked.
- d. Alcohol may only be served or consumed at events with prior approval – no last-minute serving or consumption of alcohol.
- e. Additional rental fees and deposits are required for events where alcohol is served or consumed. Please see appendix A.
- f. No alcohol shall be served, possessed, or consumed on the premises by anyone under the age of 21. Anyone serving, possessing, or consuming alcohol at any event must have valid identification on their person to prove that they are at least 21 years of age.
- g. Alcohol may not be served or consumed in glass containers.
- h. The renter will be charged a fine of five hundred dollars (\$500) per occurrence for violation of any portion of this rule by the Town of Dauphin Island.
- i. The Town of Dauphin Island is not liable for accidents, deaths or injuries that may occur as a result of the consumption of alcohol.
- j. The tenant is responsible for obtaining any required liquor license(s) or permit(s).

**XII. SMOKING – ALL TOWN OF DAUPHIN ISLAND BUILDINGS ARE SMOKE FREE.**

A fine of three hundred dollars (\$300.00) will be imposed per occurrence by the Town of Dauphin Island for any event attendee that is observed smoking inside of the building, smoking on porches or stairs of the building, under the building, or within 25 feet of these areas. A three hundred dollar (\$300.00) additional cleaning fee will be imposed to the renter if smoking occurred inside of the building.

**XIII. PASSAGEWAYS / BUILDING ACCESS / USE OF NON-RENTED AREAS –**

All passageways and all building access doors are to remain clear and passable during events. No trash, sweepings, rags, or paper are to be placed inside any closet or storeroom. Access will be provided to the building in accordance with the Americans with Disabilities Act. The renter understands that areas not under contract may be used by

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and/or rented by others. Attendees shall not be allowed to use, walk, or roam through areas of the building not under contract.

**XIV. PROPERTY ALTERATIONS/DEFACING/DAMAGES** – No alterations of any kind are to be made to the facility without consent from the Town Council or the DICC manager. The renter will not injure or mar, nor in any manner deface the premises. This includes nails, hooks, tacks, or screws into any part of the building. No decorations, devices or signs are to be placed and / or supported by any means on walls or woodwork without the consent of the DICC manager. Sets, exhibit materials, etc. are to be of flameproof material and conform to the Fire Prevention Code as adopted by the Town of Dauphin Island. If any portion of the facility is damaged during the term of the contract by the act, default or negligence of the renter’s agents, employees, guests, or any person admitted to the event or anyone unlawful admission gained, RENTER WILL PAY TO THE TOWN OF DAUPHIN ISLAND UPON DEMAND SUCH SUM AS SHALL BE NECESSARY TO RESTORE THE FACILITY TO IT’S ORIGINAL CONDITION. In addition to repair costs, the Town of Dauphin Island shall assess a fine of three hundred dollars (\$300.00) for Damages.

**XV. LICENSING** -- All individuals, firms and/or corporations providing a service and who are paid by the renter must have a Town of Dauphin Island business license. (Note: No peddler fee needed to work event just business license)

**XVI. THEFT** – The Town of Dauphin Island is not responsible for the theft of property on the grounds of the Community Center, in automobiles, theft of property from within the facility or any other structure on the property. If theft of property occurs, you are encouraged to make a police report.

**XVII. CLEANING** – The renter shall have one hour after the event to remove personal belongings, decorations, etc., unless prior arrangements have been made with the DICC Manager. You (and / or your caterer if one is used) are responsible for the following:

1. Removal of all decorations and personal items.
2. All liquids (except grease and oil) should be poured down drains before placing paper or plastic products into garbage cans.
3. Place all garbage in trash receptacles provided.
4. For safety, mop all spills when they occur.
5. Leave the facility “broom clean”.

**XVIII. INSURANCE** – For any event where alcohol will be served or where there will be more than 250 persons, the renter agrees to take out and carry liability insurance in the amount of \$1,000,000.00 naming the Town, its Council, the Mayor, and all agents or employees of the Town as additional insured’s; and to provide to the Town a certificate verifying the purchase of such insurance at least ten (10) days prior to the event date.

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**XIX. HOLD HARMLESS AGREEMENT** - The renter agrees to fully defend, indemnify, and hold harmless the Town of Dauphin Island, the Mayor, its Council, all agents and its employees from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever (including without limitation all claims for monetary loss, and property damage, equitable relief, personal injury and /or wrongful death), whether brought by an individual or other entity or imposed by a court of law or by administrative action of any federal, state or local governmental body, arising out of , in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the renter. This indemnification applies to and includes without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs or expenses and any reimbursements to the Town of Dauphin Island for all legal fees, expenses and costs incurred by the Town of Dauphin Island.

