



Policies and Procedures Summary

1. When a function is attended by minors, one adult must be present for every ten minors. An adult is considered to be 21 years of age or older. Only an adult may rent the facility.
- 2. The user is responsible for furniture set up and tear down. The user will put all tables and chairs into the store room after their function, tables upside down on table racks and chairs facing the same direction on chair racks.**
3. Decorations shall be limited to tabletops or free standing. No tape, tacks, pins or any other kind of adhesives will be used on the walls, ceilings or acoustical panels.
- 4. No Rice, birdseed, confetti, glitter, or like material will be allowed inside or out of the facility.**
5. Cleaning: The user is responsible for vacuuming and mopping after function. Kitchen is to be cleaned before vacating premises; sinks, counters, coffee pots, refrigerator, table tops and floor. All trash/debris must be placed in the dumpster located in the fenced area near the Civic Center. Trash cans are available inside the facility, cleaning equipment may be found in storeroom, kitchen or outside the kitchen door.
- 6. The user is responsible for turning off lights before exiting, making sure all doors leading outside are locked, and returning the key to the Gulf Shores Police Department.**
7. Equipment and supplies located in the facility are the property of the City of Gulf Shores. No City property will be loaned or permitted to be removed from the premises under any condition.
- 8. No smoking** is allowed in the building at any time. Smoking is allowed in the designated smoking area between the Civic Center and Adult Activity Center per City ordinance.
9. Please consult page two of the Rental Agreement for a complete list of requirements.

Damage and Cleaning

- 1. Damage to the facility or failure to leave the facility clean could result in the cancellation of any remaining scheduled events and pursuit by the City for collection of damages sustained by the City facility.**