



RENTAL DATES

LESSEE/REPRESENTATIVE

NAME OF GROUP/ENTITY/EVENT

WIFI NEEDED?

LESSEE/REPRESENTATIVE ADDRESS

LESSEE/REPRESENTATIVE PHONE

LESSEE/REPRESENTATIVE EMAIL

SEND DEPOSIT REFUND SAME ADDRESS?

Alma Community Center Rules & Regulations

1. Must be 21 years of age or older to rent.
2. No drugs, tobacco, or alcohol use are allowed in or around the facility. No firearms or weapons allowed. No animals allowed.
3. All decorations must be approved by parks department; use of adhesives, tape, staples, pushpins, nails, glitter, etc. on city property is prohibited.
4. Tossing of confetti, rice, birdseed, silk or plastic flowers and other materials are prohibited. Only live flower petals are allowed to be thrown on public grounds.
5. All visible signs or decorations, including plants, must be removed, and/or properly disposed of immediately after event.
6. Applicant must supply their own trash bags for clean-up. All bags must be properly disposed of prior to leaving the event.
7. There are tables and chairs available for use. Do not sit or stand on tables, do not stand on chairs. Tables and chairs are not to be removed from the facility. Sink and food serving areas are available. No raw material (food/trash or other debris) may be dumped into sinks. Cooking is not allowed and grills/etc. may not be brought into the facility. Damages will be billed to the lessee.
8. Please follow all current and applicable CDC regulations relating to viruses such as influenzas and Covid.

I understand that I am entering into a legal agreement to lease the Alma Community Center from the City of Alma, Arkansas. I enter into this agreement, and promise to follow, obey, and adhere to all the rules & regulations of the Alma Community Center and to local laws. I further agree to being financially and legally responsible for any damages, cleaning, or repairs due to mine or my guest's negligence.

LESSEE/REPRESENTATIVE SIGNATURE _____ DATE _____

I have been issued a key/key code to the Alma Community Center which I will safeguard from being lost or stolen. In the event that a key/key code is lost or stolen, I will notify the City of Alma immediately. I understand that I will be responsible for any damages or repairs associated with the loss.

LESSEE/REPRESENTATIVE SIGNATURE _____ DATE _____

ACCESS INFO:

DOOR CODE

WIFI CODE

KEY #

RESERVATION INFORMATION:

- We accept Checks, Cash, or Credit/Debit Card
- Payment in full is required within 72 hours after booking or the reservation shall be canceled.
- Your group is expected to leave area in a clean condition free from damage, debris, litter.
- Patrons do not break down tables and chairs after the event.
- The city is not responsible for security of any item brought in or left in the facilities.
- Loud and excessive noise (music included) is strictly prohibited. Use of profane language is prohibited.

DEPOSIT & PAYMENT

must be included in one check. Your deposit will be returned to you in the form of a check from the city 2 weeks after the date of your reservation. Deposit will be forfeited if any lost keys, damage, or cleaning required as a result of rental.

- You will be responsible for any additional costs that may occur.
- Cancellations are required at least ten (10) days prior to the reservation date or no refund will be given.
- Upon leaving turn out lights, lock doors, and leave key in door box outside building.

DEPOSIT & FEES:

Mon-Thurs. \$125.00 | Fri-Sun. \$175.00
Cleaning Deposit: \$50.00

FOR OFFICE USE ONLY:

_____	_____
RESERVED DATE	EVENT DATE
_____	_____
PAID DATE	PAID AMOUNT
_____	_____
RECEIPT #	REFUND AMOUNT
CASH <input type="checkbox"/> CREDIT <input type="checkbox"/> CHECK <input type="checkbox"/>	
_____	_____
CHECK #	REFUND MAIL DATE