

Turner-Surles Community Resource Center
Public Rental Policy
702 Sycamore Street, NW
Decatur, Alabama 35601

The Turner-Surles Community Resource Center is a newly built state of the art facility with beauty and functionality kept in mind. It was built with funds received from the federal government through the Community Development Block Grant program and partnered through the City of Decatur, and as such is available at a reduced-rate to individuals who are willing to provide proof of income based on rates as shown on the last page. All policies are designed to ensure the protection of the building, a successful event for the applicant, and future enjoyment for others. It is supervised by a Facility Manager and Activity Coordinator.

Some of the functions we host are including but not limited to:

- | | |
|------------------------------|-----------------------------|
| * Anniversaries celebrations | * Company parties |
| * Baby Showers/teas | * Family reunions |
| * Banquets | * Graduation celebrations |
| * Birthday parties | * Holiday parties |
| * Bridal showers/teas | * Personal Promotions |
| * Business meetings | * School sponsored events |
| * Business promotions | * Wedding receptions |
| * Church parties | * Wedding Rehearsal Dinners |
| * Civic Events | * Workshops |

Please feel free to contact the Parks and Recreation Department at 256-341-4985 if you have any additional questions after reading the policies outlined in this document. We welcome you and look forward to having you as our guests.

Staff available:

Kellie Sims - 256-341-4985
Nadis Carlisle (341-4600) -- Security

Rental Rates per day:

- ***Low-Income Individuals and non-profit agencies (see last page for scale) {Proof of income and/or 501c3 statement required}***

- * Auditorium & Kitchen: \$300
- * Gallery: \$100
- * Park: \$150
- * Entire building and grounds - \$500
- * Additional days - \$200 each
- * Equipment package is also available for an additional cost if other technical resources are needed

- ***Median income and above persons***

- * Auditorium & Kitchen: \$400
- * Gallery: \$150
- * Park: \$200
- * Entire building and grounds: \$750
- * Additional days: \$300
- * Equipment package is also available for an additional cost if other technical resources are needed

- ***Business***

- * Auditorium & Kitchen: \$750
- * Gallery: \$200
- * Entire building and grounds: \$1,000
- * Week long package for auditorium alone: \$1,500
- * Week long package for entire building and grounds: \$2,000
- * Equipment package is also available for an additional cost if other technical resources are needed

- ***Event Package for low income individual and non-profit***

- * 2 day period for entire building and grounds: \$800
- * Equipment package is also available for an additional cost if other technical resources are needed

- ***Event Package for median income individuals***

- * 2 day period for entire building and grounds: \$1,000
- * Equipment package is also available for an additional cost if other technical resources are needed

- ***Event Package for business***

- * 2 day period for entire building and grounds: \$1,200
- * Equipment package is also available for an additional cost if other technical resources are needed

- ***Equipment Package***

*The use of one microphone with the sound system is included at no charge in each package listed above.

*Sound and technical equipment beyond one (1) microphone is available at a base rate of \$50 per reservation.

*There is an additional sound technician fee to be determined and paid by applicant with a 2 hour minimum.

- ***Break Out Room (Gilliam Room) and Large Corner Room (Jordan Room):***

*No charge during business hours (M-F) (8:00 am - 5:00 pm)

*\$50 per hour during non-business hours

Security:

Security by a minimum of 2 uniformed off-duty City of Decatur Police Officers is required after 5:00 pm, regardless of the beginning time of the event. The cost of each officer is \$25 per hour each, and is a separate cost in addition to the rental of Turner-Surles. There is a 2 hour minimum for each police officer, and 2 officers are required for every 100 people. This fee is subject to change without notice.

Additional security needs may also be determined necessary by Captain Nadis Carlisle with the Decatur Police Department. If additional security is recommended by him, it is concurrent with this agreement, and requires the same as his determination.

Also, additional security is available upon request of the applicant, at any event and any hour the facility is operational. All rates are the same (\$25 each, and in any case, the 2 hour minimum is enforced).

Security requests are non-refundable, and cash payment is due no later than 2 weeks prior to the event. This payment will be made when completing the application, and is required to be paid at a time scheduled with staff by appointment only.

