

## City of Auburn, AL—Parks and Recreation Facility Rental Application: Facilities, Hours and Fees

The Application for a Facility Rental must be submitted 2 (two) weeks prior to the event; otherwise, the application will not be accepted. All Fees must be paid at the time the application is submitted; otherwise, the application will not be accepted.

### Facilities Available for Rental/Use:

*For more information on room size and other facility amenities, please reference the facility diagrams located on the department's website at [auburnalabama.org/parks](http://auburnalabama.org/parks).*

#### Boykin Community Center:

Room 505 & 507 (w/Catering Kitchen) = \$50.00/hr.  
Auditorium = \$75.00/hr.  
Whole Gym = \$80.00/hr.  
Court B = \$40.00/hr.  
1 Goal = \$25.00/hr.  
Outside Courts = \$50.00/hr.  
Maximum Tables Available = 25  
Maximum Chairs Available = 100  
Hours of Operation: M-F, 6a.m.-8:30p.m.  
Sun., 1-4:30p.m.

#### Dean Road Recreation Center:

Whole Gym = \$80.00/hr.  
Half Court = \$40.00/hr.  
Maximum Tables Available = 10  
Maximum Chairs Available = 50  
Hours of Operation: M-F, 8a.m.-5p.m.  
Closed Weekends / Center Hours Vary  
According to Programs Schedule

#### Frank Brown Recreation Center:

Activity Rooms A, B, C, D, F, G = Each \$40.00/hr.  
Activity Room A & B = \$75.00/hr.  
Activity Room F & G = \$75.00/hr.  
Conference Room = \$40.00/hr.  
Group Cardio Room = \$40.00/hr.  
Whole Gym = \$80.00/hr.  
Court B = \$40.00/hr.  
1 Goal = \$25.00/hr.  
Outside Courts = \$50.00/hr.  
Maximum Tables Available = 25  
Maximum Chairs Available = 100  
Hours of Operation: M-R, 6a.m.-9p.m.  
F, 6a.m.-6p.m./Sat., 8a.m.-Noon/Sun., 1-6p.m.

#### Hubert & Grace Harris Senior Center:

Activity Rms. = \$100.00/hr.  
Catering Kitchen = \$50.00/hr.  
Maximum Tables Available = 12 Round/  
12 Rectangle  
Maximum Chairs Available = 100  
Lobby = \$25.00/hr.  
Meeting Room = \$50.00/hr.  
Maximum Tables Available = 12  
Maximum Chairs Available = 50  
Hours of Operation: M-F, 8a.m.-5p.m.  
Closed Weekends / Center Hours Vary  
According to Programs Schedule

#### Jan Dempsey Community Arts Center:

Rooms 108, 114 = Each \$40.00/hr.  
Room 109 = \$75.00/hr.  
\*Room 116 = \$75.00/hr.  
Hours of Operation: M-F, 8a.m.-9p.m.  
Closed Weekends

#### Yarbrough Tennis Center:

Meeting Room = \$50.00/hr.  
Meeting Room (w/Catering Kitchen)  
= \$100.00/hr.  
Maximum Tables Available = 8  
Maximum Chairs Available = 50  
Hours of Operation: M-F, 9a.m.-9p.m.  
Sat. & Sun., 8a.m.-9p.m.

\*The Renter is entitled to the use of the sound system and chairs at no additional equipment charge. A \$50.00 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.

For any Facility Rental reservation charging admission, a 10% fee is due to the Administrative Office at the Harris Center within five (5) business days of the rental.

### Reservation Fees and Deposits:

For all Facility reservations after normal, operating hours an additional charge of \$20.00 per hour per staff member(s) will be required, regardless of Civic / Non-Profit status or public classification. Determination of number of staff members required to work will be: Rental of a single room will require one (1) staff person; a multi-room rental, or if the rental is after regular operating hours, will require 2 staff. Due to certain types of activities, the Parks and Recreation department may require 2 staff regardless.

All facility rentals require a refundable deposit. Single rooms require a \$75.00 deposit and Auditoriums and Gymnasiums require a \$150.00 deposit. The deposit can be waived at the discretion of the Parks and Recreation Director.