**XX. SECURITY AND FIRE INSPECTION/WATCH**

THE RENTER UNDERSTANDS THAT THE TOWN OF DAUPHIN ISLAND REQUIRES SECURITY FOR ALL EVENTS WHERE ALCOHOL WILL BE SERVED OR CONSUMED REGARDLESS OF THE NUMBER OF ATTENDEES. ADDITIONALLY, ALL EVENTS WITH MORE THAN TWO HUNDRED FIFTY (250) ATTENDEES PRESENT REQUIRE SECURITY, EVEN IF ALCOHOL IS NOT GOING TO BE SERVED. SECURITY OFFICERS MUST BE ALABAMA CERTIFIED POLICE OFFICERS. THE DAUPHIN ISLAND POLICE DEPARTMENT CAN BE CONTACTED AT 251-861-5523 TO ARRANGE FOR EVENT SECURITY. IN THE EVENT THAT THE DAUPHIN ISLAND POICE DEPARTMENT DOES NOT HAVE AN ADEQUATE NUMBER OF OFFICERS AVAILABLE FOR AN EVENT, OTHER ALABAMA CERTIFIED POLICE OFFICERS MAY BE UTILIZED. THE TOWN OF DAUPHIN ISLAND POLICE DEPARTMENT WILL ASSIST THE RENTER IN FINDING OUTSIDE SECURITY, IF THE DAUPHIN ISLAND POLICE DEPARTMENT IS UNABLE TO PROVIDE THE SECURITY. THE TOWN OF DAUPHIN ISLAND WILL VERIFY, TEN (10) DAYS PRIOR TO THE EVENT, THAT AN ADEQUATE NUMBER OF SECURITY OFFICERS ARE SCHEDULED TO BE PRESENT AT THE EVENT. IF THIS CANNOT BE VERIFIED, THE RENTAL DEPOSIT WILL BE FORFEITED AND THE EVENT CANCELED.

DAUPHIN ISLAND FIRE & RESCUE FIRE CHIEF OR HIS DESIGNEE WILL PERFORM A PRE-EVENT INSPECTION ONE HOUR PRIOR TO THE BEGINNING OF THE EVENT, UNLESS OTHER ARRANGEMENTS ARE MADE, TO ENSURE THAT THERE ARE NO FIRE OR LIFE-SAFETY HAZARDS. THE FIRE CHIEF OR HIS DESIGNEE WILL DETERMINE, AT LEAST 10 DAYS PRIOR TO THE EVENT, IF FIRE PERSONNEL ARE REQUIRED TO BE PRESENT FOR THE ENTIRE EVENT OR IF ONLY A PRE-EVENT INSPECTION IS REQUIRED. DETERMINING FACTORS INCLUDE THE TYPE OF EVENT, THE NUMBER OF ATTENDEES, AND IF ALCOHOL WILL BE SERVED OR CONSUMED.

SECURITY AND FIRE INSPECTION/WATCH WILL BE AT THE SOLE EXPENSE OF

\_\_\_\_\_ (initial)



THE RENTER AND IS IN ADDITION TO ANY OTHER RENTAL FEES. FEES FOR SECURITY AND FIRE WATCH ARE DETERMINED BY THE POLICE AND FIRE REPRESENTATIVE. THESE FEES CANNOT BE WAIVED. FEES FOR SECURITY AND FIRE WATCH/FIRE INSPECTION SHALL BE PAID DIRECTLY TO THE OFFICERS BY THE RENTER ON THE DAY OF THE EVENT. THE RENTER SHOULD VERIFY THE TYPE OF PAYMENT ACCEPTABLE BY THE OFFICERS WHEN THEIR SERVICES ARE PROCURED. THE FIRE CHIEF OR HIS DESIGNEE WILL ACCEPT CHECK OR MONEY ORDER MADE PAYABLE TO DAUPHIN ISLAND FIRE & RESCUE, INC.

## **XXI. FACILITY RENTAL SECURITY INFORMATION**

Security is required for all events where alcohol is served or consumed and for all events with greater than 250 attendees, even if alcohol is not served, at the expense of the renter. The number of security officers required is based on the number of attendees and if alcohol is being served:

- 1) If alcohol is being served or consumed, the following formula is used to determine the number of officers needed:
  - a) For less than 100 attendees, one (1) officer is required.
  - b) For more than 100 but less than 250 attendees, two (2) officers are required.
  - c) For more than 250 but less than 400 attendees, three (3) officers are required.
  - d) For more than 400 attendees, four (4) officers are required.
- 2) If alcohol is not being served or consumed, the following formula is used to determine the number of officers needed:
  - a) For less than 250 attendees, no security is required.
  - b) For more than 250 but less than 400 attendees, one (1) officer is required.
  - c) For more than 400 attendees, two (2) officers are required.