Failure or refusal to provide written proof of security signed by Captain Carlisle or his designee shall constitute grounds for rejection of a reservation application and shall nullify said reservation, and if reservation has been cancelled, the deposit will be returned to the applicant. The City does reserve the right to withhold the deposit for failure to abide by the rules of this contract.

Photography

Any professional photography session whether inside or outside the building must be scheduled through the Community Development Department, unless it is a part of an authorized reservation of the Center.

Any scheduled professional photography may be subject to a \$75 per hour fee and require the attendance of the Facility Manager.

These fees are separate from any fees payable between the applicant and the photographer.

Updated 12/4/2015

Fees for a scheduled reservation are allowed the day of the event only.

Any damage caused by a photography session, whether inside or outside, is the responsibility of the party requesting use of the center.

Set-up

All fees include a set-up of chairs and folding tables.

The auditorium will seat approximately 273 people at provided tables and chairs. It will seat 495 people in chairs only. Tables and chairs are included in the rental rate, as well as setup.

(Specifics of tables and chairs are listed below under the subheading “miscellaneous”)

Center personnel will work to honor reasonable requests for assistance in setting up the provided tables and chairs; however repeated requests for rearrangement of the reserved areas will not be accommodated.

It is encouraged that applicants participate in a Rental Consultation (described below) prior to reserving the facility.

Minimum of 2 weeks is requested for advance reservation to plan for staff and set-up.

Custodial

All fees include the following for the rental of the Center.

- Breakdown and removal of tables and chairs
- Breakdown and removal of Turner-Surles Center sound, audio, and visual equipment if used
- Return of Center to original state being free of any Turner-Surles equipment or other property
- Cleaning glass doors on the building
- Cleaning of drinking fountains
- Cleaning of bathrooms
- Disinfectant and all cleaning supplies used are supplied by us
- Dusting of all furniture
- Sweeping, dust mopping, and vacuuming of all floors
- Sweeping of the interior and exterior of the building
- Removal of trash from bathrooms

The following are the responsibilities of the renter:

- Breakdown and removal of any and all equipment brought into the Center
- Cleanup of all paper, etc., left throughout the building and on the grounds
- Wiping off counters and all surfaces throughout the Center to be free of crumbs and evidence of food service
- Wiping up of any spills throughout the building and on the grounds
- If a caterer used the kitchen facilities, ensure they are returned to original state, other than services provided as a part of this contract
- Removal of trash and placed in the dumpsters
- If any breakout rooms are used for bridal party and/or dressing areas, ensuring they are returned to original state
- Ensuring that everything in the Center is in its original place

Rental Consultation

A complimentary rental consultation may be requested through the Parks and Recreation Department at no charge prior to any event. It will include a tour of the building and grounds to determine if the facilities are suitable to the renter's needs, and will include an opportunity to have any questions answered regarding interpretation, application, and enforcement of items outlined in this contract.

It is strongly encouraged that any third party vendors (florists, musicians, photographers, caterers, etc.) be accompanied by the applicant to view the building and grounds to assess the facility's resources so that they will be familiar with the building's layout, color scheme, location of electrical outlets, etc.,

Any music plans should be detailed at the time of application and are subject to Parks and Recreation Department approval, and also fall within the guidelines of the City's Sound Ordinance referenced in the Rules section.

Any consultation should be done no later than 2 weeks prior to the event in order to ensure adequate time for planning and preparation by both parties. This consultation will be subject to the availability of staff.

Application Process

All applications are made by appointment only.

Applications will be accepted no later than one month prior to the proposed start of the event.

The responsible party is the applicant signing the contract, and will be verified to be a minimum of 25 years of age. We will require pictured proof of identity, and it will be photocopied by staff. Renting the property under false pretenses is subject to forfeiture of any damage deposits.

After you have reviewed this information packet, telephone Kellie Sims at 256-341-4985 to set an appointment time to bring the attached completed application, along with the minimum

Damage/Loss/Reservation Deposit to the Turner Surles Community Resource Center. Office hours are between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Incomplete applications will not be considered.

