

RESOLUTION 2019-04 A RESOLUTION SETTING FORTH THE RULES AND REGULATIONS FOR THE USE OF THE AL THOMPSON COMMUNITY CENTER

BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF PERDIDO BEACH, ALABAMA, as follows:

- I. The facilities located in the AL THOMPSON COMMUNITY CENTER, will be regulated as outlined herein.

- II. **RESERVATIONS**
 1. Reservations shall be on a first come, first served basis, except for Governmental functions which shall take precedence over all other functions and may necessitate the cancellation or postponement of an event.
 2. Persons or groups wishing to reserve the facility must complete, date, and sign an application for use of AL THOMPSON COMMUNITY form, Cancellation Policy, Indemnity/Hold Harmless_Agreement, and pay the required rental deposit in order for the reservation to be entered on the Activities Calendar located at the Perdido Beach Town Hall. No reservations will be confirmed until the deposit is paid. (See attached costs chart)
 3. Persons or groups of more than 10 people must also obtain a Special Event Insurance Policy, provided by the Town, naming the Town of Perdido Beach as additional insured for any event open to the public, tickets are sold, and/or alcohol is on the premises.
 4. Cancellations or date changes must be in writing and signed by the same person who signed the application and paid the rental fees and must be given to the Town Clerk not less than fourteen (14) days prior to the event for any refund to be given. Fee refunds will be made by check, less a \$10.00 or 20% handling charge, whichever is greater. No refunds will be made for cancellations made within 14 days of the event.
 5. Groups that have repetitive events and have rented the Center for at least five consecutive years shall have the right for advance booking provided that the Town receives a completed application(s) and deposit(s) paid prior to the requested dates.
 6. Religious groups will not be permitted use of any part of the facility as a permanent sanctuary on a regular Sunday or weekday basis.

7. Rental rates shall be per day as follows:

Community Center is available from 8am to 10 pm daily. Costs are \$100 for a 4 consecutive hour period or \$150 for any 8 consecutive hour timeframe between these hours. If the event runs over during the 8am to 10 pm time frame there will be a \$25 per hour additional fee. If the event and cleanup is not completed by the 10 pm time frame, there will be a fee of \$100 per hour until complete but not to go past a 2 hour additional time frame.

8. The rental fee includes tables, chairs, and a one hour set-up time.

9. Other Rental Rates and Fees:

Butler Pantry (Non-returnable)	\$50.00 extra for any use
Mandatory Cleaning Deposit (To be used if not returned in satisfactory condition)	\$150.00 per use

10. When the AL THOMPSON COMMUNITY CENTER is not being used by a paying group the Center may be used by LOCAL OR OPEN VENUES provided a cleaning deposit and notice is provided to the Town of the request. Said use is subordinate to the use of a paying event.

III. RULES AND REGULATIONS

1. The number of Auditorium seating is to be given at the time of booking. Maximum seating and/or crowd capacity will be as per the Fire Code. Fire and exit lanes will be open at all times. Chairs will not be moved into aisles.
2. Access to the building must be arranged with the Mayor or his/her designee.
3. Persons or groups renting the CENTER shall have exclusive use of the parking lot with exception of the spaces required by Town Hall
4. Licensed security officer may be required, must be approved by the Town Council and will be present during entire event. Events requiring a licensed security officer include any event open to the public where alcohol is being served, any school function, or any function at which security is deemed necessary by the Town Council..
5. The Mayor will be the final authority regarding decorations:

- a. Decorations must be placed on the day of the event. No equipment or materials will be allowed to be placed prior to the day and time of use unless approved by the Town Council
- b. No painting of any type will be permitted inside the facility.
- c. All decorations are to be free-standing or approved by the Town Council. No nails, tacks, brackets or self-adhesive tape will be allowed on or in the walls, ceilings, floors, windows or any material that will deface, mar, or damage a finished surface.
- d. No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. If any of these is found on the floor there will be additional clean-up/damage fees.
NO CANDLES ARE PERMITTED.
- e. Only rose petals, lavender, or bells are permitted at the CENTER when the bride and groom are leaving after a reception.
- f. All decorations must be removed following an event before the renter leaves the premises. Decorations that are to be shared with other groups may be left in place if prior arrangements are made with and approved by the Banquet Manager.
- g. Cooking of any kind is not permitted.
The pantry, along with its appliances and equipment, will be used only in conjunction with the rental of the Auditorium or by approval of the Town Council.
- h. (a) If a cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC licensure. Alcohol must be served by a licensed bartender or caterer.

(b) If alcohol is provided (free) by the renter; it does not need to be served by a bartender but it shall be served by a designated person.

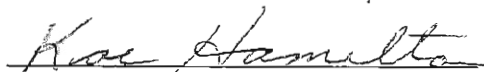
(c) In either case, a licensed security officer must be present.
- i. The renter and/or caterer serving food/drink will furnish own pots, pans, trays, plates, saucers, cups, serving dishes, glasses, and silverware all of which will be washed before use.
- j. All equipment, including utility carts, coffee and tea urns, will be cleaned after use.
- k. All appliances including stoves, ovens, microwaves, refrigerators, sinks, work areas, utility carts, and slicing equipment will be cleaned after use.
- l. Grease shall be disposed of properly by renter or caterer.

- m. It is the responsibility of the renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or renter are responsible for ensuring that the pantry is clean and returned back to us as delivered. The Town Clerk will provide a detailed list of responsibilities.
6. Garbage and Debris:
- a. All loose debris, including cups, plates, and napkins must be removed from tables and the floor swept of debris.
 - b. All garbage and debris will be removed from the building by the renter as needed during and at the close of the function.
 - c. All garbage bags must be tied and placed in the garbage containers provided outside the facility.
 - d. The Town will not clean up debris left by a decorating group. All debris is to be hauled off by the renter.
7. Permission from the Town Council will be required for any person or group to bring into the building and use an appliance with special power requirements.
8. If children are present during your function, they must be supervised at all times. Any damaged or broken items caused from lack of supervision will be the renter's responsibility.
9. All personal equipment, supplies, decorations, and other materials will be removed at the close of the activity.
10. No inventory items, such as chairs, tables, podiums, movie projectors, screens, utensils, pots, pans, silverware, dishes, etc. will be loaned or permitted to be removed from the premises under any condition.
11. All groups and organizations are responsible for their own clean-up. It is the responsibility of the renter to ensure that the Rules and Regulations are adhered to. Mayor or his/her designee will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess whether or not additional clean-up fees will be charged. An additional clean-up fee at the rate of \$50.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the renter.
12. Additional fees will be charged for any damaged or missing items which include, but are not limited to, any broken or missing items from the facility, and floor restoration (coolers and other heavy equipment may not be dragged across the floors at the Al Thompson Community Center.


13. The Al Thompson Community Center is a smoke-free facility. "smoking is prohibited within a reasonable distance often (10) feet outside an enclosed area where smoking is prohibited, so as to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or other means. Smoking is permitted in designated area, marked "Smoking Permitted." It is the renter's responsibility to ensure that all personnel at their function are made aware of this rule

The Town Council reserves the right to amend, delete, adjust, or waive any and all stipulations set out herein.

ADOPTED this 11th day of April, 2019


Kae Hamilton, Mayor

Attest:


Lynn Thompson, Town Clerk