It will be the responsibility of the security officer(s) to do the following:

- Ensure alcohol remains within the building.
- Enforce the "NO SMOKING" policy in the facilities.
- Maintain orderly crowd control.
- Enforce general Community Center policies.
- Ensure maximum attendance (specified on the facility application and this agreement) is not exceeded.
- Ensure that attendees are not allowed to use, walk, or roam through areas of the building not under contract.
- Officers must arrive at the scheduled time when guests are arriving at location.
- Officers must remain until all persons have left the facility and the facility is locked.

**XXII. VIOLATION OF POLICIES** – The Town of Dauphin Island reserves the right to end any event immediately, if any DICC policies are violated. If early termination of the event

\_\_\_\_\_ (initial)

is necessary, no refund of fees paid will be provided and future use of the DICC may be denied. Additional fines may be levied as prescribed in this document. Violations will be documented, and photographs will be taken, if necessary.

\_\_\_\_\_(initial)

### Appendix A (Rental & Cleaning Fee Schedules)

These are rental rates only. There are additional cleaning fees. Please see cleaning fee schedule below.

Item	Weekday Rental Rates	Weekend / Holiday Rental Rates
Small Room (seats 70 at tables)	\$400	\$500
Small Room with Kitchen	\$500	\$600
Large Room (seats 350 at tables)	\$800	\$1,000
Large Room with Kitchen	\$900	\$1,100
Entire Facility with Kitchen	\$1,100	\$1,400
After Hours Access (per hour)	\$25	\$25
Additional Fee if Alcohol is served*	+10%	+10%
2 – Day Discount	-10%	-10%
3 – Day Discount	-20%	-20%
4 – Day Discount	-30%	-30%
5 – Day Discount	-40%	-40%
Weekly Discount	-50%	-50%
Refundable Security Deposit, no alcohol	\$250	\$250
Refundable Security Deposit, alcohol	\$500	\$500
Nonprofits **	See Below	See Below
Local Groups (yoga, women’s club, etc.) *	See Below	See Below
Security Officer per hour per officer	\$35	\$35
Fire Personnel, inspection only (waved if personnel present for entire event)	\$50	\$50
Fire Personnel, per hour (one required)	\$35	\$35

Note: Usage of tables and chairs, as well as ice, are included in the rental price.

\*Small, local groups, such as yoga groups, women’s club, and similar **may** qualify to have rental and cleaning fees waved. The determination as to the eligibility of a group

\_\_\_\_\_ (initial)

to be considered a local group shall be at the sole discretion of the DICC manager. All of the following conditions must be met in order to be considered for waiving of fees:

1. The group must be using the small room only.
2. The majority of the group participants must be Dauphin Island residents.
3. No one shall profit from the activity. Nominal fees may be collected by the organizer to cover such costs as materials used in the class, insurance, etc.
4. There must be no cleaning required after the activity. If any of the following occur, cleaning fees (at a minimum) will be required:
  - a. The kitchen is used.
  - b. Food is consumed during the activity.
  - c. The DICC manager determines that cleaning is required for any reason.
5. Note: Scheduling priority will be given to paid events, which may require the cancelation of planned local group events.

\*\* Nonprofits (with appropriate credentials) **may** be considered for discounted rental fees on a case-by-case basis. The determination as to the eligibility of a group to be considered for reduced rental fees shall be at the sole discretion of the DICC manager. Cleaning fees cannot be reduced.

**Cleaning fee schedule.** (These fees are in addition to the rental fees above.)

Small Room Only	\$150
Small Room with Kitchen	\$210
Large Room Only	\$250
Large Room with Kitchen	\$310
Entire Facility	\$460

\_\_\_\_\_ (initial)

### Appendix B (EVENT SECURITY/FIRE WATCH FORM)

The Town of Dauphin Island Police Department (or alternative department, if necessary) will have personnel on duty for this event.

Police Representative/Department \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ # security required X \$35.00 per hour X \_\_\_\_\_ hours\* = \$\_\_\_\_\_ due

\*Security personnel must be present from the time the first guest arrives until the doors are locked.

Dauphin Island Fire & Rescue fire chief or his designee will perform a pre-event inspection to ensure that there are no fire or life-safety hazards. The fire chief or his designee will determine if fire personnel are required to be present for the entire event (this determination will be made in advance of the event and is based upon the type of event, the number of attendees, and if alcohol is being served or consumed).

