



CITY OF TUSKEGEE
FACILITY USE APPLICATION (NOT A PERMIT)
 101 FONVILLE STREET
 TUSKEGEE, ALABAMA 36083
 OFFICE: 334-720-0515
 FAX: 334-720-0519

Please submit this application fourteen (14) business days prior to the date requested. All fees must accompany the application at time of request. Make check or money order payable to the City of Tuskegee. Incomplete applications will not be processed. Alcohol is prohibited on City facilities. Fees are subject to change without notice. No refunds

Facility Requested _____ Activity: _____

Days of Week: _____ Date: _____ Hours: _____ FROM _____ TO _____
 (Use additional sheets if more than one day.)

ESTIMATED NUMBER OF PARTICIPANT/SPECTATORS 0-39 40-199 200+ _____

_____ Phone _____
 RESPONSIBLE PERSON (Must be on site during permit hrs.) Work Home

ORGANIZATION (If applicable) _____

APPLICANT ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

RENTAL CATEGORY (Place a check mark by the appropriate rental category. If non-profit, please attach proof of non-profit status.)

Community Service _____ Private/Non-Profit _____ Non-Profit Fundraiser _____ Commercial _____

FACILITY/EQUIPMENT REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> City Square | <input type="checkbox"/> H. B. Henderson Park Pool - Large Shade Structure |
| <input type="checkbox"/> City Square - Gazebo | <input type="checkbox"/> H. B. Henderson Park Pool - Picnic Pavilion |
| <input type="checkbox"/> City Square - Small Shade Structure | <input type="checkbox"/> Greenfork Park - Picnic Pavilion (No. Requested _____) |
| <input type="checkbox"/> City Square - Medium Shade Structure | <input type="checkbox"/> Lake Tuskegee - Picnic Pavilion |
| <input type="checkbox"/> City Square - Large Shade Structure | <input type="checkbox"/> Athletics Field (Specify) _____ |
| <input type="checkbox"/> Gomillion Building Auditorium | <input type="checkbox"/> Moton Field _____ |
| <input type="checkbox"/> Rockefeller Center | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> H. B. Henderson Park - Pool | |

SPECIAL ACCOMMODATIONS:

Circle One

Yes No

Yes No

Yes No

Yes No

Yes No

Are you requesting permission to erect a tent? (not allowed on City Square)

Are you requesting permission to vend food items?

Does your event have one the following: Carnival/Pony Rides, Displays, Race, or Walk (may require insurance)?

Does your event require portable toilets facilities (applicant responsibility)?

(Delivery, pick-up, and payment of portable toilet(s) are the responsibility of applicant)

Does your event require dumpsters or trash carts?

(Delivery, pick-up, and payment of dumpster and trash carts are the responsibility of applicant)

**ACKNOWLEDGEMENT
(PLEASE READ CAREFULLY)**

The undersigned hereby makes application to the City of Tuskegee for use of the City facility(ies) listed on page 1 of this Application.

I certify that the information in the application is true and correct. The undersigned agrees to exercise the utmost care in the use of premises and property. It is understood that all persons taking part in the event do so at their own risk, and the undersigned agrees to be liable for all damages and to adhere to all rules and regulations pertaining to the use of this facility. The undersigned further agrees to indemnify, reimburse, defend and hold the City and its officers, officials, employees and volunteers harmless from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property suffered by me or my group, including attorney's fees which arises out of the applicant's rental and use of City facility listed above unless such injury is caused by the act of negligence of the City of Tuskegee or its employees or agents. The City of Tuskegee is not responsible for lost or stolen property. This is the entire rental agreement of the parties plus the corresponding rules and regulations and there are no other agreements, written or oral, other than as specifically set-forth herein. I hereby acknowledge that I have received, reviewed and understand the information in this form.

