



## **Pine Level Community Center**

**116 County Road 40, East  
Pine Level, Alabama 36066**

**(334) 310-2913 (Town Hall)**

**[info@pinelevelal.gov](mailto:info@pinelevelal.gov)**

## **Rental Information Guidelines & Policies**

**Business Hours:**

**Monday – Friday:                    9:00 a.m. – 4:00 p.m.**

## 1. General Information

- Only persons age 21 and older may rent the facility.
- It is recommended that you schedule an appointment to view the facility. Please see the contact information on the previous page.
- All furniture, tables, chairs, and equipment must be returned to their original positions.
- The Renter is responsible for providing their own cleaning and paper supplies.
- The Renter is responsible for providing their own ice and coolers. Refrigeration is not available.
- Any damage to the facility, equipment, furnishings, or grounds—however minor—must be reported to the Town immediately.
- You may bring your own home-cooked food or store bought food, but if you hire a caterer or have food trucks for your event, you will be asked to provide their Town of Pine Level Business License prior to the event.
- All rentals include one (1) additional hour for cleanup.
- **Supervision of Minors:** Renter must provide at least one (1) responsible adult supervisor/chaperone who is over the age of 21 for every 15 juveniles present at the event. During your rental, children should always remain in the company of an adult. After dark, all juveniles must remain inside the rental area and not be allowed to go outside the facility without an adult with them.
- If the sale of merchandise, food and/or concessions takes place during your event, a valid Business License will be required of each vendor. Business License and Sales Tax information should be requested from the Town of Pine Level at [townclerk@pinelevelal.gov](mailto:townclerk@pinelevelal.gov).
- **No Pets.** No animals are permitted inside the facility, with the exception of certified service animals as defined by the Americans with Disabilities Act (ADA).
- The Town will conduct a post-event inspection of the facility. If the facility is not returned in satisfactory condition, the Renter will forfeit the refundable deposit. If there are damages that exceed the deposit amount, the Renter will be notified of the additional charges due. Said charges will be due within 15 days of receipt.
- Extended rentals will be considered upon request.

## 2. General Code of Conduct

To maintain a welcoming environment, all renters and visitors must adhere to the following standards:

- **Respectful Interaction:** Harassment, bullying, or discriminatory behavior based on race, religion, gender, or ability is strictly prohibited.
- **Safety First:** No running in auditorium, meeting rooms, hallways, horseplay, or activities that risk injury to self or others.
- **Language:** Use of profanity or aggressive shouting is not permitted.
- **Dress Code:** Proper attire, including shirts and shoes, must be worn at all times unless a specific activity (like yoga) dictates otherwise.

\_\_\_\_\_ *initial here*

### 3. Security and Alcoholic Beverages

- Security will be required at all events where alcohol is served and at any other event deemed necessary by the Town. All parties for young adults between the ages of 13-21 will require security.
- An application to serve alcoholic beverages must be submitted to the Town at least fifteen (15) days prior to the event.
  - No alcoholic beverages may be sold.
  - No alcoholic beverages may be served to minors.
  - No open-container alcoholic beverages are to leave the premises.
  - Alcohol will not be permitted outside of the building (front and back).
  - No illegal or controlled substance drugs may be in the building or on the premises.
- You must have at least 2 Security Guards with a current Town of Pine Level Business License. The guards must be available during the time alcoholic beverages are served until the end of your event, and everyone has left the premises. The Town of Pine Level will make the final determination of how many officers are needed based off of party type and crowd size. Security guard company will be required on the alcohol application.
- During your event a representative of the Town may check to make sure the security guards are present. If no security guards are present, your event will immediately be cancelled and you will not receive a refund.
- If the Autauga County Sheriff's Office is dispatched to respond to a situation during your rental, the event may be canceled at the discretion of the Town.
- Pine Level Volunteer Fire Department reserves the right to inspect the property (without notice) to enforce the fire codes adopted by the Town.

#### **FOR ORGANIZATIONS ONLY**

IF TICKETS WILL BE SOLD OR ANY AMOUNT OF MONEY PAID TO INCLUDE ALCOHOLIC BEVERAGES, YOU MUST PURCHASE A SPECIAL RETAIL/EVENTS LICENSE FROM THE TOWN OF PINE LEVEL.

#### PROCEDURE FOR APPLICATION:

1. The applicant must sign a Reservation Contract and an Application to Sell Alcohol During an Event with the Town for use of the Pine Level Community Center. The necessary fees must be paid in full.
2. The applicant must make application to the ABC Board at least 25 days prior to the event.
3. The applicant must pick up the application at the ABC Board office located at 519 Oliver Road, Montgomery, Alabama.
4. The applicant must complete a background check application upon receipt of the State application by the Finance Department. The Sheriff's department shall conduct a background check as required for all liquor license application.
5. Upon receipt of the police department's investigation and the issuance of a special retail license application by the ABC Board, the Pine Level Community Center Chairman shall be authorized to approve the issuance of the license. A copy of the ABC application must be attached when the application is submitted to the Chairman.

