



# City of Odenville

183 Alabama Street  
Odenville, AL 35120  
Phone: (205)629-6366  
Fax: (205)629-7153

Rodney Christian, Mayor

## CIVIC CENTER RENTAL APPLICATION

DATE/TIME PERSON APPEARED IN PERSON TO RENT CIVIC CENTER \_\_\_\_\_

NAME OF PERSON RENTING CIVIC CENTER \_\_\_\_\_

ADDRESS OF RENTER \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PURPOSE FOR RENT \_\_\_\_\_

DATE NEEDED \_\_\_\_\_

HOURS NEEDED FROM \_\_\_\_\_ TO \_\_\_\_\_

DO YOU LIVE IN CITY LIMITS \_\_\_\_\_ RENTAL FEE \$75.00

JURISDICTION \_\_\_\_\_ RENTAL FEE \$125.00

I, (RENTER) \_\_\_\_\_ HAVE READ THE RULES  
AND AGREE TO ABIDE BY ALL OF THEM. IF I DO NOT RETURN A PUNCH LIST SIGNED BY AN  
OFFICER ON DUTY, MY DEPOSIT WILL NOT BE RETURNED.

### FOR OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ RECEIPT # \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_

CLERK \_\_\_\_\_

Council  
Jimmy Bailey, Mayor Pro Tem  
Ed Brasher  
Jeff Forman  
Brenda Riddle  
Don Smith

## RULES FOR RENTAL OF CIVICCENTER

Reserved Rental Date: \_\_\_\_\_

The City of Odenville is very proud of our Civic Center and would like to keep it in a manner that we would be proud to open it at any time. We would like your cooperation in keeping the appearance up. We welcome your use of the center. It is for the service of the public. We also expect you to be proud of it and respect it by following the rules:

1. **The rental of the Civic Center must be done in person.** The Civic Center rental fee for the citizens that live in the city limits of Odenville is \$75.00, and outside of the city limits is \$125.00. The address is not determined by the postal service's zip code. The deposit is \$100.00. It will be refunded if room is cleaned properly and an officer has signed the punch list.
2. The Civic Center is to be closed and vacated by 11:30 p.m.
3. The individual renting the Civic Center will be responsible for any and all damage done to the property or dwelling, therefore resulting in the City keeping the deposit paid.
4. There shall be adult supervision each and every time the Civic Center is rented. No minors are to be left unsupervised at any time.
5. No alcoholic beverages allowed.
6. No smoking allowed.
7. There will be no dancing in the Civic Center with shoes on, sock feet only.
8. Do not stand on chairs or tables. No sitting on tables.
9. Do not use the piano.
10. Do not remove anything (utensils, towels, coolers, etc.) from the facility.
11. The punch list provided when you rented the center is to be completed and signed by an officer on duty or your deposit will not be returned.
12. Before leaving, call central dispatch @ 205-629-3333 to have an officer lock the center.

There are (8) 6 ft round tables and (2) 8 ft long tables available for use.

# Civic Center

---

Due to the high volume of renters and our efforts to keep the rental rates low, each renter will be required to have an Odenville Police Officer sign off on the following punch list after each rental. If this punch list is not returned to the city hall signed by an officer on duty during your event, your deposit will not be returned to you. You are asked to call (205)629-3333 to have the center locked and have an officer inspect the facility. The only other alternative would be to raise the cost of rental and pay an outside source to clean up after each event. Please help us keep our civic center clean and affordable for our community.

Please **DO NOT** use the piano or remove anything (utensils, coolers, etc.) from the kitchen or center.

1. \_\_\_\_\_ Sweep & Mop kitchen, dining area, and entrance.
2. \_\_\_\_\_ Wipe down kitchen counters and sinks
3. \_\_\_\_\_ Put chairs back in place
4. \_\_\_\_\_ Put tables back in place
5. \_\_\_\_\_ Wipe down tables
6. \_\_\_\_\_ Remove all tape from the walls or any other place used
7. \_\_\_\_\_ Empty trash and replace bags (Dumpster is located on the side of building)
8. \_\_\_\_\_ Windex foyer entrance doors
9. \_\_\_\_\_ Check bathrooms

You must provide your own cleaning supplies. (Cleaners, garbage bags, towels, rags, etc.)  
Mops & Brooms are located in the closet between the restrooms in the foyer.

I certify that I have fully inspected the civic center and all items above have been completed. I also certify that there was no noticeable damage caused.

OFFICER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_