

# Multipurpose Room Rental Requirements

1. Damage Deposit of \$100.00 due the day the room is reserved.
2. Rental Fee is \$300.00 per day.
3. All food must be provided by CNP Service Center staff.
4. ECS Employee shall be paid his/her salary by the renter to be on the premises during the function.
5. Sufficient law enforcement is required on the premises. Enterprise City Schools is a smoke free and drug free campus.
6. Proof of Insurance coverage of not less than \$100,000 property damage and bodily injury per person per accident insuring the person or organization and the Enterprise City Board of Education against loss from use of said facilities.
7. Rental Contract, Request to use the room and a catering form must all be completed and approved by CNP 14 days prior to function.

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### USE OF FACILITIES

9.30

Rentals of school facilities shall be administered through the office of the principal of the facility. Rental of the multi-purpose room of the school Service Center shall be administered by the Superintendent's designee. A standard rental contract shall be signed in advance by the person responsible and the individual authorized to represent the organization renting the facility. The contract forms shall be supplied by the Central Office. All rentals are subject to the regulations of this policy. A copy of the contract shall be filed with the Superintendent.

All rentals are subject to the following regulations:

1. All parties renting one of the facilities shall make a damage deposit. This deposit shall be paid at the time arrangements are made for the rental of the facility. The deposit is fully refundable and shall be refunded upon the written authorization of the employee of the Board assigned to inspect the facility against damage.
2. The rental set forth for each facility shall include all utilities and cleaning charges.
3. The Board reserves the right to assign an employee of their choosing to be present during the use of its facilities to insure against damage to the facilities. The employee assigned to this task shall be paid a reasonable compensation for the service in addition to his/her salary. The cost shall be paid by the renter.
4. For those school-related activities when meals are to be served in the school cafeteria, only food service personnel employed by the Enterprise City Board of Education shall prepare and serve the meals. The school shall make arrangements with the school CNP manager and the organization using the facility shall be billed for expenses. Cafeterias are to be rented for school-related activities only.
5. School facilities shall not be used by any religious group except upon application to and approval by the Enterprise City Board of Education.
6. School facilities shall not be leased during school hours.
7. Any organization or person leasing or using school facilities must provide proof of insurance coverage of not less than \$100,000 property damage and bodily injury per person per accident insuring the person or organization and the Enterprise City Board of Education against loss from use of said facilities.
8. No alcohol shall be served or used at any school facility.

All monies collected for the rental of school facilities, with the exception of the high school auditorium special account described herein, shall be deposited in the general account of the school renting the facility. All rentals are subject to the following charges:

1. High School facilities:

- Stadium: A rental fee of \$300 per day shall be charged for the use of the stadium. This shall include rentals for performances or rehearsals with or without

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the use of stadium lights. This shall not include costs of insurance, security, or additional personnel needed by the renter.

- Auditorium: A rental fee for the use of the auditorium (Enterprise High School Center for the Performing Arts) is included in the document Enterprise High School Center for the Performing Arts: Procedures and Application for the Use of Facilities that has been approved by the Board of Education. All monies collected for the rental of the high school auditorium shall be deposited in a special auditorium account to be used for auditorium equipment and repairs.
  - Gymnasium: A rental fee of \$500 per day shall be charged for the use of the gym. This shall include rentals for performances and rehearsals.
  - School Cafeteria: Use of the school cafeteria is restricted to school-related activities.
2. Elementary and Junior High School facilities:
- Junior High Gymnasium: A rental fee of \$75 per day shall be charged for the use of the junior high gymnasium.
  - Auditorium: A rental fee of \$75 per day shall be charged for the use of the elementary auditoriums.
  - School Cafeteria: Use of the school cafeterias is restricted to school-related activities.
3. Service Center Multi-purpose Room:
- A rental fee of \$300 per day shall be charged for the use of the multi-purpose room.
  - All food prepared and/or served in the multi-purpose room must be prepared and served by employees of the Enterprise City Board of Education.
  - Meals must be contracted for with the CNP supervisor and payment shall be made five (5) days prior to the date of the activity.
4. Damage Deposits
- High school facilities other than auditorium -- \$100
  - Elementary and junior high facilities -- \$50
  - Service Center Multi-purpose room -- \$100

