



# CEPA - The Pell City Center

## For Education and Performing Arts

### CITY OF PELL CITY - FACILITY USE RESERVATION FORM

SELECT ONE:  LOBBY  THEATER  GYMNASIUM  FULL FACILITY

EVENT NAME: \_\_\_\_\_

DATE(S): \_\_\_\_\_ TIMES: \_\_\_\_\_

EVENT CONTACT: \_\_\_\_\_ CONTACT CELL: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DEPARTMENT HEAD OR CITY MANAGER SIGNATURE: \_\_\_\_\_

RESPONSIBLE OR CLEANUP: \_\_\_\_\_ CLEANUP CELL: \_\_\_\_\_

EVENT INFORMATION (ADDITIONAL DETAILS SHOULD BE ATTACHED TO SUBMISSION):

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## PROCEDURES

### EVENT REGISTRATION

Contact the CEPA Executive Director to schedule the date of your event and necessary resources. A Registration Form must be completed for each event and must be signed, physically or digitally, by a Department Head or the City Manager.

### AVAILABLE TIMES

The City of Pell City can schedule events in the CEPA Lobby and Theater at any time, provided the

facility is not reserved. The Gymnasium and Storm Shelter are available after 4 p.m. Monday-Friday and at any time Saturday and Sunday.

### TECHNICAL EQUIPMENT

An approved technician must be used to operate lighting, sound and multimedia equipment at CEPA. To schedule an outside technician, contact the CEPA Executive Director. Additional charges may apply.

### FACILITY CLEANUP

The facility must be cleaned

immediately following its use, and cleanup time should be accounted for and scheduled using the Registration Form if the City intends to provide assign an individual or group for this responsibility. To schedule outside cleanup, contact the CEPA Executive Director. Additional charges may apply.

### SECURITY

During events, a member of City Administration or the Reserving Department administration must be on-site from setup to final walkthrough. The event

will not be permitted to proceed until an approved administrator is on-site. Events expected to exceed 500 in attendance must have approved security personnel on-site.

### CONCESSION SALES

CEPA can provide staff to handle concession sales during an event if desired. If the Reserving Department does not use approved CEPA services, a plan for concessions procedures and cleanup must be submitted no later than 14 days prior to the scheduled event.

**PLEASE READ:** THIS FORM CAN BE EDITED USING ADOBE ACROBAT OR READER. **DO NOT FAX THIS FORM.** WHEN THE EVENT IS EMAILED, IT WILL BE ENTERED INTO THE OFFICIAL SCHEDULE AND A GOOGLE CALENDAR INVITATION WILL BE SENT TO THE LISTED EMAIL ADDRESS. THE COMPLETED FORM WILL BE ATTACHED.

**JEFF THOMPSON, EXECUTIVE DIRECTOR**

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