



Parks and Recreation Department Community Center Rental Clean-Up Checklist

The rental applicant is responsible for cleaning the room upon the conclusion of the event in accordance with the rules and regulations set forth in the Facility Rental Guide & Applicant Contract.

You must **clean up and be out** of the facility by the designated time on your rental application. There should be **NO CLEAN-UP** required by Mobile Parks and Recreation Staff, or you will be charged for additional rental and staff fees for any additional time used. (NOTE: 1-60 minutes = 1 hour. Clean-up will normally take one (1) hour.

The checklist below is provided to assist you in the cleaning process.

Rental Applicant Responsibilities (All Cleaning Supplies are Provided) :

1. Clean all counters and tables with disinfectant spray and clean towel
2. Clean any and all spills in stove/microwave if the kitchen is rented
3. Remove all decorations
4. Keep all exterior doors closed (i.e. do not prop doors open)
5. Stack all chairs & fold all tables and put them back exactly as they were (photos and directions are posted in each storage room)
6. Sweep entire floor and dispose with dust pan
7. Wet mop entire floor (WATER ONLY) and remove any streak marks left on floor
8. Remove and place all garbage in dumpsters located outside of building
9. Return all equipment and cleaning supplies to staff

Mobile Parks and Recreation Staff Responsibilities:

1. Conduct a pre-event room inspection for cleanliness and damage
2. Inform your group of miscellaneous information
3. Enforce rules and regulations
4. Provide clean up supplies for your group
5. Conduct post event room inspection for cleanliness, table & chairs put away properly, and damage

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.

Mobile Parks and Recreation Department (MPRD) Facility Reservation Guidelines

Cash and credit card payments will be taken at Main Office 8:00am - 4:00pm Monday - Friday. All payments paid by debit/credit card will be subjected to a ^{3%} non-refundable processing fee which will be added to the rental fee. The rental office closes at 4 PM. For information about rates you may contact our office at (251)208-1620. - Order hours &

Set-Up/Clean-Up: You must include your set-up and clean-up time in the total number of rental hours on your application. All tables, chairs, bleachers or other equipment used during a reservation must be returned to the place and position they were in at the beginning of the reservation. Failure to take down the tables and chairs will result in the forfeiture of the security deposit. Exceeding reservation hours will result in extra charges. Please leave the facility in the same or better condition as you found it. Reimbursement must be made for any furniture, utensils, or equipment misplaced, destroyed, or broken during rental.

All refuse shall be placed in appropriate cans or dumpsters outside the building.

Renters also assume responsibility for all claims, damages, or actions arising from his/her use of the facility and further agree to indemnify and hold the City harmless from any such actions or damages.

All reservations of buildings, rooms must be made by signing an existing Facility Usage Form. Deposit and payment for the use of a facility shall be made at the time the Facility Usage Form.

All Parks and Recreation Department sponsored events shall have preference in scheduling of buildings and other facilities.

Keys will not be issued to any individual or group. The renter cannot enter the facility **UNTIL** the event time stated on the rental contract. A Recreation staff member will meet you at the time of your event to unlock door and will be in charge of the facility during the entire time of the event. The staff will also sign off, clean up and lock up.

Group must leave the room exactly as they found it. If staff is required to clean-up, breakdown, repair or replace items or the area, fees will be subtracted from deposit.

Smoking and use of tobacco-related products is prohibited at all City parks and facilities.

Persons under the influence of intoxicating liquor or narcotic drugs are prohibited from entering the community center, nor shall any person bring within, possess, give away, sell or transfer any intoxicating liquors or narcotic drugs in the park or community centers.

Persons shall not gamble for money or other valuables within the center or in any park area.

For any public activity held at a MPRD facility, applicant shall comply with all applicable local, state and federal laws and regulations prohibiting discrimination of any kind.

Other rooms not reserved for renter reservation will remain locked throughout the rental.

There shall be no fundraising activities, door charges, or sale of any article for private gain (jewelry, shoes, Tupperware parties, Avon Shows, etc.)

Community Centers are generally available for rentals between the hours of 8:00am and 11:00pm. In addition, any use of a Community Center beyond 12:00 midnight must be approved by the Superintendent of the Mobile Park and Recreation Department, or his/her authorized representative.