NAME (Please Print)

TITLE

MAILING ADDRESS

PHONE (Home) (Work)

CITY/STATE/ZIP CODE

SIGNATURE

FOR OFFICE USE ONLY

Rental Information Package

Staff Member Distributing Package _____ Date _____

Staff Member Receiving Package _____ Date _____

	Amount Due	Amount Paid	Date Paid
Damage Deposit	\$ _____	\$ _____	_____
Rental Fees	\$ _____	\$ _____	_____
Kitchen Usage and Clean-up Fee	\$ _____	\$ _____	_____
Electricity Connection	\$ _____	\$ _____	_____
City Staff Support	\$ _____	\$ _____	_____
Security Fee	\$ _____	\$ _____	_____
TOTAL DUE/PAID	\$ _____	\$ _____	

INTERDEPARTMENTAL REVIEW

	Signature	Date	Status (Circle)	
Finance Director	_____	_____	Approved	Disapproved
Fire Marshal	_____	_____	Approved	Disapproved
Chief of Police	_____	_____	Approved	Disapproved
Comm. Devel.Coord.	_____	_____	Approved	Disapproved
Assistant to CM	_____	_____	Approved	Disapproved
City Manager	_____	_____	Approved	Disapproved

REASON(S) FOR DISAPPROVAL

Director of Finance

Fire Marshall

Chief of Police

Community Development Coordinator

Assistant to City Manager

City Manager



CITY FACILITIES RESERVATION RULES AND REGULATIONS

1. All groups/parties wishing to use the following City facility must fill out a Rental Application and submit the application to the department listed.

<u>City Facility</u>	<u>Designated City Department</u>
City Square	Office of the City Manager
Rockefeller Center	Office of the City Manager
City Parks Facilities	Economic and Community Development Department
City Pool	Economic and Community Development Department
Gomillion Building	Economic and Community Development Department
Moton Field Municipal Airport	Economic and Community Development Department

The rental application must be submitted at least 14 working days prior to the requested date for rental of facility.

2. All deposit fees for rental of City facility must be paid at the same time the application is submitted. Payment should be made at the designated department between the hours of 8:00 a.m. – 4:30 p.m., Monday through Friday. The deposit will be refunded if the application is not approved.
3. A City facility is not reserved until payment has been made and the City Manager approves the application.
4. The designated City department 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 with the exception of a processing fee of \$25.00. The designated department must be notified of the cancellation in order to receive a refund.
6. No rental request will be scheduled on an official holiday of the City of Tuskegee or that interferes with a regularly planned program or activity sponsored by the City. A rental may also be cancelled if the City facility is needed to accommodate an activity sponsored by the City.

7. In the event of an emergency or disaster, the City reserves the right to terminate this agreement.
8. The City 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 City departments.
9. Any group using a City facility must have a responsible adult leader (21 years or older).
10. The renter and a City staff member shall conduct a walk through of the City facility to familiarize the renter with any equipment and the facility.
11. The renter 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. Following the event, the renter and City staff member, shall conduct a walk through of the City facility to verify that there was no damage to the facility, furniture, area, and/or equipment.
12. The City provides security, according to the user fees established by the City. The renter at his/her own expense may provide their own security. However, the renter is required to provide the name of the security firm to the City's Chief of Police, for approval, at the time the application is submitted.
13. The City may require a City staff member(s) to be on duty during or after hours while the center is reserved.
14. 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 City facility. All fees are still applicable.
15. **All food, beverages, trash, etc. must be removed from a City facility, placed in designated waste receptacles and the site returned to its original state at the end of the activity.** The designated City department must approve decorations in advance. The decoration(s) must also be removed at the end of the activity. Decorations cannot be taped or tacked into the walls. Tape or other adhesives on the wall or floors are prohibited.
16. Attendees at event will park only in designated parking areas. Any damage caused by vehicles to the property will be charged to the renter.

17. A City facility can only be reserved during the following times, unless otherwise approved by the designated City department. (Activities are expected to start and end on time.)

<u>City Facility</u>	<u>Department</u>
City Square	As approved by the City
City Square Gazebo	As approved by the City
City Pool	As approved by the City
City Parks Facilities	Between 8:00 a.m. and 4:30 p.m.
Gomillion Building	As approved by the City

18. All facilities are smoke, drug and alcohol free. NO alcoholic beverages, tobacco or illegal drugs are permitted at City facilities.
19. Any violation of rules, regulations, policies and/or procedures pertaining to the use of a City facility will result in forfeiture and possible restriction from future use of any City facilities.
20. The renter agrees that any inflatable, sound system or other outside entertainment equipment is subject to approval by the City, at the time that the reservation is approved. It is the renter's responsibility to provide an outside power source such as a generator to power the equipment. The City will not guarantee repair to interruptions to the City facility's electrical or plumbing services on the day of an event that is caused by violation of this policy. The repair cost will be charged to the renter. Damage during use of the facility may result in a denial of future use.
21. 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, except political forums. The City Square may be used by candidates provided an application is completed and all fees paid.
22. For your protection, the City recommends that all renters obtain public liability insurance for their event. This insurance will protect you and your guests while using City property. The renter further agrees to indemnify, reimburse, defend and hold the City of Tuskegee, its officers, officials, employees and volunteers harmless from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property suffered by myself and/or my group, including attorney's fees which arise out of the applicant's rental and use of City facilities unless such injury is caused by the act of negligence on behalf of the City of Tuskegee or its employees or agents. The City is not responsible for lost or stolen property (see DISCLAIMER).