Upon receipt of the completed application and damage deposit, we will review the same to determine if the use requested is appropriate under the guidelines contained herein, and verification that the requested date and times are available.

Once it is determined that the rental complies with the regulations, procedures and rules contained in this document, and all fees are paid, the application will be approved. After final payment of all fees, a rental permit will be issued. This permit is not required to be posted, but should be available for viewing by the Facility Coordinator.

Should anyone other than your guests arrive at the Center during your event, the rental permit shall serve as confirmation that the facility has been reserved by and for you, and will guarantee assistance from Center staff.

Damage/Loss/Reservation Deposit:

A \$200 damage/loss/reservation deposit is due at the time of reservation. No reservation will be granted unless this fee is paid in full.

If a check for all the fees is not received at least 14 days prior to the event, the security/damage deposit will be forfeited.

At the conclusion of each event, the Facility Manager or Activity Coordinator will inspect the Center and grounds to evaluate any damage resulting from the event. Should there be no evidence of damage or loss resulting from the event, the entire deposit will be returned to the applicant within 30 days following the conclusion of the event.

However, should the inspection reveal damages to the Facility or its equipment, including being marred or defaced, or any loss resulting from a particular use of the Center and/or its grounds, while in use by the renting party, an itemized list of the damages and/or loss will be generated, and the deposit will be withheld from the applicant that is compliant with the estimated costs for replacement or return to original condition. This statement will be provided to the applicant after the event.

Should the amount of damages exceed the amount of the posted deposit, the applicant will be responsible for payment to the City for the full replacement or repairs, less the \$200 deposit, which will be retained. The payment in full will be due and payable within 30 days of the date of the rental.

The Parks and Recreation Department shall make the final decision whether the security deposit and how much will be returned. Security deposits made by cash or check will be refunded in approximately one month from close of event.

Payment of Deposit and Fees

Updated 12/4/2015

Minimum \$200 deposit is required for the reservation, and may be paid either in cash, cashier's check, money order, or personal check numbered above 500. If paying by cash, please have the correct change. If any dollar amount is paid over the \$200 deposit, the entire balance must be paid at one time and no later than 14 days prior to the event. Partial payments will not be accepted.

If a check for all the fees is not received at least 14 days prior to the event, the security/damage deposit will be forfeited.

All payments are made by appointment **ONLY** due to coordination with the Police Department to ensure Security requirements are met.

Cancellation Fee:

Cancellation of a reservation must be completed in writing on a form provided by the Community Development Department and signed by the person who made the reservation.

Cancellation of deposits and fees will be as follows

- More than 2 weeks = full refund
- Less than 2 weeks, but more than 1 week = ½ refund
- Less than 1 week = 0 refund

Police Security fees are non-refundable.

Miscellaneous:

The square footage for the entire Center Facility is 3,672 square feet.

Available for use are:

- Thirty (30) 5 ft. round tables which will seat up to 6.
- Twelve (12) 8 ft. tables
- Six (6) 6 ft. tables

The auditorium will not accommodate all tables and chairs to be set up at one time. You will need to decide on the lay-out of your arrangement, and staff will set up. Table and chair set-up only is provided as a part of the rental price. No other assistance other than what is outlined in this document is provided.

We do not provide any linen, serving items, dishes or glassware, or any other items commonly used for or associated with food service. We also do not retain any lists for vendors available for these items.

Payment for any such rented items is the responsibility of the renter and is a separate agreement between the renter and vendor.

Updated 12/4/2015

Dressing areas may be utilized in either the break out room or corner room if use of the entire Center has been requested. However, there are no full-length mirrors located there or anywhere else in the Center. If needed, they are to be brought in by the renter.

The Center is fully equipped with wireless internet capability.

Parking is available on site to accommodate approximately fifty (50) vehicles. Drive through and drop off service is available at the front of the building. The building is easily handicapped accessible.

All fees go toward maintenance, staffed hours, pre-event setup, after event cleanup, and regular costs associated with operation of the building.

