

Gilbreath-McCain Community Center Rental Agreement

Purpose and Scope

The Gilbreath–McCain Community Center (formerly known as the Auditorium) will continue to be available **at no cost** for the following uses:

- **City departments, businesses, and local organizations** for work-related programs, meetings, events, and community gatherings.
- **All public meetings** held for government or community transparency.

This rental policy establishes guidelines for the **private use** of the facility by individuals or groups for events such as wedding showers, baby showers, birthday parties, family gatherings, and other non-city, non-public activities.

These guidelines ensure consistent scheduling, proper care of the facility, and fair access for community members. **Library programs and events** will always take scheduling priority over all other uses. If an event does not clearly fall into either the no-cost or rental category, the determination of cost will be made at the discretion of the Library Director.

The outdoor amphitheater adjacent to the Community Center is a public space open for general use and is not available for private rental or reservation. While a Community Center event is taking place, the amphitheater will remain accessible to the public.

Rental Fees

- The rental fee for private use of the Community Center is **\$25 per hour**.
- A **\$100 deposit** is required and will be refunded after the rental if the room is undamaged and the meeting ends on time; it will be kept if there is damage or the meeting runs over.
- The reservation period must include all time needed for set-up and clean-up.
- Rentals extending beyond normal Library operating hours require approval by the Library Director and incur an additional \$15 per hour fee.

Rules and Conditions of Use

- The facility may be rented by individuals age 21 or older.
- Reservations may be made up to six (6) months in advance.
- Full payment of the rental fee and deposit is required at the time of reservation. Refunds will be issued if the event is canceled at least seventy-two (72) hours prior to the scheduled use.
- The facility may only be reserved on days the Library is open unless otherwise approved by the Library Director.

- The renter may not transfer or sublease their reservation to another individual or group.
- The Library reserves the right to cancel or modify reservations due to emergencies, weather conditions, facility issues, or unforeseen Library needs.
- Renters are required to complete a pre-event and post-event walk-through with Library staff. If, during the post-event walk-through, the room is deemed to be left in disrepair or requires professional cleaning, additional cleaning or damage fees may be assessed.

Equipment and Supplies

- Use of any audio/visual equipment requires an additional walk-through with Library staff prior to the event.
- Use of the piano is permitted **by prior approval only** and must be requested at the time of reservation. The piano may only be used by designated individuals approved by the Library Director or Library staff. The renter is responsible for any damage to the piano resulting from use during the rental period.
- The piano may not be moved, repositioned, or relocated under any circumstances.
- The Library does not provide tablecloths, plates, napkins, utensils, or cups.
- Tables and chairs are available for use and must be wiped down and returned to their original storage locations.
- Use of kitchen appliances is limited to refrigeration, microwave, and food preparation only. Cooking, frying, or use of heating appliances is not permitted.

Facility Care and Cleaning

- Floors must be swept and mopped as needed. Cleaning supplies are available in the tall pantry cabinet at the end of the kitchen.
- All trash must be removed from the facility and placed in the dumpster located in the parking lot.
- No food may be left in the refrigerator following the event.

Prohibited Activities and Items

- Smoking, vaping, or use of tobacco products is strictly prohibited.
- Alcohol is strictly prohibited.
- Candles, open flames, or flame-producing decorations are not permitted.
- Nothing may be attached to walls, doors, ceilings, or other surfaces.

Occupancy and Safety

- Maximum occupancy for the Community Center may not exceed posted fire code limits.
- All exits must remain clear and accessible at all times.
- Any children attending events must be under the direct supervision of a responsible adult at all times.
- Children may not roam freely in other areas of the Library outside of the Community Center during a private rental.
- The renter is responsible for ensuring that all attendees, including children, comply with Library rules and safety expectations.

Liability

- The Guntersville Public Library is not responsible for damaged, lost, or stolen items brought into the facility by renters.
- The renter agrees to assume responsibility for the conduct of all event attendees and for any damage to Library property caused during the rental period.
- The renter agrees to indemnify and hold harmless the Guntersville Public Library and the City from any claims, damages, or liabilities arising from the use of the facility.