Fire personnel ARE / ARE NOT required to be present for the entire event.

Fire Department Representative \_\_\_\_\_ Date \_\_\_\_\_

Pre-event fire and life-safety hazard inspection fee (this fee is waived if fire personnel will be present for the entire event): \$50.00 due

One fire personnel X \$35.00 per hour X \_\_\_\_\_ hours\* = \$\_\_\_\_\_ due

\*Fire personnel must be present from pre-event inspection until the doors are locked.

\_\_\_\_\_ (initial)



## Appendix C: Community Center Use and Rental Agreement

This RENTAL AGREEMENT is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Renter \_\_\_\_\_ (full name of individual or representative of organization)

Organization \_\_\_\_\_ Tax ID \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (main) \_\_\_\_\_ Phone (cell) \_\_\_\_\_ Email \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

Set-up date(s) \_\_\_\_\_ Set-up time(s) \_\_\_\_\_

Type of Event \_\_\_\_\_ Will alcohol be served? \_\_\_\_ Yes \_\_\_\_ No

Guest count \_\_\_\_\_ Let in time \_\_\_\_\_ Lock up time \_\_\_\_\_

Areas Rented \_\_\_\_\_ Small Room \_\_\_\_\_ Large Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Entire Building

Qty round (7 ft.) tables \_\_\_\_\_ Qty rectangular (6 ft.) tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_ (in small room)

Qty round (7 ft.) tables \_\_\_\_\_ Qty rectangular (6 ft.) tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_ (in large room)

\*\* I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW THE COMMUNITY CENTER USE AND RENTAL POLICY. \_\_\_\_\_ (initial)

\*\* I UNDERSTAND THAT FAILURE TO FOLLOW ALL RULES AND POLICIES CONTAINED IN THE USE AND RENTAL POLICY COULD RESULT IN CANCELANATION OR TERMINATION OF THE EVENT, LOSS OF SECURITY (BUILDING) DEPOSIT, AND INCURRENCE OF ADDITIONAL FEES. \_\_\_\_\_ (initial)

\*\* I UNDERSTAND THAT A COMPLETED POLICE AND FIRE WATCH FORM (Appendix B) MUST BE PROVIDED TO THE TOWN AT LEAST TEN DAYS PRIOR TO THE EVENT. \_\_\_\_\_ (initial)

\*\* I AGREE TO PAY SECURITY AND FIRE PERSONNEL DIRECTLY ON THE DAY OF THE EVENT IN THE AMOUNTS STIPULATED IN APPENDIX B. \_\_\_\_\_ (initial)

\*\* I HAVE BEEN PROVIDED A MAP OUTLINING THE DESIGNATED PARKING AREAS THAT ARE TO BE USED FOR EVENTS AT THE COMMUNITY CENTER AND WILL ENSURE MY GUESTS ONLY PARK IN THOSE DESIGNATED AREAS. \_\_\_\_\_ (initial)

\*\* I UNDERSTAND THAT FOR ANY EVENT WHERE ALCOHOL IS SERVED OR EVENTS WITH 250 OR MORE PERSONS, INSURANCE IS REQUIRED IN THE AMOUNT OF \$1,000,000.00 AND THAT A PROOF OF INSURANCE CERTIFICATE MUST BE PROVIDED TO THE TOWN AT LEAST TEN DAYS PRIOR TO THE EVENT DATE. \_\_\_\_\_ (initial)

\*\* I AGREE TO PAY THE TOWN OF DAUPHIN ISLAND A **TOTAL** OF \$\_\_\_\_\_ FOR RENTAL & CLEANING FEES OF THE AREAS CHECKED ABOVE AND A REFUNDABLE SECURITY (BUILDING) DEPOSIT. \_\_\_\_\_ (initial)

\_\_\_\_\_ (initial)

\*\*I AGREE TO PAY A **25% DEPOSIT** OF THE TOTAL RENTAL & CLEANING FEES DUE IN THE AMOUNT OF \$ \_\_\_\_\_ TO THE TOWN OF DAUPHIN ISLAND AT THE TIME THIS RENTAL AGREEMENT IS EXECUTED (TODAY) IN ORDER TO RESERVE THE DATE(S). \_\_\_\_\_ (initial)

\*\*I UNDERSTAND THAT THE **REMAINING BALANCE** OF \$ \_\_\_\_\_ MUST BE PAID BY 3PM ON OR BEFORE \_\_\_\_\_ (10 BUSINESS DAYS PRIOR TO THE EVENT). \_\_\_\_\_ (initial)

