

**ALEXANDRIA COMMUNITY CENTER**

2065 Alexandria Wellington Road  
Alexandria, Alabama 36250  
Office Phone: (256) 241-2777  
Email: kelkins@calhouncounty.org  
Emergency Phone: (256) 310-2891

**RENTAL INFORMATION**

Rental Request Date(s): \_\_\_\_\_  
Rental Time: \_\_\_\_\_  
*(The set-up, event, and clean-up must be done in this rented time.)*  
Type of Event: \_\_\_\_\_  
Estimated Number of Guests: \_\_\_\_\_

**RENTER INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**RENTAL FEES** – Includes Dining Hall, Pavilion, and/or Chapel  
*Special rates may apply for approved organizations, including recurring monthly meetings.*

- \$150 – Up to 6 hours
- \$250 – All Day (9:00 a.m. – 11:00 p.m.)
- \$50 – Add Park
- \$150 – Extra Day
- \$100 – Refundable\*\* Security Deposit (required for all rentals)

**Total Due:** \_\_\_\_\_ **Paid at Booking:** \_\_\_\_\_  
*All balances must be paid in full at least two (2) weeks prior to the rental date.*

**Remaining Balance:** \_\_\_\_\_ **Due By:** \_\_\_\_\_

**\*\*Security Deposit Refund:** To receive a refund, all Rules and Regulations must be followed and a Refund Request Form completed. The facility key must be returned before processing. Upon approval, a refund check will be mailed to the address on file. Please allow up to ten (10) days for processing. Cancellations made less than fourteen (14) days prior to the event will result in forfeiture of the \$100.00 security deposit.

**Keys must be picked up and returned at the Calhoun County Commission Office on the business day prior to rental and returned on the business day following rental.**  
**Calhoun County Commission office hours: Monday–Friday, 8:00 a.m.–4:00 p.m.**

**Key Pickup Date:** \_\_\_\_\_

**PAYMENT INFORMATION (WE DO NOT ACCEPT CASH)**

Accepted Payment Methods: Check, Money Order, or Credit/Debit Card *(3.5% service fee applies)*  
Make Checks or Money Orders Payable To: **Calhoun County Commission**

**ACKNOWLEDGMENT**

I acknowledge that I have read and understand this Rental Agreement and agree to comply with all provisions. I accept responsibility for ensuring my guests comply with all rules.

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

Calhoun County Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**ALEXANDRIA COMMUNITY CENTER**  
**RULES, REGULATIONS & INVENTORY**

**RULES AND REGULATIONS**

1. No tobacco use or alcoholic beverages are allowed.
2. No firearms allowed.
3. Thermostat must remain between **68°F and 78°F**. Keep doors closed to ensure proper heating/cooling.
4. No tape, pins, or nails may be used in the building.
5. No confetti allowed.
6. A designated person in charge must always be present.
7. Groups of **75 or more** must have a security guard present.
8. Entertainment sound must not disturb neighbors and must end by **10:30 p.m.**
9. TVs and electronics are to be operated by adults only.
10. Furniture must be lifted to move, do not slide furniture.
11. Do not pour grease or cooking by-products down kitchen drains.
12. County is not responsible for blocking or roping off park areas.

**BEFORE LEAVING, THE FOLLOWING MUST BE COMPLETED:**

13. a. Building must be cleaned:(supplies located in rear closet; mops and brooms next to main entry).
  - b. Stove and microwave cleaned.
  - c. All garbage bagged and disposed of in the dumpster.
  - d. Floors swept and mopped.
14. Check bathrooms to ensure all toilets are flushed.
15. Doors must be closed and locked before leaving.
16. Everyone must depart by the end of the rental time.
17. Chairs and tables must be returned to the Dining Hall storage closet.
18. Firewood for Pavilion fireplace must be furnished by renter. Renter is responsible for ensuring fire and coals are extinguished and cool before leaving.

**IMPORTANT NOTICE**

The County reserves the right to cancel events with or without notice if information provided by the renter is false or violates County policy. The Calhoun County Commission and/or Alexandria Community Center assumes no liability for injury or damage of any kind occurring on this property.

**RENTER AGREEMENT**

I have read and agree to all Rules and Regulations listed above.

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

**INVENTORY LIST**

Dining Hall / Pavilion:

- 63 padded chairs / 36 metal chairs
- 13 – 60-inch round tables
- 12' x 4' oval serving table
- 5 rectangle tables (2–3 are 6 ft)
- Ice machine
- Kitchen includes refrigerator, double built-in oven, microwave ovens, and a large food prep area

*\*Any damage to equipment is the responsibility of the renter.*

Renter Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_