

City of Clay Facilities Rental Agreement:

Email application: office@CityofClayAl.gov

Name: _____

Address: _____

Phone: _____ Email: _____

Alternative Contact Name & Number: _____

Date(s) and Time(s) of Rental: _____

Number of people to attend: _____ Type of Function: _____

Facility to be rented:

X	Facility	Rental Fee		Deposit
	Community Center	\$250.00	\$125.00 per additional hour	\$125
	Cosby Lake House	\$200.00	\$110.00 per additional hour	\$100
	Library Meeting Room (4 hours)	\$100.00	\$10.00 per additional hour	\$0
	Library Tutoring Room (1 hour)	\$50.00	HOURLY RENTAL	\$0.00
	Tennis/Pickleball Courts #1-6 (covered)	\$750.00	DAILY RENTAL	\$250.00
	Tennis/Pickleball Courts #7-10 (uncovered, unlit)	\$500.00	DAILY RENTAL	\$250.00
	Tennis/Pickleball Courts #11-22 (uncovered, lit)	\$1000.00	DAILY RENTAL	\$250.00
	Disc Golf Course (4 hours)	\$500.00	\$125.00 per additional hour	\$250.00
	Football Field	\$75.00/2 hours no lights	\$100.00/ 2 hours with lights	\$50.00
	Ballpark Field – practice (2 hours)	\$75.00/2 hour no lights	\$100.00/2 hour with lights	\$50.00
	Ballpark – Tournament (all day)	\$1,000.00/field	\$1,000.00/field	\$150.00

A copy of your driver's license and/or utility bill may be required for address verification.

Special rates may be negotiated at the mayor's discretion.

For Office Use Only:

Date Received: _____ Date Paid: _____ Rental Fee: _____

1. An application and all fees paid via credit card will be due immediately at the time of reservation.
2. Rental fees will be refunded only if the renter makes the cancellation and returns the rental fee request in writing at least fourteen (14) calendar days before the scheduled event.
3. City of Clay facilities will be available for rental any time it is not being used for city business. The hours available for rental are as follows:

Facility	Open	Close
Community Center	8:00 am	9:00 pm (10:00 pm on Fri & Sat)
Cosby Lake House	8:00 am	Dusk
Library Meeting Room (4 hours)	During library hours	During library hours
Cosby Lake Pavilion (2 hours)	8:00 am	Dusk
Playground Pavilion (2 hours)	8:00 am	Dusk
Splash Pad Picnic Table (2 hours)	During operating hours	During operating hours
Splash Pad Umbrella Table (2 hours)	During operating hours	During operating hours
Tennis/Pickleball Courts	8:00 am	10:00 pm
Disc Golf Course	8:00 am	Dusk
Football Field	8:00 am	10:00 pm
Ballpark	8:00 am	10:00 pm

4. City of Clay facilities will be closed on the following days: New Year's Day, MLK Jr Day, Presidents Day, Good Friday, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day (and the following Friday), Christmas Eve, Christmas Day, and New Year's Eve.
Requests for times other than regular rental hours must be submitted to the Mayor's office for approval. Approval of requests is not guaranteed. In cases where requested use causes the City to furnish personnel on an overtime basis, the rental rates will be adjusted accordingly.
5. The Mayor's office, at the time a fee-based rental is requested, may reserve and confirm any reservation provided the room and time requested is available and the appropriate fee is collected.
6. Seating is as follows. Any additional seating needed shall be furnished by the renter

Facility	
Community Center	8 round tables, 4 rectangle tables, and 80 chairs
Cosby Lake House	5 rectangle tables and 40 chairs
Library Meeting Room (3 hours)	10 tables and 60 chairs

7. The renter of record is responsible for any damages that occur while the facilities are entrusted to their care and for the general clean-up. The Mayor's office, at its discretion, may charge the provided credit card for damages incurred over the duration of the rental. The renter upon inspection may be refunded the damage deposit within three (3) business days provided there is no damage to the property.

Renter Initial: _____ Date: _____

8. No alcoholic beverages, drugs, and/or fireworks are allowed on the premise at any time. Discovery of such will result in immediate evacuation of rented city facilities and security deposit forfeiture.
9. It is understood that persons or groups using any city facilities will abide by the laws and Ordinances of the City of Clay.
10. Nothing will be attached or hung from the ceiling, support beams, or walls in any of the facilities.
11. Horseplay and inappropriate behavior and conduct are not tolerated at city facilities. Sitting and standing on tables and/or countertops are not tolerated.

12. City facilities will be completely clean upon completion of the function. This includes sweeping floors, wiping down and cleaning all tables and countertops, removal of any decorations or signage, bagging and removal of all trash from the Facilities and grounds and placement in the trash bins on the property. *Failure to do so will result in forfeiture in all rental deposits.*

Renter Initial: _____ Date: _____

13. The City of Clay and its employees and/or agents will not be liable or responsible in any way whatsoever for any injury that may occur during your function.

14. If your party does not adhere to the times indicated on the rental agreement, your deposit will be forfeited.

Renter Initial: _____ Date: _____

15. Thermostats are to be adjusted by City Personnel only.

16. Exceptions: The Mayor or Mayor may grant exceptions to the above guidelines. Requests must be made in writing at least thirty (30) days in advance of the date of event.

I have read this agreement, and I agree to abide by the terms and conditions found in this form. I also understand that I will be held responsible for any damage that occurs to the Facilities during my rental.

Signature of Renter

Date

Please call 205-680-1223 during business hours, or 205-420-1791 after hours if needed.



Card Number: _____ Exp.: ____/____ CVV Code: _____

Billing Address: _____

Cardholder Name: _____ Cardholder Signature: _____