

Selma City Schools
Facility Rental Agreement

2194 Broad Street, Selma, AL 36701
Phone: (334) 874-1600
Office Hours are Monday-Friday 8am - 4:30pm
www.selmacityschools.org

Renter: _____

Facility Rented: _____

Address: _____

Daytime Phone: _____

Email: _____

Date: _____ **Time: From** _____ **To:** _____

Type of Event: _____

Non-Profit: _____

Rental Fee Received: _____
Cash <input type="checkbox"/>
Check <input type="checkbox"/> Number: _____
Deposit for Locked facilities: _____
Key #: _____

All facility agreements are made through the Central Office.

Rental Facilities

(All fees are to be paid two (2) weeks in advance unless otherwise agreed upon)

- | | |
|--|---------------------|
| <input type="checkbox"/> <u>J. A. Pickard Auditorium</u> | Daily Rental \$1600 |
| <input type="checkbox"/> <u>Selma High Auditorium or Gymnasium</u> | Daily Rental \$1600 |
| <input type="checkbox"/> <u>R. B. Hudson Auditorium or Gymnasium</u> | Daily Rental \$500 |
| <input type="checkbox"/> <u>School of Discovery Gymnasium</u> | Daily Rental \$500 |

Rehearsal Fees

- Daily Rehearsal fee \$100 Per Day

Conditions for use of the school facility

- Renter must secure liability insurance for their event.
- It is understood that the organization renting a school facility will be fully responsible for the care of the school facility and will pay for any damages incurred during the rented period.
- Any person, firm, corporation or association that knowingly sells, gives or dispenses any alcoholic beverage to any school student under the age of 21 years, or keeps or has in possession any alcoholic beverage in or on the campus or premises of any school building of any public secondary or grade school is guilty of a felony and, upon conviction thereof, shall be imprisoned in the state penitentiary for a period of from one to three years. (Acts 1947, No. 532, p. 388). Code of Alabama, Laws Relating to Education, §16-1-10.

The renter must sign this Rental Agreement. By doing so, the Renter agrees to adhere to the following requirements, unless special arrangements have been noted by staff on this Rental Agreement, and agrees to accept the consequences for their failure to do so.

A. **Reservation:** Reservations are only made by completion of this form, receipt of payment and any applicable deposit, and presentation to the Selma City School Board Office, 2194 Broad Street. A copy of this agreement is available at the Selma City School Board Office and selmacityschools.org.

B. **Cancellation:** The renter needs to contact us as soon as possible so that it can be rented if requested by someone else.

C. **Nuisance:** The Renter is responsible for the conduct of guests during the rental period, and if anyone causes a public nuisance, it may, at the discretion of the Police Department, be grounds for ejection from the facilities.

D. **Trash:** Trash containers and liners will be provided; Renters must ensure that all refuse is placed in these containers.

E. **Animals: Only certified service dogs are allowed in our Facilities.**

F. **Minimum age:** Renters must be at least 18 years of age, and the event must be supervised by a responsible adult 18 years of age or older at all times.

G. **Alcohol:** The Renter shall indemnify and hold the Selma City Schools District harmless for any liability introduced by the consumption of alcoholic beverages upon school property during the rental period.

H. **Facilities rented:** The School's Facilities require a substantial annual maintenance cost, with most of the usage occurring on weekends. If a Renter encounters a conflict, they are encouraged to contact the Police Department's non-emergency number, (334) 876-1260, or the County Sheriff Dispatch, (334) 874-2530.

I. **Rate increases:** The rental rates are subject to change at any time, but generally, the Board reviews all fees in rates in September of each year.

J. **Parking:** Vehicles are not allowed on grass or sidewalks.

Signature: _____ Date: _____

***** Office Use Only *****

City Staff Notes: _____

