

**APPLICATION TO RESERVE THE  
CITY OF CLANTON RENTAL FACILITY**

**Date of Function:** \_\_\_\_\_

**Location of Function:** \_\_\_\_\_

**Time Reserved:** \_\_\_\_\_ am pm to \_\_\_\_\_ am pm  
(Please include any preparation activity or cleanup time)

**Organization/Person Making Application:**

**Name:** \_\_\_\_\_

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

**Applicant's Phone Numbers:**

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

**Purpose of Facility Use (be specific):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Expected Attendance at Function:** \_\_\_\_\_

.....

**In making this application, my organization or I acknowledge(s) that we/I understand all of the attached rules and regulations and insure that all invitees shall abide thereby and will indemnify and hold harmless the City of Clanton from and against any and all claims, demands, suits, damages, liabilities and expenses arising out of any act or omission which might occur during the term of the rental of the property.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

.....

The City of Clanton reserves the right to refuse the use of the Rental Facilities to any individual, commercial or civic group whose activity it deems to be inappropriate to be conducted in a public-owned facility.

**Cost:**    **Rental Fee**                    **\$100.00**  
              **Deposit: Key/Cleanup**       **\$ 50.00**  
              **Total Due**                        **\$150.00**

**For Office Use:**

**Rental Paid:** \$100.00

**Check #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Receipts #:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Key/Cleanup Deposit Fee Paid:** \$50.00

**Check #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RULES AND REGULATIONS  
CITY OF CLANTON RENTAL FACILITIES**

**No alcoholic beverages, drugs, loud music, or loitering will be allowed.  
City may monitor area for compliance. Function may be stopped and  
Deposit shall be forfeited if a violation of this rule occurs.  
No smoking allowed inside the Rental Facilities**

1. Only adults (those over 21 years of age) will be allowed to reserve and sign for the Rental Facilities. The person signing for the building shall be considered the responsible party.
2. Rental payment must be paid before date held in the calendar. Deposit shall be paid in full prior to release of the key for the facility.
3. The responsible party shall obtain the key from the 911 office in the basement of the Courthouse upon showing receipt of payment.
4. The key shall be returned to the 911 office immediately following cleanup of the function.
5. **Nails, screws, or other objects shall not be driven into, attached, or otherwise affixed to the building. No decorations are to be attached to the walls. No staples or hot glue on ceilings, doors or tables. No glitter allowed. No duct tape. No decorations attached to exit signs or blocking of exit ways will be allowed.**
6. The Recreation Center is not to be left unlocked when no one is inside. Those renting the facility will be responsible for any items lost or stolen should the facility be left unlocked or unattended.
7. Those renting the facility must provide their own kitchen utensils and supplies, if required.
8. With the exception of seeing-eye-dogs, no pets will be allowed inside the Rental Facility.
9. Appropriate attire shall be worn at all functions. There shall be no entertainment that requires removal of clothing.
10. **The facility must be left clean and approved by the City and key returned before deposit will be returned. Tables and chairs must be returned to their original position.**
11. There shall be no live entertainment.
12. There shall be no admission charge to get into the building or any charges of any kind inside the building.
13. **The City of Clanton is not responsible for any accidents that occur during event or on City property. Immediately following the event, all garbage must be placed in the garbage cart located in back of building, floors cleaned and mopped, decorations removed, tables cleaned, lights turned off, and the building left securely locked. The stove and the kitchen area must be left clean.**

Damage done to the facility or equipment must be repaired or replaced, to the satisfaction of the City, by the responsible party within a reasonable period of time after such damages occur.

To be signed at time of Rental: I have received a copy of and agree to abide by all rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date