**If you violate any terms of this application, including going over your allotted time, you will lose your full deposit and can be charged additional rental and staffing fees.**

# City of Auburn, AL—Parks and Recreation

## Facility Rental Application: Reservation Rules, Policies and Procedures

### Classification of Users:

**Civic / Non-Profit:** Defined as any group or Non-Profit Organization determined so by federal regulations. A group may request civic/non-profit status, for reservation purposes, through the Director of Parks & Recreation. A copy of the IRS Determination Letter must be submitted with the Facility Rental Application. Non-profit entities from inside the City of Auburn will be charged ½ of the reservation rate for a park plus the fees for extra staffing. Non-profit entities that have addresses outside the City of Auburn will pay full fees. The City of Auburn Parks and Recreation Department reserves the right to waive fees for any group affiliated with the City of Auburn at the discretion of the department head. Fees will be determined for non-profit status from the address of the organization, not the person filling out the form.

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

### Alcohol Policy:

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3) for more information.

### Extended Rental of Facilities:

Facility Rental Applications may be submitted for a month at a time. Approvals are granted after recreation program needs are allocated space. Parks and Recreation reserves the right to cancel a reservation of this type a minimum of seven (7) days prior to an event in order to facilitate a public, recreation event.

### Auditorium & Gymnasium Rules:

1. Tape or other adhesives on the wall or floors are prohibited at all Facilities.
2. Auditorium / Gymnasium rules posted at each Facility will apply to all Rentals.
3. Proper shoes must be worn by all participants while in the Auditorium / Gymnasium.

### General Rules and Procedures:

All persons/organizations wishing to use the facility *must* fill out a Facility Rental Application for Department Head approval. Facility Applications must be submitted to the Administrative Office at the Harris Center at least two (2) weeks prior to the requested date, otherwise application will not be accepted.

All fees for rental of the facility must be paid at the time this application is submitted. Payment can be made at the Harris Center, 8:00a.m. - 5:00p.m, Monday through Friday. Payment will be refunded if the application is not approved. The facility is not reserved until payment has been made and the Director of Auburn Parks & Recreation approves the application.

The Parks & Recreation Administrative Secretary will notify the person making the request if the reservation and any other items requested has been granted or denied. This notification is made by telephone or e-mail. The renter will be required to pick up a copy of the Approved Facility Rental Application once the Parks & Recreation Administrative Secretary notifies them or it can be e-mailed to the Renter.

Refunds are given only when the activity is canceled two (2) business days or more prior to the event. The Administrative Office must be notified in order to receive a refund.

The Auburn Parks and Recreation Department reserves the right to refuse the use of its facility to any group or individual which may be in direct conflict with the goals of the department or the City of Auburn.

## **City of Auburn, AL—Parks and Recreation Facility Rental Application: Reservation Rules, Policies and Procedures**

No program/event may be scheduled that interferes with a regular, planned program or activity sponsored by the Auburn Parks and Recreation Department. Activities are expected to start and end on time. Curfew time for all Facilities will be set at the discretion of the Parks and Recreation Department.

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. The City of Auburn requires a Recreation Department staff member(s) to be on duty during or after hours at all facilities while the facility is reserved.

Any group using the facility must be organized with a responsible adult (19 years or older) leader. 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 facility. All fees are still applicable.

For events and parties with children in attendance, it is the renters responsibility to provide one (1) adult chaperone per every ten (10) children, except for athletic events. The Athletic Director will determine the number of chaperones needed for athletic events.

No City facility can be used for meetings by candidates for political office or for electoral rallies and/or meetings sponsored by a political party.

Parking is allowed only in designated parking areas.

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. Decorations must be approved in advance by the Parks & Recreation Department. The decorations must also be removed at the end of the activity. Decorations can leave no trace on the property.

The renter will be held responsible for all damages to City property. If a facility is not returned to its original state, any future use will require a refundable deposit at an amount to be determined by the Parks & Recreation Director or could result in forfeiture of use of any facility by the renter.

The City of Auburn may require the renter at his/her own expense to provide police officers for security/safety purposes at functions. The renter will be required to schedule with the Auburn Police Division.

The renter agrees that placement and use of any inflatables, tents, sound system or other outside entertainment equipment is subject to approval by Parks and Recreation at the time the reservation is approved and 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. No water inflatables are allowed.

All outside vendors are required to have a valid City of Auburn Business license. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with the Administrative Office at least one (1) week prior to the event.

Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3).