The Activity Coordinator or Facility Manager will be available to unlock and lock the building, and is to be present during event set-up, event, and clean-up. He or she will not be responsible for performing tasks for anyone renting any portion of the Center other than the tasks outlined in this agreement which are assigned by the City. He or she will ensure that all guidelines are followed prior to, during, and the conclusion of the event. They will provide oversight supervision during cleanup and reasonable assistance if needed and requested.

Center Availability

The Center is available for rental Monday through Saturday between the hours of 6:00 am and 12 midnight and is subject to restrictions outlined in this document.

The Center is closed on Sundays and the following City-observed holidays, and subsequent weekends preceding and/or following either a Friday or Monday holiday.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day and Friday after
- Christmas Day

Any request that is received for any dates listed above must be approved by recommendation of the Parks and Recreation Department, and Decatur City Council.

Facility Area Descriptions:

Following are the areas that are available for space at the Center:

- Auditorium
- Break out room (Gilliam Room)
- Gallery
- Kitchen
- Large Corner Room (Jordan Room)
- Park

Access to the Center will not be allowed at any time prior to the time scheduled for a reservation. Either the Activity Coordinator or the Facility manager will be available at the scheduled reservation times to unlock only the reserved areas.

Rules For Use:

- The Parks and Recreation Department may cancel or deny the use agreement of any person or group when it is determined by the City Council, Parks and Recreation Department, or the City's duly authorized designee that the proposed use of the facility will not be in the best interest of the City. The City in its sole and absolute discretion, reserves the right to decline rental of the Facility or to cancel rental of the Facility.
- All rentals shall conform to all city and county ordinances, fire regulations, and health and safety codes.
- Permits are required to rent the Facility and grounds. No person or group shall rent the Facility without obtaining a City issued permit.
- Permits and fees are immediately revocable and non-refundable if any individual or group violates the City of Decatur Municipal Code, Facility Rules and Regulations, or Rental Policy. The renting party, his/her employee(s), patrons, guests or any person(s) on Facility grounds during the Rental time are required to comply with all Municipal codes and rules contained in this document and all documents signed by the Renting party.
- No alcohol, controlled substance, smoking or drug use of any kind is allowed anywhere on the grounds at any time. If the Facility Manager or Activities Coordinator sees a violation of these rules, it will be reported immediately to the Police Officer serving as security, and he or she will take appropriate actions, which include asking the entire party to vacate the premises.
- No firearms, air rifles, BB guns, spring guns, bow and arrows, slings or any other form of weapon dangerous to human safety are allowed at the facility or on the grounds at any time.

- The City of Decatur or their authorized designee reserves the right to cancel an event at any time due to inclement weather or any other condition deemed detrimental to individuals or the facility. They also reserve the right to postpone the start of any event due to the above conditions. Examples of conditions that may require the alteration or cancellation of any activity:
 1. Torrential rain which causes flooding conditions contributing to road closures
 2. Ice or snow conditions contributing to road closures
 3. Severe weather producing tornado warnings, intense lightning, sustained winds in excess of 50 mph, and hail
 4. Severe cold with temperatures below 0 degrees Fahrenheit
 5. Unsafe facility conditions
- The City of Decatur will not be responsible for any items left unattended anywhere on the property prior to, during, or at the conclusion of the event.
- No entrances and exits to the building should be blocked with furnishings or decorations. Fire code regulations require that all areas should remain freely accessible. Failure to comply may result in an immediate vacation of the premises.
- All beverages, food, and containers associated with such, along with any and all garbage and trash must be removed and placed in trash receptacles which will be properly bagged and placed in the dumpster outside the building.
- In the event there is overflow of trash receptacles, the Center staff is available to help with replacement of additional trash bags in receptacles.
- All furnishings must remain in place - no exceptions.
- Loading and unloading with hand trucks is permitted on paved areas only.
- Nothing may be moved from the inside to the outside of the building.
- Nothing may be moved from the outside to the inside of the building.
- No person or group shall store or leave any materials, supplies, equipment, or other physical accessories at the facility without permission after the dates of the rental without the permission of the Parks and Recreation Department or their authorized designee.
- Wedding and/or wedding reception rentals require the name of the wedding coordinator/director, so that if, on the day of the event, issues arise, the T/S staff point of contact would be with such person, to ensure the bride, groom, or family members would not be disturbed or distracted. This will ensure the general integrity, order and well being of all in attendance and The Center.
- Shirt and shoes are required for all persons in attendance at all events.
- It is prohibited for any person to engage in boisterous, threatening, abusive, insulting, indecent or profane language or to engage in any disorderly conduct or behavior leading to a breach of the public peace and enjoyment of the facility. The Parks and Recreation Department or their authorized designee reserves the right to remove, or have removed, any person(s) due to abusive conduct or non-cooperative attitude.