Any insurance broker or agency can help you obtain the proper coverage. **The City may require the renter to obtain insurance for certain events.**

23. For facility events occurring after normal operating hours, there may be an additional charge of \$15.00 per hour, per staff member. 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 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 designated City staff member will determine the number of chaperones needed for athletic events.
24. Any clearances, permits, or health and safety requirements must be submitted at the time of application.

I have read the Reservation Rules & Regulations. By signing this Reservation Rules & Regulations form, I am indicating that I hereby understand and agree to all rules and regulations contained herein. Furthermore, by signing this form, I do hereby understand and agree that not following or adhering to the Reservation Rules and Regulations makes me subject to the payment of additional charges, damages, and/or prosecution.

RENTER/APPLICANT

DATE



CITY FACILITIES RENTAL FEES AND CHARGES

1. Damage Deposits

Damage Deposits will be charged according to the following rental categories: (fees subject to change)

a.	Community Service	\$ 50.00
b.	Private/Non-Profit	\$ 50.00
c.	Non-Profit Fundraising	\$ 100.00
d.	Commercial	Twenty-Five Percent of Rental Fee

2. Rental Fees

Rental fees will be charged according to the following rental categories: (fees subject to change)

City Square

a.	Community Service	\$ 100.00
b.	Private/Non-Profit	\$ 50.00
c.	Non-Profit Fundraising	\$ 150.00
d.	Commercial	\$ 200.00

City Square Gazebo (15 capacity)

a.	Community Service	\$ 50.00
b.	Private/Non-Profit	\$ 50.00
c.	Non-Profit Fundraising	\$ 125.00
d.	Commercial	\$ 150.00

City Square Shade Structure (Large)

a.	Community Service	\$ 50.00
b.	Private/Non-Profit	\$ 75.00
c.	Non-Profit Fundraising	\$ 100.00
d.	Commercial	\$ 125.00

City Square Shade Structure (Small)

a.	Community Service	\$ 25.00
b.	Private/Non-Profit	\$ 50.00
c.	Non-Profit Fundraising	\$ 75.00
d.	Commercial	\$ 100.00

Gomillion Building (150 Capacity)

a.	Community Service	\$ 25.00 per hour
b.	Private/Non-Profit	\$ 25.00 per hour
c.	Non-Profit Fundraising	\$ 50.00 per hour
d.	Commercial	\$ 75.00 per hour

Rockefeller Center (40 Capacity)

a.	Community Service	\$ 25.00 per hour
b.	Private/Non-Profit	\$ 50.00 per hour

Picnic Pavilion (10 Capacity)

a.	Resident/half day	\$ 25.00
b.	Resident/whole day	\$ 50.00
c.	Non-resident/half day	\$ 50.00
d.	Non-resident/whole day	\$ 100.00

City Pool

The rental fee for use of a City pool, after recreational program activities, varies according to time of event, number of participants, staff members required to monitor event, and the number of lifeguards required.

General

Official events of the City of Tuskegee and/or Utilities Board of the City of Tuskegee (UBT) require no fees. However, tables and chairs should be folded and placed in normal storage space. Also, general clean-up is required.

3. **Kitchen Usage/Clean-up Fee:**

Any event serving food requires a kitchen usage/clean-up fee:

a.	Gomillion Building	\$ 25.00
b.	Rockefeller Center	\$ 25.00

4. **Electricity Connection**

a.	City Square	\$ 50.00
b.	Lake Tuskegee	\$ 50.00
c.	Baseball Fields	\$ 75.00
d.	Football/Soccer Fields	\$ 75.00

5. **City Staff Support Fee:**

For facility reservations after normal operating hours, there may be an additional charge of \$15.00 per hour, per staff member.

6. **Security Fee:**

Most events require security, except official events of the City of Tuskegee and/or Utilities Board of the City of Tuskegee (UBT).

The City of Tuskegee provides security at \$25.00 per hour.

All fees shall be paid when the rental agreement is signed