

**BLUE MOUNTAIN COMMUNITY CENTER**

2620 PAUL STREET  
ANNISTON, ALABAMA 36201  
Office Phone: (256) 241-2777  
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Emergency Phone: (256) 294-3711 or 256-239-6548

**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**

*Special rates may apply for approved organizations, including recurring monthly meetings.*

- \$150 – Up to 6 hours
- \$250 – All Day (8:00 a.m. – 11:00 p.m.)
- \$50 – Kitchen
- \$50 – T.V. Rental
- \$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.

**The Calhoun County Commission processes Rental Applications: Monday–Friday, 8:00 a.m.–4:00 p.m.**

**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: \_\_\_\_\_

**BLUE MOUNTAIN 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 and No glitter 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: (Cleaning supplies located in kitchen closet)
  - b. Stove and microwave cleaned.
  - c. All garbage bagged and disposed of in the dumpster.
  - d. Floors swept and mopped.
  - e. Chairs must be pulled away from tables and stacked up neatly against the wall. All tables are to be left standing.
14. Check bathrooms to ensure all toilets are flushed and trash thrown away.
15. Doors must be closed and locked before leaving.
16. Everyone must depart by the end of the rental time.

**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 Blue Mountain 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**

- 80 – Chairs
- 7 – 60 in. round tables
- 3 – 6 feet long tables
- 65 inch Samsung TV (\$50 Rental Fee for use of T.V)

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

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