### REFERENCE(S):

CODE OF ALABAMA  
16-11-9, 16-11-11, 16-11-12

### HISTORY:

ADOPTED: FEBRUARY 20, 2001  
REVISED: NOVEMBER 24, 2009; NOVEMBER 30, 2010  
FORMERLY: B9

# RENTAL CONTRACT

## CONCERNING THE USE OF PUBLIC SCHOOL FACILITIES

1. The facilities are public property and shall be utilized as public property and will not be used for any religious purpose, private gains, or private purpose without first disclosing in full to the proper authority charged with supervision of said facilities the use to which the facility will be used and receiving the approval of said authority in writing for such purposes. In no event will the facility be used for any purpose other than that authorized in writing.
2. The organization or persons using the said facility agrees to hold the Enterprise City School Board harmless from any losses of any nature whatsoever occurring from the use of the said facilities.
3. Only those facilities designated by the supervising authority will be used and all other buildings, area, or facilities will in no way be utilized or entered for any reason whatsoever.
4. The use or utilization of any rented facility will not interfere with the school related activities and in the event a school related activity should be scheduled and the facility hereby rented should be needed for said school related activity then this agreement may be cancelled without any prior notice and without any liability on the supervising authority.
5. The organization or person renting or utilizing the facility shall not alter, remove, or renovate any portion of the rented facility, including but not limited to fixtures, electrical services or sound or electrical devices.
6. The organization or person leasing the said facility shall not permit misconduct of any kind to be committed on the said premises, including but not limited to, the use of profanity, intoxicating beverages or drugs of any kind and will at all times insure that sufficient law enforcement officers are present on the premises to control any act of misconduct.
7. The organization or person renting or utilizing said facility shall have at least one representative present during the time the facilities are used and said person shall have the necessary authority to insure compliance with this agreement.
8. Any organization or person leasing or using school facilities must provide insurance coverage of not less than \$100,000 property damage and bodily injury per person per accident insuring the person or organization and the Enterprise City Board of Education against loss from use of said facilities.

9. The organization or person renting the said facilities shall pay the Enterprise City Board of Education the sum of \$300.00 per day as rental for the use of the said facility. The cleaning and restoration of the said facility shall be completed with 12 hours from the completion of the use of the facility and shall be inspected by the authority authorizing the use. The organization or person using or utilizing said facility shall deposit with the Enterprise City Board of Education the sum of \$100.00 to insure that the facilities have not been damaged and that they have been properly cleaned and restored to their normal condition.
  
10. Any special provision set forth by the authority authorizing the use of the facilities are hereby attached as Exhibit A to this agreement, made as part hereto, and shall be of force and effect upon the parties as fully set forth herein.

IN WITNESS WHEREOF the parties have hereunto set their hands and seals on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Enterprise City Schools Service Center  
(Multipurpose Room)

Rental dates: \_\_\_\_\_ By: \_\_\_\_\_

Purpose: \_\_\_\_\_  
Organization or person renting said facility

By: \_\_\_\_\_

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).  
 USDA is an equal opportunity provider and employer.”

# EXHIBIT A

## Enterprise City Schools Service Center

### Multi-purpose Room Rental

#### Special Provisions

1. The Enterprise City Schools Service Center complex exists of the multi-purpose room, the transportation department, the maintenance department, textbook processing and the child nutrition program offices.
2. A security deposit, a copy of insurance coverage for the event, and a signed contract must be on file with Director of Child Nutrition before any part of the facility can be used.
3. Scheduling of rental dates and times will be assigned to provide the least amount of conflict with the primary use of the Service Center complex.
4. All activities in the Service Center complex will be coordinated with the Director of Child Nutrition or his/her designated representative.
5. Nails, metal fasteners, pins and other sharp objects may not be attached to any walls or floors. Paints or dyes may not be used anywhere inside the Service Center complex.
6. No alterations or adjustments may be made to the facilities unless approved by the Director of Child Nutrition or his/her representative. The floors or walls may not be marked in any manner. Gym tape is the only marker permitted for use on the floors.
7. Smoking and consumption of alcoholic beverages are not allowed in the Service Center complex nor on the grounds of the Service Center complex.