- Courtesy and kindness between all parties is expected.
- No persons shall sell, vend, peddle, or distribute any merchandise or property whatsoever, or sell tickets or solicit contributions for political, religious or other purposes within the boundaries of the facility or grounds without express written permission of the Parks and Recreation Department.
- Pageants or Fashion Shows of any kind and any related events are strictly prohibited.
- Under no circumstances will an event be allowed to continue after 12 midnight.
- Violation of any rules is subject to fines and forfeiture of the damage deposit.

Rules regarding outdoor areas and grounds

- Amplified sound, camping, lodging, fireworks and rockets, golfing, littering, motor driven model airplanes, fund raising, distribution of flyers, erecting of signs or banners are strictly prohibited.
- Any special attraction at an event is required to be submitted on the rental application. Activities that create loud or distracting noises are not permitted.
- No bike riding, skateboarding, roller blading/skating, or riding of scooters, motorized or non-motorized is permitted on the parking lot or inside the center.
- Unauthorized vehicles (go-karts, ATVs, etc.) are not allowed to be driven on the parking lot or anywhere on the grounds. Vehicles of any kind are not allowed outside the clearly defined automobile parking area. Motorcycles are considered to be acceptable when driven onto the parking lot.
- In NO event may an organization charge parking fees for their event.
- No horseplay or throwing of any objects of any size is allowed.
- Animals must be restrained on a leash not to exceed six (6) feet in length. Persons having charge of an animal are responsible for debris, contaminants, or elimination(s) of such animal.
- Please stay only on the walkways and outside of any landscaped areas.
- Nothing may be attached or affixed to any part of the building, park area, or any other areas on the grounds.
- All outside furnishings must remain in place during the event-no exceptions.
- Outdoor tents of any size are prohibited.
- Bounce tents and other such inflatable attractions are not allowed. If used, violators may be fined for damage to landscaping and grass.
- No fire(s) of any kind are allowed on the property. This includes bonfires, grills, or lit candles, except as stated below.
- The use of rice, bird seed, flower petals, or any other natural or artificial materials is strictly prohibited except as listed below.
- Bubbles only may be used, and they must be used in an area that is at least 15 feet away from any entrance to the Facility.
- The fountain in the park area is self-sustaining and should not be disturbed. Anyone found to be tampering with or placing any items or substances anywhere in the fountain will be prosecuted. If you have any questions about the fountain, please check with the Facility Manager or Activity Coordinator.

