



104 West Covington Avenue • PO Box 148  
Opp, Al 36467  
334-493-3070  
[joni@oppcoc.net](mailto:joni@oppcoc.net)

### Opp Chamber of Commerce Community Center Rules and Responsibility Agreement

The Opp Chamber of Commerce welcomes you to our Community Center. The center is available through reservations for civic, private, local meetings, and events. Each participant or party using the center will be required to observe the following guidelines.

1. All persons renting the center will be required to sign the responsibility agreement.
2. You may not be in the center any other day but the day of your rental.
3. Absolutely **NO** smoking/vaping in the center.
4. Disorderly conduct will not be tolerated. If the police are called to your event for disorderly conduct, you will be asked to leave and you will not receive your rental fee back.
5. If the police are called to your event for **ANY** reason, you will be asked to leave with no refund of your rental fee.
6. At any time during your event the Executive Administrator, Board Director, Office Assistant, the City of Opp Police, or the City of Opp Fire Department is allowed to walk through for security checks.
7. You will be charged a \$25 fee if the key is not brought back within 48 hours of your rental.
8. A credit card must be kept on file with the Opp Chamber of Commerce, you will be charged for any damage to the building, property, grounds, or equipment.
9. You will be held responsible for not leaving the building in the condition that is outlined in these rules. If the facility is not left in the condition it was found before your rental, you will be charged a **\$100 cleaning fee.**
10. The Opp Chamber of Commerce is not responsible for any personal injury and/or damage to personal property or lost property.
11. A fee will be charged to your credit card for **an amount appropriate to damage caused** and the event will be subject to closure for: Damage or vandalism to the facility or equipment, missing or stolen equipment, usage exceeding the maximum building/room capacity
12. The person signing this contract is responsible for informing their guest/attendees of all rules and regulations.
13. The renter will assume all responsibility for noise levels and be aware of the city noise ordinance (30 feet from any building and 15 feet from any vehicle)



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14. All persons using the center will be responsible for providing their own dish detergent, dish towels, cleaning supplies, and garbage bags.
15. Wipe off all tables and counter tops with hot, soapy water. Remove all garbage from kitchen, bathroom, and multi-purpose room to outside garbage containers, (Located at the side doors).
16. Make sure all bathrooms are clean and bathroom doors are unlocked.
17. Do not leave any open containers of food or drinks in the refrigerator or building.
18. Do not use any tacks, nails, tape, etc. on the walls, doors, floors, or ceilings. All balloon displays must be removed.
19. Run dry push mop on all areas of floors.
20. Turn off all lights in center, including bathrooms.
21. I understand that if I or any of my party does not abide by the rules/guidelines of the center, it will result in a **\$100 fee** and could result in any future use of this facility being denied.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_



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## Opp Chamber of Commerce Community Center Rental

Daily Fee: \$125 (this price is for ONE DAY ONLY)

To ensure a reservation, you must sign a rental agreement and add a credit card on file with the Opp Chamber of Commerce.

Keys: One key will be loaned per event. Keys must be returned within 48 hours after your event or a \$25 fee will be charged to your credit card on file. Keys may be picked up Monday through Friday the week of your event. **Keys MUST be picked up before 11am on Friday.**

If you rent the center for one day, you are not allowed entry any other day except for the day of your event. If you need early access for decorating/planning you must rent the center for the additional days.

Parking: You may NOT park in front of our neighboring businesses during business hours (this includes weekends for the businesses that are open on Saturday and Sunday) you may use the two parking spots located directly in front of the chamber, the side parking lot, and the back parking lot (behind Covington Avenue). The police parking lot is off limits.

Cancellation: Cancellations must be made within 48 hours of your event or you will be charged the full rental fee.