



**McClellan Park Meeting Center  
Rules and Regulations**

1. NO ITEMS may be attached to any wall, door, column, glass, etc. There may be no use of glitter, confetti, or tinsel. Damage policy must be signed when the event is scheduled.
2. The McClellan Park Meeting Center is a non-smoking facility.
3. No Firearms or weapons of any kind are allowed at McClellan Park Medical Mall and Meeting Center.
4. If alcohol will be served at your event, a separate policy must be signed.
5. It is expected that all DJs, bands, sound equipment, etc. that are allowed in the meeting center will be kept at a reasonable volume.
6. An event must conclude by 12:00 midnight, unless otherwise authorized at the time the event is scheduled. This includes the removal of all guests, equipment, and decorations from the meeting center. Additional overtime charges of \$25.00 per hour per employee will be charged to the renter if employees are required to work overtime.
7. Any event that is scheduled in which the majority of the attendees will be under the age of 18 will require a minimum of two off-duty Anniston police officers, a list of invited attendees, and a minimum of two adult chaperones.
8. All caterers must be approved at least 7 days prior to the scheduled event.
9. All renters are expected to maintain control and care of their attendees at all times
10. Fire code limits must not be exceeded.
11. Persons reserving the meeting center must be 18 years of age or older.

***By signing below, you are acknowledging that you have read, understand, and agree to the terms of these rules and regulations. Failure to comply with these rules and regulations will forfeit your right to make future reservations at the McClellan Park Meeting Center.***

Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_

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

Event Date: \_\_\_\_\_

Event Description: \_\_\_\_\_