

# ***SAKS COMMUNITY CENTER***

***20 HESS DRIVE***

***ANNISTON, ALABAMA 36206***

***Facility Rental and Information***



# SAKS COMMUNITY CENTER

20 HESS DRIVE  
ANNISTON, ALABAMA 36206

## RENTAL REQUEST

Date: \_\_\_\_\_

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

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

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

Phone: (256) 770-4658

Fax: (256) 770-4659

stevej@calhouncounty.org

Facility Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

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

Check Number: \_\_\_\_\_

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

**Any request for refund of rental fees for the Saks Community Center must be submitted in writing to the Calhoun County Commission and should state the reason for the emergency. Original receipt must be presented for refund.**

Payment: Checks, Cash, Money Orders (No Credit Cards or Debit Cards Accepted)

Make Checks or Money Orders Payable To: Calhoun County Commission

Office Hours: Closed Weekends, Monday- Closed, Tues-Fri. 8:45 am - 4:30 pm

Reservations must be made at the Alexandria Community Center.

All fees are due at the time of reservation.

### Alexandria Community Center

2065 Alexandria Wellington Road

Alexandria, AL 36250

Signature: \_\_\_\_\_

Renter

Date \_\_\_\_\_

Signature: \_\_\_\_\_

Alexandria Community Center Representative

Date \_\_\_\_\_



# SAKS COMMUNITY CENTER

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## Rules and Regulations

- 1 Checks are to be made payable to "Calhoun County Commission"
- 2 No alcoholic beverages allowed.
- 3 No tape, pins, or nails are to be used in any building.
- 4 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.
- 5 Before leaving:
  - A. Building must be cleaned. (Cleaning supplies located in the kitchen closet)
  - B. Chairs turned over and placed on top of the tables.
  - C. Stove and microwave cleaned.
  - D. Kitchen and bathroom garbage must be taken to the cans located under pavilion.
  - E. Floors must be swept and mopped.
- 6 Check bathrooms to insure all commodes are flushed.
- 7 Groups of 75 or more must have a security guard present at all times.
- 8 Entertainment sound must be kept at a level as to not disturb the neighbors.
- 9 Windows and doors must be closed and locked before leaving.
- 10 TVs and electronics are to be operated by **adults** only. (Instructions are located inside center door of the entertainment center.
- 11 Gas logs are turned on with the wall switch located beside the mantel.
- 12 Furniture must be picked up to move. Do no slide furniture on the floor when arranging for an event.
- 13 Do not move foyer furniture without prior approval. (Red leather couch and chair)
- 14 Do not pour grease or cooking by-products down the kitchen drain.

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

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_

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



# SAKS COMMUNITY CENTER

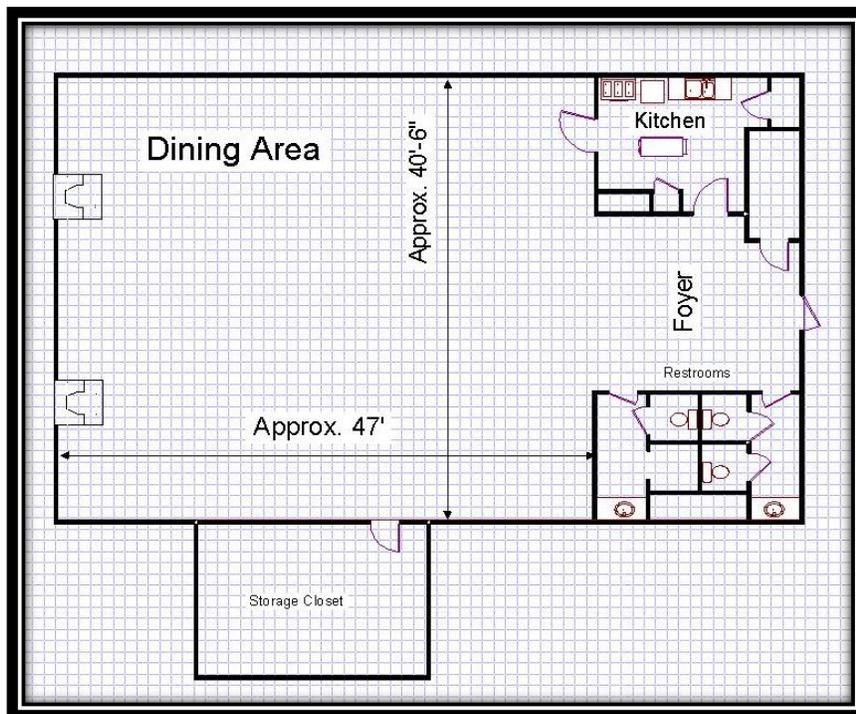
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## Pricing and Floor Plan

Community Center may be rented as follows:

Half Day	(6 Hours A.M. or P.M.)	\$100.00
All Day	(8:00 A.M. until 11:00 P.M.)	\$150.00

## Floor Plan



**Payment is required at the time of reservation.**

Payment: Cash, Checks, Money Orders. (Credit Cards and Debit Cards are not accepted.)

Make payment payable to : Calhoun County Commission

## Alexandria Community Center

2065 Alexandria Wellington Road

Alexandria, Alabama 36250

Phone: (256) 770-4658 Fax: (256) 770-4659

## Mail Payments to:

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## **Furnished Items**

### **Dining Hall Furnished Items**

- 24-60" round tables
- 3-36"X72" tables (Tablecloths not included)
- 180-Banquet style padded chairs
- Table hauler
- Chair hauler
- 42"-Flat screen television

### **Kitchen**

- Refrigerator
- Food warmer
- Range
- Microwave oven
- Large Food Prep Area



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