

## Alexandria Community Center

2065 Alexandria Wellington Road

Alexandria, ALABAMA 36250

Phone: (256) 241-2777

Emergency: (256) 499-5195

recreation@calhouncounty.org

Rental Request Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_ (Hours include Decoration, Event, and Clean up Time)

Type of Event: \_\_\_\_\_

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

Renter's Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Refundable Security Deposit Fee: \$100.00 **\*\*Security Deposit is not included in Rental Fee.** (See PLEASE READ! paragraphs)

**\*\*\*Any, and all, balances MUST BE paid in full within 7 days of the rental date.\*\*\***

Rental Fees: (please circle all that apply)

Includes Dining Hall, Pavilion, or Chapel

(A) \$80 for 4 Hours (B) \$160 for 8 Hours (C) \$220 ALL DAY (9 a.m. to 10:30 p.m.)

(D) \$30 for Extra Hour

(E) \$30 to Add Park

(F) \$100 for Extra Day

Place of event: (please circle all that apply)

(A) Pavilion (B) Dining Hall (C) Chapel (D) Park

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

Estimated Number in Guests: \_\_\_\_\_

### PLEASE READ!

**In order to request refund of security deposits, YOU must follow Rules and Regulations and request a Refund Request Form after event. Please call in order to receive a form. Once form is accepted by Calhoun County Commission a check will be processed and mailed to your address.**

**After 7 days of your event the original receipts must be presented to process Security Deposit refund. Please allow up to 10 days before refund is processed and mailed out.**

**Any cancellations should state the reason for the request for refund. Original receipt must be presented for full refund. Any scheduled events cancelled without a one week (7 day) notice before the event will forfeit their security deposit of \$100.00.**

**Payment: Checks, Money Orders. Credit Cards and Debit Cards are accepted with a 3.5% Service Fee.**

**Make Checks or Money Orders Payable To: Calhoun County Commission**

**Office Hours: Closed Weekends and Major Holidays, Monday-Fri. 8:00 am - 4:30 pm**

**RESERVATIONS made at:**

**Calhoun County Commission Office**

**1702 Noble Street, Suite 103**

**Anniston, Alabama 36201**

I acknowledge that I have read and that I understand each and every one of the provisions contained in the attached Order and I agree to abide by each provision and that my guests will abide by said provisions. I hereby indemnify the County, its agents, officials, officers and representatives of any and all said claims arising from any COVID-19 health related matters.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Renter

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Alexandria Community Center Representative  
or Calhoun County Representative

**\* By signing this application I agree to all terms and provisions. I further agree that all information I have provided is true and accurate.**

\* Special rates for approved organizations to include those requiring monthly meetings on an annual basis

## Rules and Regulations

1. No tobacco use, or alcoholic beverages allowed.
2. No firearms allowed.
3. Thermostat is not to be adjusted below 68°F and not above 78°F. Keep doors closed to insure the A/C heating system works properly.
4. No tape, pins, or nails are to be used in the building.
5. Confetti is **not** allowed.
6. Someone in charge of event **must always be present** at the Community Center.
7. **Before leaving:**
  - A. Building must be cleaned. (Cleaning supplies located in the rear closet and mops and brooms in closet next to main entry.)
  - B. Stove and microwave cleaned.
  - C. ALL garbage must be bagged and **thrown away in the dumpster.**
  - D. Floors must be swept and mopped.
8. Check bathrooms to insure all commodes are flushed.
9. Groups of 75 or more must have a security guard present at all times.
10. Entertainment sound must be kept at a level as to not disturb the neighbors. **Must end by 10:30 P.M.**
11. Doors must be closed and locked before leaving.
12. TVs and electronics are to be operated by **adults** only.
13. Everyone must be departed by the end of your rental time.
14. Furniture must be picked up to move. Do not slide furniture on the floor when arranging for an event.
15. Chairs and/ or tables must be returned back to the storage closet in Dining Hall before leaving.
16. Do not pour grease or cooking by-products down the kitchen drain.
17. Wood for the Pavilion fireplace must be furnished by renter. Renter assumes responsibility for insuring fire and coals are extinguished and cool before leaving.
18. County shall not be responsible for blocking or roping off park.
19. Current CDC guidelines should be followed regarding COVID-19.

**THE COUNTY RESERVES THE RIGHT TO CANCEL EVENTS WITH OR WITHOUT NOTICE IF INFORMATION PROVIDED BY RENTER IS FOUND TO BE FALSE OR IN VIOLATION OF COUNTY POLICY.**

**THE CALHOUN COUNTY COMMISSION AND/OR ALEXANDRIA COMMUNITY CENTER ASSUMES NO LIABILITY FOR ANY INJURY OR DAMAGE OF ANY KIND THAT OCCURS ON THIS PROPERTY.**

I have read and agree to the above rules and regulations.

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

\_\_\_\_\_  
Date

**Alexandria Community Center  
Inventory List**

2026 Alexandria Wellington Road  
ALEXANDRIA, ALABAMA 36250  
Phone: (256) 241-2777  
recreation@calhouncounty.org

- 1) 85- Padded Chairs
  - 2) 12 - 60 in. round tables
  - 3) 12'x4' Oval Serving Table
  - 4) Ice Machine
  - 5) Kitchen includes: Refrigerator, Double Built in Oven, Microwave Ovens, Large Food Prep Area
- \*Any damages to the equipment are the responsibility of the renter.

\_\_\_\_\_  
Acknowledgment of Renter

\_\_\_\_\_  
Date