



BLUFF PARK COMMUNITY CENTER RENTAL CONTRACT

Rules and Information – Office 444-7788

Rental Fee \$200.00 up to 4 hours - \$390.00 up to 8 hours

60 people maximum, 60 chairs, (10) 6' tables

1. **Only Hoover Residents, twenty-one (21) years of age or older may rent the Bluff Park Community Center, pick up the key, sign the contract and leave the \$100.00 security deposit.** All money must be paid with the resident's personal check bearing their home address and phone number. Payment of rental fee confirms reservation, Failure to make prompt payment will result in cancellation. **Renting resident must be in attendance at function. CANCELLATION POLICY: Two weeks notice required for refund.**
2. The Bluff Park Community Center is to be used for civic and social functions only. **No business, religious, political, sorority or fraternity functions allowed** Only one reservation is allowed at a time. Holidays, (November and December) may be booked after June 1, in fairness to all.
3. All teenage (13-19 yrs old) functions require a Hoover Police Officer to be in attendance at the expense of the renter.
4. **No alcoholic beverages, in any form, are allowed in the Bluff Park Community Center or on the park grounds.** Smoking is not permitted inside the facility.
5. The rental time is inclusive for set-up, function, and clean up. **Persons entering the facility prior to, or leaving after their allotted time will forfeit their security deposit.**
6. Renter is responsible for the set-up and clean up. No furniture may be taken **outside**; all furniture and plants must remain in the same location. The kitchen is not equipped with a disposal, therefore, all garbage must be bagged and taken to the outdoor receptacles (bring large trash bags).
7. **No decorations, banners, streamers, etc. are allowed on walls or windows.** Balloons are permitted inside the building. **No open flames (candles, etc.) are permitted.**
8. **No pets are allowed in the Bluff Park Community Center or surrounding grounds (dogs, cats, etc.)**
9. **All Hoover Park facilities close at 10:00 p.m.** The building must be thoroughly cleaned, coffeemaker and **all** lights turned off (entry lights are set to remain ON) and **all** doors locked.
10. After each function an inspection will be made to determine if **all** rules have been followed and the facility is properly cleaned. If not, security deposit and future rental privileges **will be forfeited.**

Your signature below indicates agreement with contract and responsibility for any and all damages. Abuse of rules will result in disqualification of future use of facilities and also a fine

Hoover Park Board facilities chairperson will have final authority.

(Revised 10-1-08)

I ACCEPT RESPONSIBILITY OF ABOVE RULES

Signature _____

Address _____

Phone # (Home) _____

Phone # (Business) _____