Rules regarding indoor usage

- No pets are allowed inside the Center. ADA-Certified service animals are exempt from this provision.
- No ball play, running, horseplay, throwing of any objects, or any questionable behavior is allowed inside the Center.
- All visitors should sit on the furniture as intended, no sitting on arms or backs of furniture, no sitting on pool table, set-up tables, or any other furniture not specifically designed for seating.
- Nothing may be attached or affixed to any part of the building or any furnishings that are provided as a part of the decorum of the building. This includes walls, ceilings, floors, doors, door handles, railing, light fixtures, or any other fixed feature or objects or furniture inside the Center.
- The use of nails, staples, screws, tape, etc., on walls, lights, or any part of the Facility is not permitted. If the facility or any equipment is damaged, marred or defaced by the act, default or negligence of the renting party, the renting party will pay to the City from the damage deposit to restore the facility or equipment to its condition prior to such damage. Should charges exceed the amount of deposit, the renting party shall be billed for the difference and allowed thirty (30) days in which to make payment.
- No person shall attach to the facility any materials, devices or equipment for the purpose of advertising or for any other purpose other than the intended rental without first having obtained the permission of the Parks and Recreation Department Department or their authorized designee.
- No moving or “re-arranging” of any onsite furniture, tables, or decorations. Only tables and chairs that are included as a part of the rental may be moved.
- Any and all additional decorations used must be freestanding or affixed to lattice work which is capable of being secured without the use of any part of the building or its furnishings. This lattice shall be supplied by the applicant.
- Wax candles are only allowed if they are less than 8” in height and protected by hurricane globes or placed in votive holders. These are to be provided by the renter, but approved by Parks and Recreation. The person lighting such candles is responsible for assuring that said candles are properly extinguished.
- No candles of any kind may be left unattended at any time or placed near any objects causing a fire hazard.
- All furnishings inside must remain in place during the entire event-no exceptions
- Under no circumstances are tables and chairs to be removed and taken outside, used on the grounds, or used in the park.
- Parks and Recreation should be notified of any supplies, equipment, furnishings, decorations, etc., to be brought into the Center. This includes additional flora (fresh or artificial), temporary decorative structures, lattice work, mirrors, pedestals, pillars, etc., additional furnishings or decorations, catering (food, dishes, serving equipment, supplies, etc.) This also includes any entertainment-related services (music, musicians, disc jockeys, or any other entertainment.) Any and/or all of these and/or other items whether listed or not are subject to Parks and Recreation approval.
- Please notify Parks and Recreation of any music plans for your event. Electrical needs and performance location will need to be determined in advance of the event.

- Dancing is allowed inside the auditorium area only. Dance floors are not required, but are permitted, as available through a third party rental.
- Any large food crumbs should be picked up and dusted off all surfaces, and all spills should be cleaned up.
- All beverages, food, and containers associated with such along with any and all garbage and trash must be removed and placed in trash receptacles which will be properly bagged and placed in the dumpster outside the building.
- Private offices are locked during non-business hours and should never under any circumstances be entered by or be requested to be entered by the renters or their guests or visitors.
- No Turner-Surles Community Center phones are available for use; feel free to use personal cell phones while inside the building as appropriate.
- The thermostat controlling the temperature may be adjusted only by the Facility Manager or Activity Coordinator. If you have a need for the temperature to be modified, please inform them.
- Security system panels should not be disturbed

Rental Agreement

All events require the signing of this Rental agreement which releases the Parks and Recreation Department, Community Development Corporation, and the City of Decatur from any liability claims.

This agreement must be signed no later than 2 weeks prior to the event, and does require payment of the minimum deposit at that time.

The renter shall be responsible for any damage to the Turner-Surles grounds or facilities caused by the renter, its representatives, members, agents, guests or visitors, or anyone with any and all damage done to the Center during the time period in which it has been rented.

Facility user(s) not abiding by the rules and regulations contained herein may be suspended from current and future use of the Facility and all fees and deposits paid, forfeited.

No portion of this rental agreement or any rights granted shall be assignable in any manner by Renter to any other entity or individual. The renter shall remain the responsible party for the duration of the rental.

By signing as the applicant renter, you are agreeing to hereby hold harmless the City of Decatur, and its agents, servants, departments, officers, officials, employees, successors, and assigns from any liability resulting from the requested use and the activities performed in conjunction therewith. Renter further agrees to hold the City and its agents, servants, departments, officers, officials, employees, successors, and assigns harmless from any and all losses sustained by the Renter with respect to any action, cause of action, damages, costs, loss of services, expenses, compensation, judgment, execution, claim or demand of whatever nature, including costs and attorney's fees, on account of or in any way arising out of Renter's use of or presence on the subject property, whether or not contemplated at the present.

You also give your consent to be contacted by future applicants to give references in regards to your experience with the rental process and overall impression of the Turner-Surles Community Resource Center.

Renter, on behalf of its members, servants, agents, representatives, participants, and guests, does hereby release, acquit, and forever discharge the City of Decatur and its agents, servants, departments, officers, officials, employees, successors, and assigns from any liability or responsibility for damages, losses of injury of any kind, whether direct, indirect, anticipated, or unforeseen, which may result from its and their use of the Center and/or its grounds.