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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ENTERPRISE CITY SCHOOLS  
Requested Use of Service Center  
(Must be submitted 14 days in advance)  
Please fax request form to 334-347-1890

Please Check Room Requested:

Multi-Purpose Room

Driver Training Room

Conference Room

School/Business Requesting Use: \_\_\_\_\_

Meal/ Refreshments? Yes/No (Circle One) If Yes, please contact Child Nutrition at 334-347-7572.

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_

Date Request Submitted:

Date of Function:

Approximate Number of Persons Attending:

Name of Function:

Audio/Visual Equipment Needed:

Podium

Overhead Projector

Big Screen TV

TV/VCR

Dry Erase Board

Easel

Hours of Function

Beginning Time \_\_\_\_\_

Ending Time \_\_\_\_\_

Serving Time \_\_\_\_\_

(if requesting refreshments)

Wireless Microphone

Lapel Microphone

Computer Link Up

Lap Top Computer

PowerPoint

Other:

Special Instructions (i.e. room arrangement for meeting, head table, decorations, etc).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature and Date

For Office Use Only

Svc. Ctr. Office

Set Up Crew

CNP

**Enterprise City Schools Service Center  
Cost of Meals 2014-2015**

Meal #1	Meal #2	Meal #3	Meal #4	Meal #5
Fried Chicken	Grilled Pork Chop	Grilled Boneless Chicken Breast	Sliced Roast Beef	Catfish Filet
Green Beans	Scalloped Potatoes	Scalloped Potatoes	Green Beans	Cole Slaw
Potato Salad	OR	OR	Seasoned Rice	Cheese Grits
Roll	Mixed Vegetable Casserole	Rice	OR	French Fries
Tea	OR	Mixed Vegetable Casserole	New Red Potatoes	Hushpuppies
Supplies	Squash Casserole	Green Salad	Tossed Garden Salad	Tea
	String Beans	Roll	Homemade Rolls	Supplies
	Green Salad	Tea	Tea	
	Roll	Supplies	Supplies	
	Tea			
	Supplies			
Meal Cost	Meal Cost	Meal Cost	Meal Cost	Meal Cost
\$12.00	\$12.00	\$12.00	\$12.00	\$15.00
Choice of Dessert	Choice of Dessert	Choice of Dessert	Choice of Dessert	Choice of Dessert
Total Meal Cost	Total Meal Cost	Total Meal Cost	Total Meal Cost	Total Meal Cost
Meal #6	Meal #7	Meal #8	Meal #9	Meal #10
Sliced Baked Turkey	Chicken Salad Plate	Choice Rib Eye Steak	Hamburger Steak w/ Gravy	Spaghetti w/ Meat Sauce
Dressing w/ Gilet Gravy	Chicken Salad on Bed of Lettuce	OR	Broccoli	Tossed Garden Salad
Cranberry Sauce	Grapes	T-Bone Steak	Seasoned Rice	Garlic Bread
Garden Peas	Strawberries	Baked Potato w/Butter or Sour Cream	OR	Tea
Sweet Potato Patties	Carrot Strips	Tossed Green Salad	Mashed Potatoes	Supplies
Congealed Salad	Stuffed Celery	Rolls (2)	Tossed Garden Salad	
Homemade Rolls	Olives	Tea	Homemade Rolls	
Tea	Assorted Crackers	Supplies	Tea	
Supplies	Tea		Supplies	
	Supplies			
Meal Cost	Meal Cost	Meal Cost	Meal Cost	Meal Cost
\$12.00	\$10.00	*Choice Grade: \$20.00	\$12.00	\$10.00
Choice of Dessert	Choice of Dessert	*Prime Grade: \$25.00	Choice of Dessert	Choice of Dessert
		*Price subject to market value		
Total Meal Cost	Total Meal Cost	Total Meal Cost	Total Meal Cost	Total Meal Cost

Dessert Choices:

Pecan Pie	\$1.50	Chocolate Heaven	\$1.50
Banana Pudding	\$1.75	Peach Cobbler	\$1.50
Red Velvet Cake	\$1.50	(Optional Ice Cream Cup)	\$1.50
Sour Cream Pound Cake	\$1.50	Sheet Cake (min. decorations)	\$1.50
Strawberry Shortcake	\$1.75	Cookies	\$1.75

\*Choice of meal must be made and submitted 14 days in advance. A firm number to be served must be submitted 7 days in advance.

