

**RESOLUTION NO. 5298-24**

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 3039-18  
SETTING FORTH THE RULES AND REGULATIONS FOR THE  
OPERATION OF THE FAIRHOPE MUNICIPAL CIVIC CENTER COMPLEX  
LOCATED AT 161 N. SECTION STREET, FAIRHOPE, ALABAMA**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:**

I. The facilities located in the Municipal Civic Center Complex, namely the Main Auditorium, the Lobby, the Council Chambers (Municipal Court), Delchamps Suites, and the Kitchen will be regulated as outlined herein.

II. RESERVATIONS

a. Reservations shall be on a first come, first served basis, except for Governmental functions which shall take precedence over all other functions and may necessitate the cancellation or postponement of an event.

b. Persons or groups wishing to reserve one or more of the facilities must complete, date, and sign an Application for Use of Fairhope Civic Center form, Cancellation Policy, Indemnity/Hold Harmless Agreement, agree to Resolution No . 5298-24, and pay the required rental deposit in order for the reservation to be entered on the Activities Calendar located at the Fairhope Civic Center. No reservations will be confirmed or booked until the deposit is paid.

c. Persons or groups using one or more of the facilities must also obtain a Special Event Insurance Policy naming the City of Fairhope as additional insured for any event open to the public, where tickets are sold, and/or alcohol is on the premises.

1. A mandatory Certificate of Liability Insurance policy showing the minimum requirements must be provided to and accepted by the City, at least seven days prior to the submitted rental date. The insurance policy naming the City of Fairhope as additional insured for any event open to the public or where tickets/money/ donations are exchanged.

2. Special Event Insurance Policy coverage and minimums:

Commercial General Liability

Coverage on an Occurrence from with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

3. Coverages to include:

Premises and operations  
Personal injury and Advertising Injury  
Products/completed operations.  
Independent Contractors  
Blanket Contractual Liability  
Broad Form Property Damage

d. Cancellations or date changes must be in writing and signed by the application holder and must be given to and accepted by the Facilities Management office at the Fairhope Civic Center not less than sixty (60) days prior to the event for any refund to be given. Fee refunds will be made by check, less a 20% handling charge. No refunds will be made for cancellations made within (60) days of the event.

e. Groups that have events that occur annually and have rented the auditorium for at least five consecutive years shall have the right for advance booking provided that the City receives a completed application(s) and deposit(s) paid at least four months prior to the requested dates.

4. Groups may use the complex facilities for meetings, conventions, dinners, etc., but will not be permitted use the facility on a regular weekly basis.

5. Rental and hourly rates shall be charged consecutively, per day, as follows:

Auditorium \$585.00 for residents (who live inside the City Limits) and \$700.00 for non-residents Monday - Friday 8:00a.m. - 5:00p.m.

\$585.00 (residents) and \$700.00 (non-residents) + \$50.00 per hour after 5:00p.m. and anytime during the weekend.

Lobby	\$175.00
Council Chambers	\$150.00
Delchamps Room 1	\$150.00
Delchamps Room 2	\$100.00

a. **An hourly rate of \$50.00 per hour will be charged for each consecutive hour of use after 5:00 p.m. on weekdays and anytime on the weekends from the time the first person arrives until the last person leaves. This hourly charge will be \$125.00 per hour on recognized City holidays.**

b. Rentals at the Fairhope Municipal Complex will not be permitted after 12:00 a.m. Event breakdown and clean-up (at minimum) should start at least one hour prior to the 12:00 a.m. closing time. Cleanup and equipment/decoration removal should be properly estimated and planned before renting the facility. Mardi Gras and City sponsored events are excluded from this policy.

6. The Main Auditorium rental fee includes tables, chairs, and a one-time set-up. An extra setup fee of \$150.00 will be applied for any changes to the event set up, before or during an event. Only Civic Center employees are allowed to move or reset Civic Center property.
7. Other Equipment and Incidental Fees
  - a. Commercial Kitchen \$150.00
  - Stage Runway with lights and stairs \$200.00
  - Dressing Rooms – Stage L/R \$75.00 per room
  - Projector and Screen (stage broadcast) \$75.00
  - Scissor Lift \$100.00 per hour
  - Portable Bar \$75.00
  - Mandatory Cleaning Fee \$200.00 min. fee/\$50.00 per hour in excess of 4 hours
  - Stanchions and Coat Racks \$50.00 per (5) units
  - Parking Lot Tent Permit Fee \$125.00 per tent
  - A/V Package – Set-/test sound lights of podium/microphone, sound mixer, clear-com headsets, CD player, stage lights and light board, stage monitors, up to five microphones. \$200.00
8. The Fairhope Public Schools and Thomas Hospital may use the Fairhope Civic Center provided it has not been booked. See Resolution No. 4871-23 or Resolution adopted for the present fiscal year and Ordinance No. 1486.
9. The City of Fairhope, its departments and agencies, and City sponsored functions shall be exempt from rental fees provided the functions will improve the skills, finances, or betterment of the sponsoring department or portray the City of Fairhope in the best light for the good and benefit of the citizens of Fairhope. This does not relieve the said departments from clean-up and security responsibilities.

### III. RULES AND REGULATIONS

1. The number of Auditorium seats is to be given at the time of booking. Maximum seating and/or crowd capacity will be as per the Fire Code. Fire and exit lanes will always be open. Chairs will not be disconnected and moved into aisles.
2. Access to the building must be arranged with Facilities Management.
3. Persons or groups renting the Fairhope Civic Center shall have priority of the parking spaces during normal operating hours with exception of the spaces required by City Hall and the University of South Alabama College of Nursing.

