



## Guidelines for Rental of Common Areas

Independent Living Center of Mobile requires compliance with the following guidelines and reserves the right to refuse use of the Independent Living Center of Mobile facilities to any group/organization.

1. Conference Room, Electronic Classroom, Computer Lab, and Gymnasium are available for use by non-profit, civic, cultural, educational groups, businesses, associations, and/or organizations.
2. Use of the kitchen requires prior approval from the Independent Living Center of Mobile Management.
3. Organizations renting the Independent Living Center of Mobile facilities are prohibited from entering the staff office areas.
4. To ensure availability, reservations should be made in advance.
5. Light refreshments and non-alcoholic drinks may be served. If so, all tables must be covered with plastic table covers. Use of kitchen requires prior approval.
6. The sale of alcoholic beverages is prohibited. Use of alcohol prohibited during Independent Living Center of Mobile business hours. Security must be present if alcohol is served. Security is to be selected by Independent Living Center of Mobile and paid by the organization sponsoring the event.
7. All equipment must be handled with extreme care, i.e. conference phone, projector, TV, tables, seating. Any damage to equipment, fixtures or furniture including carpet should be reported immediately to the receptionist and/or management. Sponsor organization or responsible adult (signed below) will pay for any



damages. The Independent Living Center of Mobile does not provide technical assistance on use of projector or other technology. It is highly recommended that groups provide their own technology and technical assistance.

8. Do not thumb tack or nail posters, pictures or other items on the walls or doors.
9. No children under the age of 18, are allowed in the building without adequate adult supervision. Please do not allow children to run or play in the Community Room, foyer, bathroom or parking area.
10. This facility is operated in accordance with the policy which does not permit discrimination because of race, color, sex, disability, age, sexual orientation, religion or national origin.
11. Independent Living Center of Mobile requests that any organization using the facility provide accommodations for their participants with disabilities.
12. Access to the building shall only be for times reserved.



13. A \$200 advance deposit will be required to reserve the Gymnasium and \$150 advanced deposit will be required to reserve the Electronic Classroom. A portion of the deposit will be returned, based upon the cleaning costs and/or repairing damage. Independent Living Center of Mobile will provide cleaning instructions. A \$75 deposit will be required to rent the conference room and computer lab.
14. Payment will be made via check and or PayPal. See fee schedule on page 4.
15. The Independent Living Center of Mobile is a fragrance-free environment. Guests are asked to refrain from using fragranced or scented products in the building. Use of tobacco products and e-cigarettes inside the building or on the ILC Mobile property is prohibited.



Fee Schedule\*:

Circle one or

more:

## **Conference Room**

- Full Day (weekday) \$150.00
- Half Day \$100.00

## **Electronic Classroom**

- Full Day \$300.00
- Half Day \$200.00
- Evenings & weekend \$350.00

## **Computer Lab**

- Full Day (weekday) \$150.00
- Half Day \$100.00

## **Gymnasium**

- Full Day (weekday) \$400.00
- Half Day \$250.00
- Evenings and weekend \$500.00



## Kitchen

- Requires approval from ILC Mobile Management

\*Fees for the use of the facility during normal business hours may be adjusted for Independent Living Center of Mobile' partners, at the discretion of the Executive Director.

\*\*Outside of normal business hours, organizations renting the facility are responsible for paying for security and/or Independent Living Center of Mobile' staff.

Name of Organization or Group: \_\_\_\_\_



Organizational Representative:

Representatives Telephone Number: \_\_\_\_ (work), \_\_\_\_ (cell)

Representative's E-mail address: \_\_\_\_\_

Reservation date and time (s): \_\_\_\_\_

Type of event: \_\_\_\_\_

Will alcohol be served: \_\_\_\_ Yes \_\_\_\_ No

Reservation confirmed by: \_\_\_\_\_

(Name and Title of Staff)



# Independent Living Center of Mobile

*Creating a Southwest Alabama that promotes equality and access for individuals with disabilities.*



Cost (completed by staff) \_\_\_\_\_ Date \_\_\_\_\_

reservation made: \_\_\_\_\_

Name of staff confirming reservation: \_\_\_\_\_ Date \_\_\_\_\_

reservation confirmed: \_\_\_\_\_

Send completed request to: Raymond Stradford

**Independent Living  
Center of Mobile**

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