The City makes no warranties, either expressed or implied, regarding the condition, suitability, and maintenance of the Center and/or its grounds relating to the purpose stated in the Rental Agreement.

No change in the terms or provisions of this Rental Agreement shall be effective unless made by written amendment executed in the same manner as the original Agreement.

This document constitutes the entire Rental Agreement and supersedes all prior and contemporaneous communications, representations and/or agreements.

By signing The Rental Agreement, I acknowledge and declare that I have read the entire document and that I have had an opportunity to receive clarification and/or explanation of any terms or conditions about which I may have questions or concerns. I fully understand and accept the terms, guidelines, rules, regulations and procedures contained herein and do hereby agree to abide thereby.

ONLY THE PARKS AND RECREATION DEPARTMENT HAS THE AUTHORITY TO APPROVE APPLICATIONS. RENTAL IS NOT CONFIRMED UNTIL PERMIT IS ISSUED. PERMITS ARE IMMEDIATELY REVOCABLE IF FALSE STATEMENTS WERE MADE WHEN RESERVING A FACILITY OR IF AN INDIVIDUAL OR GROUP WILFULLY VIOLATES ANY CITY ORDINANCE, FACILITY RULES OR REGULATIONS. FEES WILL BE RETAINED IN THE EVENT THAT THE ACTIVITY IS TERMINATED DUE TO VIOLATION OF ANY CITY ORDINANCE, RULE OR REGULATION, OR THE FALSIFICATION OF THE APPLICATION.

I certify that I am no younger than 25 years of age.

Turner-Surles Center Reservation & Agreement Public Rental Application

Event Date: _____

Day requested M____ T____ W____ T____ F____ S____ (Check all that apply)

Are you applying as an (please circle one)

- individual
- on behalf of an entity

Name: _____

Entity: (if applicable) _____

Phone No. _____ (Daytime)

Is the above telephone #: () cell () work () home

Additional telephone # where you may be reached: _____

Email address: (please print) _____

Mailing address: _____

Alternate Contact Name: _____

Phone No. _____ (Daytime)

Will you be using additional meeting rooms? () Yes () No

If yes to the above there will be an additional charge.

Additional telephone # where you may be reached: _____

Email address: (please print) _____

Mailing address: _____

Intended use for reservation of Center: _____

Beginning Time of Event: _____ Ending Time of Event: _____

Estimated Attendance: _____

Will event continue past 5:00 pm which will require security? () Yes () No

Will audio/video equipment be needed: () Yes () No

Will you be using outside vendors: (Caterers, florist, etc.) () Yes () No

Will you be having music? () Yes () No

Comments: (Names of caterers, florist, DJ, band, etc.)

Reservation requested: (Please check from the category which you fall into:

____ Low-moderate income * See last page for requirements *

____ Median income and above

____ Business

then fill out the appropriate box as specified:

Low-moderate income or non-profit rental if eligible (Proof of income or 501c3 status required):

___ Auditorium & Kitchen (\$300)

___ Gallery (\$100)

___ Park (\$150)

___ Entire Building & Grounds (\$500)

___ 2 Day Event package for entire building & grounds (\$800)

___ Additional day (\$200)

Median-income and above:

- Auditorium & Kitchen (\$400)
- Gallery (\$150)
- Park (\$200)
- Entire Building & Grounds (\$750)
- 2 Day Event package for entire building & grounds (\$1,000)
- Additional day (\$300)

Business:

- Auditorium & Kitchen (\$750)
- Gallery (\$200)
- Entire Building & Grounds (\$1,000)
- 2 Day Event package for entire building & grounds (\$1,200)
- Additional day (\$400)

Business Weekly Rate:

- Week long package - auditorium only (\$1,500)
- Week long package - entire building and grounds (\$2,000)

- Equipment package (Cost to be determined)
- Gilliam Room (Break Out Room) (M-F, 8-5) no charge, \$25 per hour non-business hours
- Jordan Room (Large corner room) (M-F, 8-5) no charge, \$25 per hour non-business hours

Rental Agreement

All events require the signing of this Rental agreement which releases the Parks and Recreation Department, Community Development Corporation, and the City of Decatur from any liability claims.