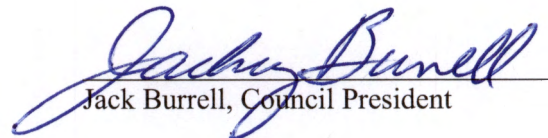
4. Law Enforcement Personnel must be scheduled through the Fairhope Police Department and be present during the entire event. Events requiring Law Enforcement Personnel include any event where alcohol is present or any function at which security is deemed necessary by the City of Fairhope.
5. Facilities Management will be the final authority regarding decorations:
  - a. Decorations must be placed on the day of the event. No equipment or materials will be allowed to be placed prior to the day and time of use unless approved by Facilities Management.
  - b. No painting will be permitted inside or outside the facility.
  - c. All decorations are to be free-standing or approved by Facilities Management. No nails, tacks, brackets, or self-adhesive tape will be allowed on or in the walls, ceilings, floors, windows, or any material that will deface, mark, or cause damage.
  - d. No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. Wedding sendoff items/throws must be approved by Facilities Management. All candles must be self-contained, battery candles preferred. If any of these are found on the floor, there will be additional clean-up/damage fees.
  - e. All decorations, personal equipment, supplies, and other materials must be removed following an event before the renter leaves the premises. Decorations that are to be shared with other groups may be left in place, ONLY if prior arrangements are made with and APPROVED by Facilities Management.
6. In order to maintain health standards as required by state and county regulations, all users of the kitchen must comply with Alabama Department of Health guidelines.
  - a. The kitchen, along with its appliances and equipment, will be used only in conjunction with the rental of the Auditorium or by City Personnel.
  - b. Alcohol must be served by a bartender or caterer. If a cash bar is used, alcohol is sold, renter/caterer must show proof of proper ABC licensure.
  - c. The renter must use a licensed catering service, with a current business license and health permit, for the event. The renter and/or caterer serving food/drink will furnish pots, pans, trays, plates, saucers, cups serving dishes, glasses, and silverware all of which will be washed before use.
  - d. All equipment, including utility carts, coffee, and tea urns, will be cleaned after use.

- e. All appliances including stoves, ovens, microwaves, refrigerators, sinks, work areas, utility carts, and slicing equipment will be cleaned after use.
  - f. Grease shall be disposed of properly by the renter or caterer.
  - g. It is the responsibility of the renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or renter are responsible for ensuring that the kitchen is clean and sanitized. Facilities Management can provide a detailed list of responsibilities.
7. No food or drink will be allowed in the Sound Room or the Council Chambers.
8. Garbage and Debris:
- a. All loose debris, including cups, plates, and napkins must be removed from tables and the floor swept of debris.
  - b. All garbage and debris will be removed from the building by the renter as needed during and at the close of the function.
  - c. All garbage bags must be tied and placed in the garbage containers provided, behind the kitchen area, outside of the facility.
  - d. The city will not clean up debris left by a decorating group. All debris is to be hauled off by the renter.
9. Permission from Facilities Management will be required for any person or group to bring into the building and use an appliance with special power requirements or cooking apparatus other than that provided by the Civic Center.
10. Stage light settings will be accomplished by auditorium users, and, when function is over, stage lights must be reset for general use. All step ladders will be returned to the original storage place after use, or the renter will be assessed extra fees.
11. The only persons allowed in the sound equipment room upstairs will be the persons in charge of the activity and persons required to operate sound and light systems.
12. The piano will remain on stage at all times. Nothing will be placed or stored in or on this instrument.
13. If children are present during the function, they must be supervised at all times. Any damaged or broken items will be the renter's financial responsibility as determined by the City of Fairhope.
14. All personal equipment, supplies, decorations, and other materials will be removed at the close of the activity.

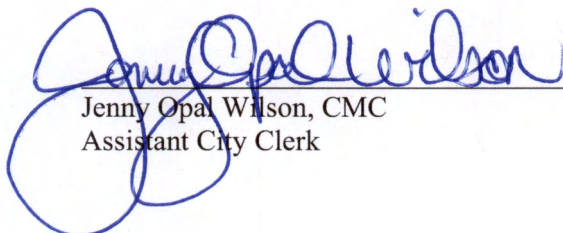
15. No City property or inventory items, such as chairs, tables, podiums, movie projectors, screens, kitchen utensils, pots, pans, silverware, dishes, etc. will be loaned or permitted to be removed from the premises under any condition.
16. All groups and organizations are responsible for their own clean-up of the kitchen, decorations, garbage, and debris. Anything brought in by the renter and/or caterer must be removed by the renter and/or caterer. It is the responsibility of the renter to ensure that the Rules and Regulations are adhered to. Facilities Management will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess whether additional clean-up fees will be charged. An additional clean-up fee at the rate of \$50.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the renter.
17. Additional fees will be charged for any damaged or missing items which include, but are not limited to, any broken or missing items from the facility, and carpet and/or tile restoration (e.g., dragging coolers and other heavy equipment across the floors).
18. The Fairhope Municipal Civic Center Complex is a smoke-free facility. In compliance with City Ordinance No. 1311, "smoking is prohibited within a reasonable distance often (10) feet outside an enclosed area where smoking is prohibited, so as to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or other means." No smoking, use of other tobacco products, e-cigarettes, vaping, or other forms of smokeless tobacco are permitted in City facilities. It is the renter's responsibility to ensure that all of those present at the function are made aware of and adhere to this Ordinance.
19. All rentals and events shall not violate any Federal, State or Local law, including but not limited to the Code of Alabama, Section 13A-6-68 and Section 13A-12-130.

The City Council reserves the right to amend, delete, adjust, or waive any and all stipulations set out herein.

ADOPTED THIS 19TH DAY OF DECEMBER, 2024

  
Jack Burrell, Council President

Attest:

  
Jenny Opal Wilson, CMC  
Assistant City Clerk