

ORANGE BEACH COMMUNITY CENTER
USER RESPONSIBILITY GUIDELINES

1. Set up tables and chairs.
2. ****Dance Floor for DANCING ONLY. No Heavy Equipment or Tables & Chairs to be set on dance floor. Do Not drag anything across dance floor ****
3. Wipe tables and chairs after event.
4. Stack chairs, fold tables, and put back in place.
5. Clean kitchen if used:
 - A. Wipe counters, tables and appliances.
 - B. Clean stove.
 - C. Clean sink (Food not to be disposed in sink).
 - D. Remove all food from refrigerator and clean.
 - E. Remove all food items from kitchen.
 - F. Sweep and mop floors (Use cold water for mopping please).
6. Bathrooms – Sweep/Mop
(Cleaning supplies found in Supply Room next to the Coke machine. Please replace items used. Turn off lights and close door.)
7. Remove all inside and outside trash and debris from premises, including under the kitchen cabinets to Dumpster located outside of building. New trash liners put in all trashcans (located in Supply Room).
8. Vacuum carpet and wipe up all spills.
9. Turn off all appliances. Turn off all inside lights.
10. Make sure all doors are locked.
11. Remove all personal belongings before vacating premises.
12. Turn off amplifier and microphone (If applicable).
13. User **WILL NOT** be allowed to do the following:
 - A. Sit or stand on TABLES. Stand on CHAIRS.
 - B. Attach ANYTHING to walls or ceilings.
 - C. Place tables or chairs immediately against wall.
 - D. Have an open flame such as candles on the property.
 - E. Remove any property from building.
 - F. Drag tables or chairs across the floor.
 - G. Store tables chairs in mechanical room.
 - H. Use tape on Walls or Windows.

User Responsibility Guidelines 2

**Please be advised that the City of Orange Beach's Workers Compensation Insurance Carrier will not insure your volunteers or representatives while they are working at any City of Orange Beach Parks & Recreation Facility.

**Unless special arrangements are made in advance, and upon approval by the Director of Parks & Recreation, your organization is responsible for any set-up and clean up required for use of the facility.

Please note that all equipment in or on the property belongs to the Orange Beach Community Center and/or the City of Orange Beach and shall not be removed from the facility.

The assigned city representative will inspect the property after the event. Failure to comply with any of the guidelines/rules may result in the forfeiture of the required Security Deposit.

Furthermore, as Lessee or Agent of Lessee; the undersigned user of the Orange Beach Community Center agrees:

1. She/He has read the User Responsibility Guidelines and agrees to Guidelines set here within.
2. That any damage to the property will be the responsibility of the Lessee and shall be paid for by the Lessee.
3. Will report any damage or equipment failure to Lessor.

Thank you for your help in keeping the Orange Beach Community Center running properly so others may enjoy the use of the Facility also.

ACKNOWLEDGEMENT

I, _____, understand the above rules and regulations and agree to abide by them. Failure to comply with these rules may result in the forfeiture of my security deposit.

Lessee's Signature _____

Date _____