



Orange Beach Adult Activity Center Rental Agreement

This Rental Agreement made and entered into this ____ day of _____, 20____, by and between the City of Orange Beach, a Municipal corporation of the State of Alabama, and through the Parks and Recreation Department of the City, hereinafter referred to as "Lessor" and _____, hereinafter referred to as "Lessee." Lessee hereby agrees to abide by the User's Guide of the Orange Beach Adult Activity Center and make myself/my organization responsible for any and all damages and the conduct of anyone attending the function for which it was rented.

Lessee and Sponsoring Organization Information			
Individual's Name			
Group/Organization Name			
Street Address			
City, State, Zip Code			
Phone Number	Work:	Home/Cell:	
Event Information			
Type of Function			
Number Attending Function			
Date(s) Needed			
Caterer's Name			
Rental Fee* *(Rental fee is NON-REFUNDABLE)			
	<u>Resident Rate</u>	<u>Non-Resident Rate</u>	
Daily			
Additional Days/Hours			
Additional Days/Hours			
Total Amount Due			
Amount Paid	()	()	
Balance Due			
Date Paid		Cash/Check #	
Damage/Cleaning Deposit** **(Deposit to be determined by Supervisor – Maximum \$1,500)			
Deposit Amount		Cash/Check #	
<i>Deposit is returned after passing damage/cleaning inspection at the end of the event. Please note that the rental is not confirmed until fees are paid.</i>			
Lessee's Signature:		Date:	

Orange Beach Adult Activity Center User Responsibility Guidelines

1. Set up tables and chairs.
2. *** DO NOT DRAG ANYTHING ACROSS WOOD FLOOR. ***
3. Wipe tables and chairs after event.
4. Stack chairs, fold tables, and put back in place.
5. Clean kitchen if used:
 - a. Wipe counters, tables, and appliances.
 - b. Clean stove.
 - c. Clean sink (food not to be disposed in sink).
 - d. Remove all food from refrigerator and clean.
 - e. Remove all food items from kitchen.
 - f. Sweep and mop floors (use warm water for mopping, please).
6. Bathrooms – Sweep/Mop
7. Remove all trash and debris from premises, including under the kitchen cabinets to Dumpster located at Library next door to Center. Place new trash liners (located in Janitor's closet) in all trash cans.
8. Vacuum carpet and wipe up all spills.
9. Turn off all appliances. Turn off all inside lights.
10. Make sure all doors are locked.
11. Reset thermostats to 74 degrees COOL.
12. Remove all personal belongings before vacating premises.
13. Turn off amplifier and microphone (if applicable).
14. User WILL NOT be allowed to do the following:
 - a. Sit or stand on TABLES. Stand on CHAIRS.
 - b. Attach ANYTHING to walls or ceilings.
 - c. Place tables or chairs immediately against a wall.
 - d. Have an open flame, such as candles, on the property.
 - e. Remove property from the building.
 - f. Drag tables or chairs across the floor.
 - g. Use tape on walls or windows.

**CLEANING SUPPLIES FOUND IN JANITOR'S CLOSET NEXT TO THE MEN'S RESTROOM.
TURN OFF LIGHTS AND CLOSE DOOR.**

User Responsibility Guidelines (continued)

** Please note that all equipment in or on the property belongs to the Orange Beach Adult Activity Center and/or the City of Orange Beach and shall not be removed from the facility. The assigned city representative will inspect the property after the event. Failure to comply with and of the guidelines/rules may result in the forfeiture of the required Security Deposit. Furthermore, as Lessee or Agent of Lessee, the undersigned user of the Orange Beach Adult Activity Center agrees:

1. She/he has read the User Responsibility Guidelines and agrees to Guidelines set here within.
2. That any damage to the property will be the responsibility of the Lessee and shall be paid for by the Lessee.
3. She/he will report any damage or equipment failure to Lessor.

Thank you for your help in keeping the Orange Beach Adult Activity Center running properly so others may enjoy the use of the Facility also.

Acknowledgement

I, the undersigned representative, have read the rules and regulations and agree to abide by them. I understand that failure to comply with these rules may result in the forfeiture of my security deposit. I am duly authorized by the organization to submit this agreement on its behalf. The information contained herein is complete and accurate.

Name (printed)	
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Signature:	Date:
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Submit your completed rental agreement to:

Carolyn Vines, Adult Activity Center Coordinator
P.O. Box 458, Orange Beach, AL 36561
Phone: (251) 981-3440
Fax: (251) 981-4345
Email: cvines@cityoforangebeach.com