All terms and conditions of this rental agreement shall be binding upon the parties and cannot be varied or waived by any oral representations or premises of any agent of other person of the parties hereto. By your signature below, you agree with the amount due as stated in the Town of Dauphin Island Community Center's use and rental policy, the terms of the policy, and you agree to pay the amount due by the due date Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

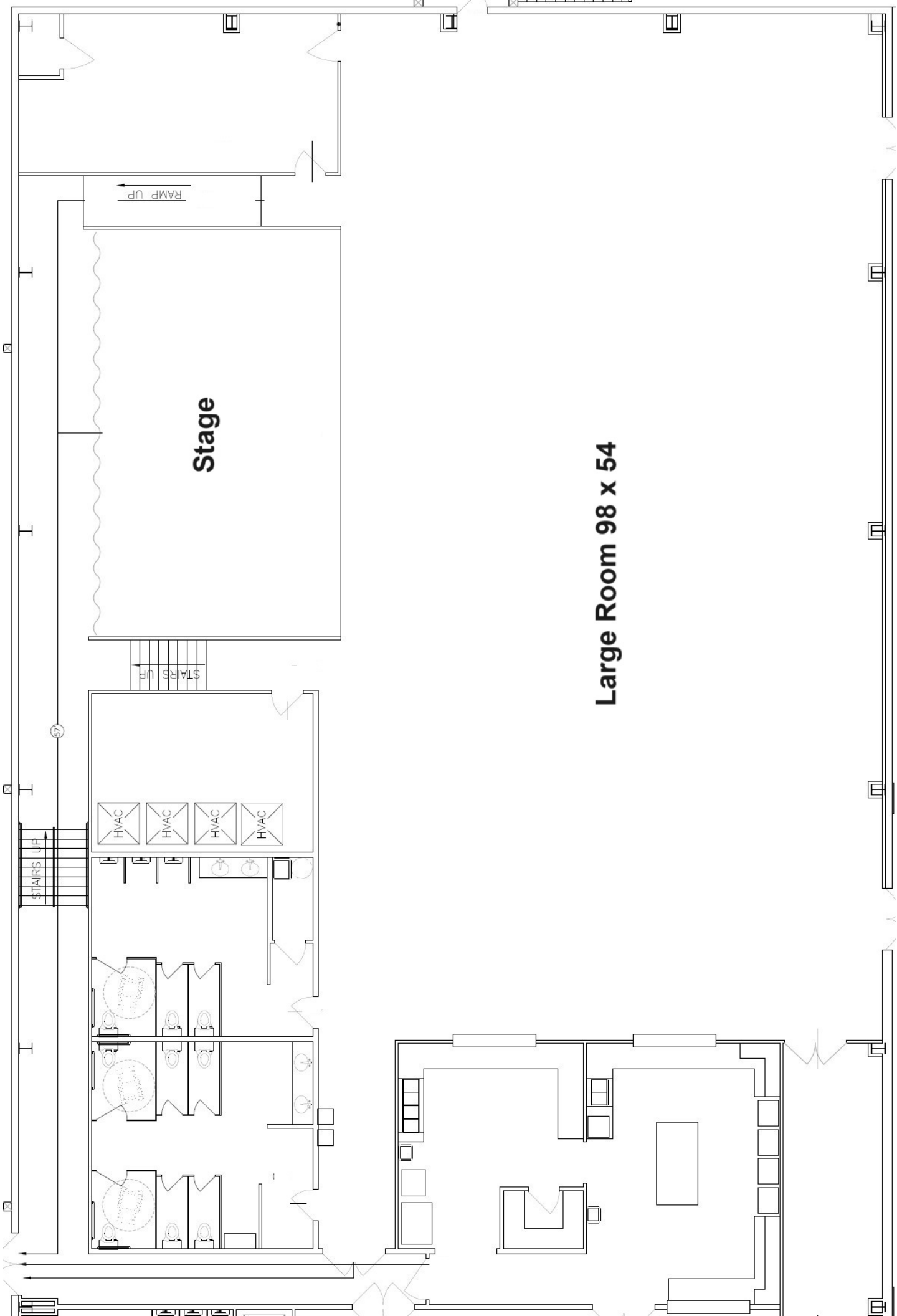
**Renter (sign)** \_\_\_\_\_ **Date** \_\_\_\_\_

Printed Name \_\_\_\_\_ (title) \_\_\_\_\_

**Town Representative (sign)** \_\_\_\_\_ **Date** \_\_\_\_\_

Printed Name \_\_\_\_\_ (title) \_\_\_\_\_

\_\_\_\_\_ (initial)



**Large Room 98 x 54**