This agreement must be signed no later than 2 weeks prior to the event.

The renter shall be responsible for any damage to the Turner-Surles grounds or facilities caused by the renter, its representatives, members, agents, guests or visitors, or anyone with any and all damage done to the Center during the time period in which it has been rented.

No portion of this rental agreement or any rights granted shall be assignable in any manner by Renter to any other entity or individual. The renter shall remain the responsible party for the duration of the rental.

By signing as the applicant as renter, you are agreeing to hereby hold harmless the City of Decatur, and its agents, servants, departments, officers, officials, employees, successors, and assigns from any liability resulting from the requested use and the activities performed in conjunction therewith. Renter further agrees to hold the City and its agents, servants, departments, officers, officials, employees, successors, and assigns harmless from any and all losses, whether direct, indirect, anticipated, or unforeseen, which may result from its and their use of the Center and/or its grounds which may be sustained by the Renter with respect to any action, cause of action, damages, costs, loss of services, expenses, compensation, judgment, execution, claim or demand of whatever nature, including costs and attorney's fees, on account of or in any way arising out of Renter's use of or presence on the subject property, whether or not contemplated at the present.

You agree, as an individual, or group representative to hold the City of Decatur (City) harmless, indemnify, and defend the City and all of its officers, employees, servants and agents from any claim, demand, damage, liability, loss, cost or expense, for any damage whatsoever, including but not limited to death or injury to any person and or injury to any property, resulting from misconduct, negligent acts, or any of its officers, employees or agents in the performance of this agreement, except such damage as is caused by sole negligence of the City or any of its officers, employees, servants or agents.

The City makes no warranties, either expressed or implied, regarding the condition, suitability, and maintenance of the Center and/or its grounds relating to the purpose stated in the Rental Agreement.

No change in the terms or provisions of this Rental Agreement shall be effective unless made by written amendment executed in the same manner as the original Agreement.

This document constitutes the entire Rental Agreement and supersedes all prior and contemporaneous communications, representations and/or agreements.

By signing below, I acknowledge and declare that I have read the entire Rental Agreement and that I have had an opportunity to receive clarification and/or explanation of any terms or conditions about which I may have questions or concerns.

I agree to absolve, indemnify, and hold harmless the City of Decatur and all of its directors, officers, employees, and agents of any and all incidents, disputes, claims, actions, causes of action, judgments, legal

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fees, costs, expenses, or any other legal liability resulting, asserted as a result of, or related to use of the Facility and grounds.

I fully understand and accept the terms, guidelines, rules, regulations and procedures contained herein and do hereby agree to abide thereby.

I will comply with all information set forth herein as a part of the rental contract with the Parks and Recreation Department and the City of Decatur and imply compliance by the signature below.

I certify that I am at least 25 years of age, and also give my consent to be contacted by Community Development staff and future applicants to give references in regards to my experience with the rental process and overall impression of the Turner-Surles Community Resource Center.

Signature of Applicant

Witness

Date

Date

NO RESERVATION FORM WILL BE ACCEPTED BY EMAIL, FAX, OR MAIL
UNLESS APPLICANT DOES NOT LIVE WITHIN A 50-MILE RADIUS OF DECATUR

Any further questions may be addressed to:

Kellie Sims
256-341-4985
ksims@decatour-al.gov

Delandrion Woods
256-341-4983
dwoods@decatour-al.gov
Parks and Recreation Department
Turner Surles Community Resource Center

Payment Information

Total Fee Due: _____ **Due Date:** ____/____/____

Date: ____/____/____ Amount: _____ Receipt #: _____

Date: ____/____/____ Amount: _____ Receipt #: _____

Income Guidelines:

Family Size	Income
1	\$30,850
2	\$35,300
3	\$39,700
4	\$44,100
5	\$47,650
6	\$51,150
7	\$54,700
8 & up	\$58,200

A copy of last year's tax returns will be required to serve as proof of income.

SET UP

Tables: _____ Chairs: _____

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