

RULES AND REGULATIONS FOR THE CECIL R. LANGFORD NUTRITION CENTER

PLEASE NOTE:

No alcoholic beverages, drugs, loud music, or loitering will be allowed. The Town will monitor the area for compliance. The function can be stopped and the deposit will be forfeited if a violation of the rules occurs.

The Cecil R. Langford Nutrition Center is a **"SMOKE FREE"** facility.

1. Only adults (those 21 or older) will be allowed to reserve and sign for the use of the Nutrition Center. The person signing to reserve the Nutrition Center will be considered the responsible party. The responsible party must furnish valid identification when the application is filed.
2. The rental fee and the key/clean up fee must be paid at the time of reservation.
3. The responsible party can obtain the key to the Nutrition Center from the Town Hall during normal business hours: (8 am to 5 pm Monday, Tuesday, Thursday and Friday) or (8 am to 12 pm on Wednesday). The Nutrition Center will be available during the evening hours Monday-Friday from 4pm to 8pm. The Nutrition Center must be cleaned before leaving that night. Saturday and Sunday the hours available will be from 10am to 10pm each event will be scheduled for 4 hours for each additional hour over four (4) there will be a \$25.00 charge. (Ex. 5 hours will be \$125.00). Organizations that meet monthly at the Center will be charged \$25.00 per hour.
4. Nails, screws, or other objects cannot be driven into, attached, or otherwise affixed to the building. DO NOT take down any bulletin boards or wall decoration inside the facility.
Decorations: No decorations are to be attached to the walls. No staples or hot glue on ceilings, doors or tables. No glitter or confetti allowed. No decorations attached to exit signs or blocking of exit ways will be allowed. If candles are used for decorating, they must be in containers.
5. The facility must be left clean and approved by a representative of the Town. The key must be returned before the deposit will be refunded. The only furniture that can be moved are the tables and chairs and if moved must be returned to their original positions.
6. Immediately following the event, all garbage must be cleaned up and removed from the Center, floors cleaned and mopped, all decorations removed, tables cleaned, lights turned off, and the building left securely locked. The stove and the kitchen area must be left clean. Also, the property outside will need to be cleaned up as well.
7. No jumping, running or horseplay allowed inside the Center.
8. Any events involving children must be properly supervised by adults.

9. Do not adjust the heating and cooling thermostat.
10. Those renting the Nutrition Center will be responsible for any items lost or stolen should the facility be left unlocked or unattended.
11. With the exception of seeing-eye dogs, no pets will be allowed on Center premises.
12. Appropriate attire will be worn at all functions. There will be no entertainment that requires removal of clothing.

Any damage done to the facility or equipment must be repaired or replaced. The Town will take care of the needed repairs or replacement and send the responsible party a bill to be paid in full within 30 days from the date on the bill

Responsible Party Signature

Date

Printed Name of Responsible Party

Witness

Date

The Undersigned hereby agrees to indemnify and hold the Town of Notasulga, Alabama and any of its agents, servants, employees, representatives, officers, council members, attorneys and any other person who might be claimed to be liable (all of whom are collectively referred to herein as "Town"), harmless from any and all liability arising out of the undersigned's rental, occupancy and/or use of the Langford Nutrition Center and any claim, demand, action, cause of action, damage or suit of any kind or nature whatsoever, including court costs, litigation expenses and attorney's fees, which the Town may suffer or incur as a result from the Undersigned's rental, occupancy and/or use of the Langford Nutrition Center or any other act or omission on the part of the Undersigned or any of its agents, servants, employees, contractors, invitees, licensees, successors and assigns.

APPLICATION TO RESERVE THE TOWN OF NOTASULGA CECIL R. LANGFORD NUTRITION CENTER

DATE OF FUNCTION: _____

TIME RESERVED: _____ AM / PM TO _____ AM / PM

ORGANIZATION / PERSON MAKING APPLICATION

NAME: _____

ADDRESS: _____

APPLICANTS PHONE NUMBER(S): _____

PURPOSE OF FACILITY USE (BE SPECIFIC):

EXPECTED ATTENDANCE AT FUNCTION: _____

In making this application, my organization or I acknowledge(s) that we/I understand all of the attached rules and regulations and insure that all invitees shall aid thereby and will indemnify and hold harmless the Town of Notasulga from and against any and all claims, demands, suits, damages, liabilities and expenses arising out of any act or omission which might occur during the term of the rental of the property.

Signature of Applicant

Date

The Town of Notasulga reserves the right to refuse the use of the Nutrition Center to any individual, commercial or civic group whose activity it deems to be inappropriate to be conducted in a public-owned facility.

Cost: Rental Fee \$100.00 ******(per 4-hour event, if over 4 hours each additional hour will be \$25.00)
Deposit: Key/Cleanup \$50.00
Total Due: \$150.00

For Office Use Only:

Rental Fee Paid \$100.00
Check# _____
Receipt# _____
Date: _____

Key/Cleanup Deposit Fee Paid: \$50.00
Check# _____
Receipt# _____
Date: _____