**Any violation of these 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 Parks and Recreation Department Facilities.**

## City of Auburn, AL—Parks and Recreation Facility Rental Application

Facility / Room Requested: \_\_\_\_\_

Organization / Person Completing Application: \_\_\_\_\_

Address, City, State, and Zip: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (Cell) \_\_\_\_\_ (H) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Purpose of Facility Rental (Please be specific): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Day(s) Requested: \_\_\_\_\_

Time Requested (Include Prep., Activity and Clean-up): \_\_\_\_\_ (a.m. or p.m.) TO \_\_\_\_\_ (a.m. or p.m.)

Expected Attendance: \_\_\_\_\_ Admission Charged? No Yes, Amount Charged? \$ \_\_\_\_\_

No. of Tables Requested: \_\_\_\_\_ Rounds or Rectangular Tables No. of Chairs Requested: \_\_\_\_\_

What special equipment do you need, such as laptop, projection screen, podium, microphone, etc.? If available, will be provided. \_\_\_\_\_

	Name of Vendor	Contact Information
Entertainment		
Catering		
Inflatable(s)		
Other		

### For Jan Dempsey Community Arts Center Requests Only:

Do you need Risers? No Yes, If Yes, How Many? \_\_\_\_\_

Do you need use of the Sound and/or Lighting System in Room 116? No Yes\*

Do you need space in the Lobby/Hallway for a Reception? No Yes

Do you need access to a sink? (Note: JDCAC does not have a kitchen facility.) No Yes

In making this application, I or my organization understands the fees, reservation hours, rules and regulations (see attached) of the Auburn Parks & Recreation Department and will abide by all rules and assume financial responsibility for any damages to facilities/areas/parks and equipment.

I or my organization further acknowledges that using this facility/area/park and equipment may involve risks and dangers. My organization or I will not hold any person involved with the City of Auburn liable for any accidents or injuries that may occur while using this facility/area/park and equipment.

I understand that ALL outside, paid vendors must be approved a minimum of one (1) week prior to the reservation. Vendors may be required to have a minimum of \$1 million in liability insurance, naming the City of Auburn as an additional insured, and a copy of this insurance must be on file with our office at least one (1) week prior to the event. I understand that upon approval, I will be given a copy of this sheet with the approval shown. This approval should be taken to the event for proof. I understand that if I do not get approval for an outside vendor, the vendor will be removed immediately, or my event will be cancelled immediately.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Auburn Parks and Recreation

### For Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_

Staffing: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Rental Rate: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Posted on Calendar & Approved by Staff: \_\_\_\_\_

Date(s) Renter Contacted: \_\_\_\_\_

Problems Reported on Renter: \_\_\_\_\_

Notes: \_\_\_\_\_

\*Date Set-up to Meet with Cultural Arts Director: \_\_\_\_\_

## City of Auburn, AL—Parks and Recreation Facility Rental Application

The Facility which you will be using belongs to the citizens of Auburn and is under the supervision of the City of Auburn Parks and Recreation Department. To preserve the rights of the public for use of a public recreation facility, rules and regulations are necessary and we ask you and your group to cooperate. You have previously read the Reservation Rules and Procedures on Page 2 and 3 of the Facility Rental Application and will be held responsible for all items listed. Below are several key items you will be asked to initial:

*Please Note:* Your Facility Rental Application entitles you to use only the area(s) you have reserved.

1. Alcoholic beverages are not permitted on City Property, except with Parks and Rec. Director Approval and provided the required city and state alcoholic beverage licenses are obtained. Please reference City Code Section 3-57(c)(3). \_\_\_\_\_ (Initial Here)
2. Parking is allowed only in designated parking areas. \_\_\_\_\_ (Initial Here)
3. 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. Decorations must be approved in advance by the Parks & Recreation Department. The decorations must also be removed at the end of the activity. The renter will be held responsible for all damages to City property. If a facility is not returned to its original state, the deposit will not be refunded and any future use will require a refundable deposit at an amount to be determined by the Parks & Recreation Director or could result in forfeiture of use of any facility by the renter.  
\_\_\_\_\_ (Initial Here)
4. No open flames or candles will be allowed. \_\_\_\_\_ (Initial Here)
5. If you violate any terms of this application, including going over your allotted time, you will lose your full deposit and can be charged additional rental and staffing fees. \_\_\_\_\_ (Initial Here)

On behalf of \_\_\_\_\_, I \_\_\_\_\_ acknowledge that a copy of the City of Auburn Facility Reservation Rules and Procedures has been made available to me and my organization.

By signing below, I agree to follow all City of Auburn rules and regulations and understand that failure to do so will result in loss of privileges and possible/potential monetary damages.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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