



SMALL TOWN, BIG BEACH

## Rental Rules & Guidelines

### Harry W. Roberts Community House

300 East 16<sup>th</sup> Avenue  
Gulf Shores, AL 36542

**Square ft: 2,100**

**Capacity: 96**

**Intended Usage-** to provide meeting and activity space to residents, civic organizations and businesses of the City of Gulf Shores. The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties, and luncheons. The facility may be used by businesses for staff meetings or on a once per year basis for informational seminars.

**General Rate-** applies to any event that is social or civic. Such events may include but are not limited to: wedding receptions, birthday parties, social conventions, banquets, holiday gatherings, etc.

**Resident Rate-** applies to any event that is social or civic in which case the individual or business resides in the corporate limits of Gulf Shores. The renter must be able to provide proof of residency. Acceptable proofs of residency are: valid drivers' license, recent utility bill, voter registration, copy of lease and/or business license.

|                         |                                       |
|-------------------------|---------------------------------------|
| <b>Commercial Rate</b>  | <b>Not available at this facility</b> |
| <b>General Rate</b>     | <b>\$250 per day**</b>                |
| <b>Resident Rate</b>    | <b>\$175 per day**</b>                |
| <b>Damage deposit</b>   | <b>\$100</b>                          |
| <b>Cleaning service</b> | <b>\$200</b>                          |

Welcome to the Harry Roberts Community House. This facility is scheduled through the Recreation and Cultural Affairs Division, located at the Gulf Shores City Store, 1821 Gulf Shores Parkway, Gulf Shores AL, 36542. The mailing address is Rental Specialist, P O Box 299, Gulf Shores, AL 36547. The telephone located in the kitchen was installed for your convenience and use. The number is (251) 968-9556.

#### TERMS, CONDITIONS AND USER RESPONSIBILITIES

- A.** The general purpose of the Harry W. Roberts Community House is to provide meeting and activity space to residents, civic organizations and businesses of the City of Gulf Shores.
- B.** The facility may be used for activities such as civic organization meetings, civic organization sponsored events such as fund raisers, other public activities, parties, and luncheons. The facility may be used by businesses for staff meetings or on a once per year basis for informational or educational seminars of not more than 96 people.
- C.** Only an adult may rent the facility. An adult is considered to be 21 years of age or older. When a function is attended by minors, one adult must be present for every ten minors.
- D.** All rentals are based on an eight (8) hour day. Hours over eight (8) are charged at \$25 per hour.
  
- E.** Keys to the facility will be checked in and out to scheduled users by the Rental Specialist at 1821 Gulf Shores Parkway, Gulf Shores AL, 36542.
- F.** No smoking is allowed in or around the building at any time, pursuant to City of Gulf Shores Ordinance 1478.
- G.** NO ALCOHOL is allowed on premises. No smoking is allowed in or around the building at any time.
- H.** All food service and use of kitchen facilities must comply with all Alabama Department of Public Health regulations. All caterers must be licensed in the City of Gulf Shores. It is the renter's responsibility to verify.
- I.** No frying of food is allowed in the building at any time by order of the Fire Marshal.
- J.** No inflatable or bouncing structures are allowed inside the building.
- K.** The user is responsible for furniture set up and tear down. The user will stack all chairs on tables prior to departure.
- L.** Decorations shall be limited to tabletops or free standing. **No tacks, pins, staples, nails, tape, or any other kind of adhesives shall be used on the walls, ceilings or acoustical panels. Attaching anything to the building will be considered damage. You will be charged additional monies.**
- M.** No Rice, birdseed, confetti, glitter, or like material will be allowed inside or out of the facility.
- N.** 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.
- O.** 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 will be taken to the dumpster located directly outside south entrance. Trash cans are available inside the facility, cleaning equipment may be found in storeroom, kitchen or outside the kitchen door.
- P.** The user is responsible for turning off lights before exiting, making sure all doors leading outside are locked, and returning the key to the drop box at the Gulf Shores City Store located at 1821 Gulf Shores Parkway, Gulf Shores AL, 36542.

#### SPACE AND EQUIPMENT

The meeting room dimensions are 29' x 50'. Equipment located in the facility:

|                               |                            |                      |
|-------------------------------|----------------------------|----------------------|
| 5 - 6' rectangle tables       | 96 - chairs                | 24 - 36"x36" folding |
| 1 - convection/microwave oven | 1 - household refrigerator | 1 - ice machine      |

\* Please be prepared to bring your own supplies such as dish soap, dish towels, salt & pepper, trash bags, etc.

#### CANCELLATION/REFUND POLICY

A. In case of cancellation: 90% of the rental rate will be refunded if event is cancelled 180 days or more prior to scheduled event; 75% of rental rate will be refunded if event is cancelled 91 to 179 days prior to scheduled event; 0% of the rental rate will be refunded if event is cancelled 90 days or less prior to scheduled event.

#### DAMAGE AND OR CLEANING

A. Damage to the facility or failure to leave the facility clean will result in loss of your damage/cleaning deposit, pursuit by the City for collection of damages sustained and cancellation of any remaining scheduled events.

#### AGREEMENT

By executing this agreement and paying the appropriate fee, the undersigned Lessee agrees that he/she has read and understands the above information regarding terms and responsibility, agrees to the terms, and further that any damage to the Harry Roberts Community House will be the responsibility of the Lessee and paid for by the Lessee.