



**AUBURN PARKS & RECREATION DEPARTMENT
JAN DEMPSEY COMMUNITY ARTS CENTER
RENTAL APPLICATION**

APPLICATION FOR RENTAL OF THE CENTER MUST BE SUBMITTED **10 WORKING DAYS OR MORE** PRIOR TO THE EVENT, OTHERWISE APPLICATION WILL NOT BE ACCEPTED. FEES MUST BE PAID AT THE TIME APPLICATION IS SUBMITTED; OTHERWISE APPLICATION WILL NOT BE ACCEPTED.

(CITY ORDINANCE: NO ALCOHOLIC BEVERAGES ARE PERMITTED ON CITY PROPERTY)

Operating Hours

OFFICE HOURS:

8:00 a.m. – 5:00 p.m. Monday – Friday

FACILITY HOURS:

Facility Hours vary depending on class schedule

WEEKEND HOURS:

Open only for special events



Please check which room(s) your organization would like to reserve. For more information, please refer to the diagram on the last page of the application or visit the Community Arts Center’s web site at auburnalabama.org/arts

- RM. 105 – Conference Room - \$15.00 per hour
- RM. 108 – Studio I - \$15.00 per hour
- RM. 114 – Children’s Gallery - \$15.00 per hour
- RM. 109 – Studio II - \$25.00 per hour
- RM. 116 – Performance Room - \$150.00 for up to 4 hours (Additional \$150.00 after 4 hours)**

****THIS ENTITLES YOU TO THE USE OF THE SOUND SYSTEM AND CHAIRS AT NO ADDITIONAL EQUIPMENT CHARGE. A \$50 FEE WILL BE CHARGED FOR USE OF THE LIGHTING EQUIPMENT AND RISER SET UP. THIS FEE WILL BE REQUIRED REGARDLESS OF CIVIC/ NON-PROFIT CLASSIFICATION.****

Date(s) Requested, 1st Choice: _____ (Month) _____ (Day) _____ (Year)

Date(s) Requested, 2nd Choice: _____ (Month) _____ (Day) _____ (Year)

Time Requested (**Please include Preparation, Activity & Cleanup Time**):

_____ (a.m. or p.m.) to _____ (a.m. or p.m.)

There is an additional charge of \$15.00 per hour per staff member(s) for reservations after normal, operating hours that will be required regardless of civic/non-profit classification. Determination of number of staff members required to work will be: Rental of a single room will require one (1) person, multi-room rental or if rental is at night two (2) people will be required. Due to certain types of activities, the Parks and Recreation Department may require two (2) people regardless.



Classification of Users

Civic/Non-Profit Groups: Any group or organization affiliated with the City of Auburn Parks & Recreation Department or a Non-Profit Organization determined so by federal regulations. A group may request civic/non-profit status for reservation purposes by submitting a Determination Letter from the I.R.S. or a copy of the groups Constitution and/or By-Laws. This request must be made in writing at least ten (10) days prior to the requested date. This does not mean that groups are exempt from all fees.

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

RESERVATION RULES & PROCEDURES

1. All groups/parties wishing to use the facility must fill out a J.D.C.A.C. Rental Application for Department Head approval. Submit the application to the Main Office at Dean Road Recreation Center. The rental application must be submitted at least 10 working days prior to the requested date or rental of facility.
2. All fees for rental of the facility must be paid at the same time this application is submitted. Payment to be made at Dean Road Recreation Center between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. Payment will be refunded if the application is not approved.
3. The facility is not reserved until payment has been made and the Director of Auburn Parks and Recreation Department approves the application.
4. The Parks and Recreation Customer Service Representative will notify the person making the request that the reservation and any other terms requested has been granted or denied. This notification is made by telephone or e-mail if provided.
5. Refunds are given only when the activity is canceled two (2) or more days prior to the event. The Main Office must be notified in order to receive a refund.
6. No program may be scheduled that interferes with a regularly planned program or activity sponsored by the Auburn Parks and Recreation Department.
7. The Auburn Parks and Recreation Department reserves the right to refuse the use of its facilities to any group or individual which may be in direct conflict with the goals of the department or the City of Auburn.
8. Any group using the facility must be organized with a responsible adult leader (19 years or older).
9. The person or organization making application for use of the facility will be held responsible for all damages to the facility, furniture, area, and/or equipment. Failure to do so will forfeit the use of any city facility for future use by the person or organization.
10. The City of Auburn may require the renter at his/her own expense to provide policemen for security/safety purposes at functions. The renter will be required to provide a list of the officers' names to the Customer Service Representative at least 10 days prior to the event.
11. The City of Auburn may require a Recreation Department staff member(s) to be on duty during or after hours while the center is reserved.
12. 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 center. All fees are still applicable.
13. **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.** The Auburn Parks and Recreation Department must approve decorations in advance. The decoration(s) will also be removed at the end of the activity. Decorations cannot be taped or tacked into the walls.
14. People will park only in designated parking areas.
15. Performance Area Rules:
 - a) Tape or other adhesives on the wall or floors are prohibited.
 - b) Proper shoes must be worn.
16. The facility can only be reserved from 8:00 a.m. until 9:00 p.m., unless otherwise approved by the Cultural Arts Director or the Director of Parks & Recreation. Activities are expected to start and end on time.
17. NO alcoholic beverages are permitted on City Property.
18. Any violation of 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 Recreation Department Facilities.
19. The renter agrees that any inflatable, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time that the reservation is approved and that it is the renter's responsibility to provide an outside power source such as a generator to power the equipment. Parks and Recreation will not provide repair to interruptions to the Parks electrical service on the day of an event that is caused by violation of this policy. 2) No City facilities, including outside facilities such as parks and athletic facilities can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party.
20. The number of paid staff needed for a rental will be determined by the Cultural Arts Director. The number of staff deemed appropriate will be based on the attendance for the event, the amount of building supervision needed as well as the amount of set up required. 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. For events and parties with children in attendance, it is the renter's responsibility to provide 1 adult chaperone per every 10 children except for athletic events. The athletic director will determine the number of chaperones needed for athletic events.

My organization or I understand(s) the Reservation Rules & Procedures listed above and will abide by all rules and assume financial responsibility for any damages to the facility.

Signature of Applicant: _____

Date: _____