

REGULATIONS/REQUIREMENTS
FOLEY CIVIC CENTER
P.O. Box 1750
FOLEY, AL 36536-1750
251-943-1545

It is the intent of the City Officials to make the Foley Civic Center available for the use of residents of the City of Foley as well as others in South Baldwin County.

1. Arrangements must be made with the Civic Center Manager or agent of the City of Foley for the use of any part of the Civic Center.
2. No inventory items such as chairs, tables, podiums, movie projectors, screens, kitchen utensils, pots, pans, silverware, dishes, etc. will be loaned or permitted to leave the premises under any circumstances. The artificial plants/trees in the lobby are not to be moved from their location.
3. No nails, tacks, brackets or self-adhesive tape will be allowed on or in walls, ceiling, floors or any material that will deface, mar or damage a finished surface. (This includes silly string.)
4. Any person or persons caught damaging or defacing any part of the Civic Center, inside or out, will be prosecuted to the fullest extent of the law.
5. Permission will be required for any person or group to bring into the building and use an appliance with special power requirements.
6. Religious groups may use the Civic Center for meetings, conventions, dinners, etc., but will not be permitted to use the facility as a permanent sanctuary on a regular Sunday or weekday basis.
7. Kitchen equipment and supplies will not be used by anyone other than those paying for the use of the kitchen. Ice will be provided for a fee for groups not using the kitchen facilities.
8. Groups using the Auditorium and/or Kitchen, upon making reservations will make a deposit of 50% of the total charges. Fourteen days prior to use of the facility, the remaining 50% will be paid. No deposits will be refunded due to user cancellation.
9. Specifics for Auditorium and Stage Users:

A. No equipment or material will be brought in the auditorium and stage area prior to the day and time of use as outlined in the Rental Agreement.

B. All equipment and material will be moved out of the auditorium at the end of rental hours.

C. The piano will remain on the stage at all times. Nothing will be placed or stored on this instrument.

D. No painting of any type will be permitted inside of the Civic Center.

E. Stage light setting will be accomplished by Auditoriums users.

F. 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.

G. The number of Auditorium seating will be given at the time of booking. There will not be more than 430 chairs set up on the auditorium floor at any time. Fire and exit lanes will be open at all times. Seats will not be disconnected and moved into aisles. This is a requirement of the State Fire Code.

H. No open flames or flammable fluids shall be allowed into the Civic Center unless prior written consent is give by an Agent of the City of Foley.

(Items listed above are required to protect the safety of the people and preserve your Civic Center for future users.)

10. In order to maintain health standards as required by State and County, the following requirements for Auditorium and Kitchen users must be complied with:

A. All pots, pans, trays, plates, saucers, cups, serving dishes, glasses and silverware will be washed before use.

B. After food serving has been completed, and before leaving the complex, all items listed above will be washed, cleaned and separated, (i.e. all spoons together, all knives together, all forks together) and stored in proper locations as found prior to use by you. Tables will be cleaned off!

C. Stationary equipment, including coffee and tea urns, will be cleaned.

D. Stoves and ovens will be cleaned. Sinks, work benches and slicing equipment will be cleaned.

E. All garbage will be removed from building and placed in dumpster at the close of activity.

F. All personal equipment will be removed at the close of activity.

G. Garbage bags and dish towels will be furnished by the City.

H. No containers or dishes will be removed from the building at any time.

I. Users of Auditorium only who will be serving food and drink will furnish own pots, pans and dishes. At the end of function, all tables will be cleaned off.

J. Ice machine, refrigerators, coffee and tea urns will be used only by those renting the kitchen.

(Your help in complying with the above requirements will be a great asset in meeting health standards.)

UPON EXECUTION OF THE RENTAL CONTRACT, USER AGREES TO ABIDE BY AND CONFORM WITH ALL REGULATIONS/REQUIREMENTS STATED ABOVE.