Failure to comply with any policy may result in a forfeiture of the deposit and potential liability

City of Mobile Recreation Centers

Joseph Dotch Center
3100 Banks Avenue
Mobile, AL 36617
251-452-9856

Harmon Center
1611 Belfast Street
Mobile, AL 36605
251-470-7752

Hillsdale Center
558 Felhorn Road
Mobile, AL 36608
251-344-0341

Laun Park *
5401 Windmill Road
Mobile, AL 36693

Michael Figures
658 Donald Street
Mobile, AL 36617
251-452-4052

Mitternight *
5310 Colonial Oaks
Mobile, AL 36618
251-344-7275

T-S.A.C(Woodcock)@
261 Rickarby Street
Mobile, AL 36606
251-208-1668

***Small centers**
@Meeting Rooms Only

New House Center*
2960 Alston Drive
Mobile, AL 36605
251-470-7753

Rev. Robert L. Hope(Plateau)
850 Edwards Street
Mobile, AL 36610
251-456-7639

Rickarby Center*
550 Rickarby Street
Mobile, AL 36605
251-470-7750

James Seals Jr.
540 Texas Street
Mobile, AL 36603

Sullivan Center
351 Catherine Street
Mobile, AL 36603
251-438-7282

Springhill
1151 Springhill Avenue
Mobile, AL 36604
251-438-7415

Adult Center @
1301 Azalea Road
Mobile, AL 36693
251-208-1668

RULES for USE OF CITY OF MOBILE PARKS

In addition to the City Code Ordinances, the following are the rules concerning use of City parks.

1. All city parks close at dark, except for boat ramps located in City Parks or otherwise posted or during City sponsored or co-sponsored events.
2. City ordinance prohibits the use of alcoholic beverages of all kinds. Exceptions exist for certain City sponsored or co-sponsored events. Only the Mayor has authority to issue an exception to Ordinance #30-6 (Drinking in Public Places/Parks) and City policy requires that Parks & Recreation must receive written notice of any exception from the Mayor's Office.
3. If food of any type is being handled or served, all regulations of the Mobile County Health Department must be adhered to. That agency phone number is 251-690-8116.
4. Setting up prior to a function and clean up after shall be the responsibility of the user.
5. Use of parks for purely commercial activities, except those commercial activities under lease to the City, is prohibited. No selling of merchandise, food, beverage or services is allowed.
6. No person, in a park, or on streets, drives, or roadways therein or contiguous to a park,
(A) Shall expose or offer for sale any article or thing, nor shall he station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing. Exception is made as to any regularly licensed concessionaire acting by and under the authority and regulation of the director. (B) Announce, advertise or call the public attention in any way to an article or service for sale or hire.
7. No person shall paste, glue, tack or otherwise post any sign, placard, advertisement or inscription whatever, nor shall any person erect or cause to be erected any sign whatever, on any public lands or highways or roads in or adjacent to a park unless authorized by Director.
8. Large groups, 100 or more participants, must furnish their own uniformed police protection. Two (2) officers per 100 people are required.
9. City ordinance prohibits loud, amplified music in the parks.
10. No vehicles are allowed on the grass in any park.
11. No unleashed dogs are allowed in the parks. Citizens are required to remove dog waste from parks.
12. No tent stakes are allowed. Sand bags or other non-invasive instruments must be used to put up tents. Any tents or other items brought into a park for a non-City sponsored event must be removed by the time of the park closing.
13. No overnight camping is permitted.
14. No grilling over grass without protective surface. All hot coals are to be cooled and removed with grills from parks. Do not put hot coals in City Trash Receptacles.
15. No fishing in certain locations (certain areas in Cooper are posted "no fishing").

16. No littering in parks.

17. No swimming, wading or diving is allowed in or around any municipal boat launch, ramp, dock or pier.

City of Mobile
Parks and Recreation Department
Use of Facilities for Community Meetings

Policy:

The City of Mobile of Parks and Recreation Department shall allow Community Action Groups (CAG) registered through the Mobile Police Department to use recreation facilities for meetings during regular operating hours and space available at no cost to the Community Action Group.

The City of Mobile of Parks and Recreation Department shall allow Non-Community Action Groups to use facilities with approved meeting rooms (limited to 8 facilities) at a nominal cost per hour of use at standard recreational facilities. Meetings must be during regular operating hours and space available.

All facilities must enforce the following policies when allowing groups to use the facility.

- CAG groups must request a meeting room at least 30 days prior to date of meetings. No reservation will be taken 60 days prior to a meeting. The Facility Supervisor is the contact for meeting room availability. Facility Supervisor will notify the Reservation Clerk.
- Meetings must not interfere with regular scheduled programs and activities.
- Non-Community Action Groups must make arrangement and make payment through the Reservation Clerk/Mobile Parks and Recreation Department, 2301 Airport Blvd. or call 251-208-1650 (8am-4pm)
- No food or drinks will be allowed in the meeting room and the room must be left as found.
- The group cannot exceed the maximum number of chairs in the available meeting room (no transporting chairs from other sites or moving chairs within the facility).