Continued on next page.

\_\_\_\_\_ *initial here*

6. The completed State application must be returned to the ABC Office. The applicant must also take the original contract between the Town for the use of Pine Level Community Center, Certificate from the applicant's insurance agency showing proof that liquor liability insurance in the amount of \$1,000,000 has been obtained, the letter of approval by the Mayor, and license fee.
7. The ABC Enforcement Office can give you additional information at 334-213-6300.

#### 4. **Preservation & Structural Integrity**

- **Capacity Limits:** Room occupancy limits must be strictly followed to comply with local fire codes.
- **Load Limits:** To protect the flooring and joists, maximum occupancy and heavy equipment (such as stages or large speakers) must be approved in advance.
- **Floor Protection:** If the Renter has heavy equipment, catering tables, or floral arrangements, these items must have rubber-bottomed feet or protective mats to prevent scratching original hardwood floors.

5. **Noise.** Noise levels shall be maintained so as not to be audible beyond the facility premises or cause disturbance to neighboring properties. Music and amplified sound must end by the agreed-upon end time.

6. **Town Representative.** The Town reserves the right to have an authorized representative present during any event held at the facility.

#### 7. **Approved Decorations/Wall Protection – Interior & Exterior (Walls, flooring, woodwork, historic finishes)**

To maintain the integrity of the site, please adhere to the "Leave No Trace" policy:

- **Permitted:** Freestanding floral arrangements, weighted balloons (not tied to fixtures), and independent floor easels. Only "low-tack" painter's tape, removable tape stripes, such as On-Command, or freestanding decorations are allowed.
- **Prohibited:** Tape, staples, nails, glitter, confetti, flower petals (real or silk), bubble machines, and fog machines. Glitter and confetti are banned due to cleanup difficulty.
- **Exterior:** No rice, birdseed, or sparklers for event departures; lavender buds or bubbles (outside only) are common alternatives.

#### 8. **Health & Safety Procedure**

- **Medical Assistance.** If there is an emergency health issue, call **911**.
- **Law Enforcement/Fire Department.** If there is a need for law enforcement or the fire department to be dispatched, please call **911**.
- **Emergency Protocol:** In the event of an emergency, the onsite contact will direct visitors to the nearest exits. Fire extinguishers are located in the kitchen and auditorium. A First Aid kit is located in the kitchen.
- **Incident Reporting:** Any injury or "near-miss" must be documented using an Incident Report Form within 24 hours. Said report shall be submitted to the Town Clerk.

\_\_\_\_\_ *initial here*

**9. Fire & Safety (Strict Compliance)**

- **Open Flames:** No candles, incense, or pyrotechnics are allowed. "Flameless" LED candles are permitted. Sterno fuel cans are permitted only for food warming.
- **Smoking:** Smoking and vaping are strictly prohibited within the building and within **50 feet** of the any structure on the property.
- **Electrical Usage:** The building wiring has limits. High-draw equipment (like professional coffee urns or DJ lighting) must be plugged into designated outlets to avoid tripping breakers or overheating circuits.

**10. Financial Policies**

<b>Payment</b>	All rental fees must be paid in full within 7 days of the event date.
<b>Deposits</b>	A security deposit is required to book an event. The deposit will be refunded following a property review by the Town of Pine Level.
<b>Refunds</b>	100% refund for cancellations made 30 days prior; 50% for 14 days; no refund within 7 days unless otherwise detailed herein.

**11. Technology & Media Usage**

- **Photography:** Permission must be granted before taking photos of other participants. The Center reserves the right to take photos for promotional use unless a visitor "opts out."

**12. Catering & Cleaning Standards**

<b>Trash Removal</b>	All trash must be bagged and removed from the premises immediately following the event to prevent pest attraction.
<b>Spill Response</b>	Any spills must be reported to the on-site monitor immediately for specialized cleaning to avoid damaging historic materials.

**13. Parking.**

- If there will be more than 100 vehicles at the event, please arrange for parking plan and attendants to direct the vehicle to a parking place.
- We encourage safety vests to be worn.
- If the event is in evening or at night, please use directional wands and safety vests.

**14. Opening and Closing Procedures**

**Opening:**

1. Deactivate the alarm system.
2. Perform a "walk-through" to ensure the facility is clean and safe.
3. Unlock main entrance(s) at the designated start time.

**Closing:**

1. Ensure all occupants have exited the building.
2. Check that all windows and internal doors are locked.
3. If the kitchen equipment is used, ensure that the units are turned "off".
4. Turn off all non-essential lights and electronics.
5. Set the security alarm and lock the main entrance.

\_\_\_\_\_ *initial here*