



**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

**Monday, January 27, 2025 - 4:30 PM
City Council Chamber**

Council Members

Kevin G. Boone
Jack Burrell
Jimmy Conyers
Corey Martin
Jay Robinson

1. Discussion of Reclassification Process for Vacant Positions - Hannah Noonan
2. Discussion of the Rules and Regulations for the Operation of the James P. Nix Center - Paige Crawford
3. Utility Update
4. Committee Updates
5. Department Head Updates

Next Regular Meeting – Monday, February 10, 2025 – Same Time Same Place



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2025-1240

FROM:	Paige Crawford – Community Affairs Director
SUBJECT:	Discussion of the Rules and Regulations for the James P. Nix Center
AGENDA DATE:	January 27, 2025

RECOMMENDED ACTION:

Discussion of the Rules and Regulations for the James P. Nix Center

BACKGROUND INFORMATION:

Revise Resolution 1409-07 that was adopted on September 10, 2007

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

RESOLUTION NO. 1409-07

A RESOLUTION REPLACING RESOLUTION NO. ~~1074-04~~ 1409-07 SETTING FORTH THE RULES AND REGULATIONS FOR THE OPERATION OF THE JAMES P. NIX CENTER COMPLEX LOCATED AT ONE BAYOU DRIVE, FAIRHOPE, ALABAMA.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

- I. The ~~Fairhope Senior Citizen Department~~ James P. Nix Center members will have priority use of the ~~James P. Nix~~ Center. The ~~Main~~ Ballroom and the Doris Chennell ~~Room~~ Cardroom may be rented to individuals or groups when available.

II. RESERVATIONS

- ~~1.~~ A. Reservations shall be on a first come, first served basis, except for Governmental functions which shall take precedence over all other functions and may necessitate the cancellation or postponement of an event.
- ~~2.~~ B. Persons or groups wishing to reserve ~~one or more of the facilities~~ Ballroom or Cardroom must complete, date, and sign ~~an the~~ Application for Use of Activity Center form Form, Cancellation Policy, Indemnity/Hold Harmless Agreement, Rental Rates and Rules Form, and pay the required rental deposit fee in order ~~for the reservation to be entered on the Activities Calendar located in~~ to reserve the James P. Nix Center Ballroom or Doris Chennell Cardroom. No reservations will be confirmed until the ~~rent~~ rental fee is paid in full.
- ~~3.~~ C. Cancellations or date changes must be in writing and signed by the application holder ~~same person who signed the application and paid the rental fees~~ and must be given to the ~~Banquet~~ Rental Coordinator or Manager at the James P. Nix Center not less than ~~thirty (30)~~ sixty (60) days prior to the event for any refund to be given. Fee refunds will be made by check, less a ~~\$10.00 or~~ 20% handling charge, ~~whichever is greater~~. No refunds will be made for cancellations made within ~~30~~ sixty (60) days of the event.
- ~~4.~~ D. Groups that have events that occur annually and have rented the ~~auditorium~~ ballroom for at least five (5) consecutive years shall have the right for advance booking provided that the James P. Nix Center receives the completed application(s) and ~~for the date is requested and deposit paid~~ payment(s) in full ~~prior to the current event~~ at least four (4) months prior to the requested dates.
- ~~5.~~ E. ~~Religious groups may use the complex facilities for meetings, conventions, dinners, etc., but will not be permitted use of any part of the facility as a~~

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~~permanent sanctuary on a regular Sunday or weekday~~ The James P. Nix Center may not be rented on a weekly basis.

6. F. Rental rates shall be as follows: (Please note that these rates include all fees that were previously itemized – the current rate is \$745 for 8 hours.)

~~a. 1.~~ The Ballroom ~~is \$485~~ \$1,250.00 per eight (8) hour day Fairhope Resident Rate and \$1,750.00 per eight (8) hour day Fairhope Non-Resident Rate; ~~Doris Chennell Card Room, \$385 per day or \$100 per hour.~~

~~b. 2.~~ ~~An hourly rate of \$20 per hour will be charged for each consecutive hour of use after 5:00 p.m. on weekdays and all day on weekends from the time the first person arrives until the last person leaves. This hourly charge will be \$50.00 per hour on~~ Rentals on recognized city holidays will be charged an additional \$600.00.

~~c. 3.~~ An additional (2) two hours, over and above the already included (8) eight hours, may be purchased for \$100.00 (\$250.00 on recognized city holidays).

~~d. 4.~~ Audio/visual equipment is also available upon request, for an additional \$100.00 fee.

~~e. 5.~~ The Doris Chennell Cardroom may be rented on weeknights for meetings for \$500.00 Fairhope Resident Rate and \$750.00 Non-Resident Rate for four (4) consecutive hours of use after 5:00pm.

G. Rentals at the James P. Nix Center will not be permitted after 12:00 a.m. Event breakdown and clean-up (at minimum) should start at least one hour prior to the 12:00 a.m. closing time.

7. H. The rental fee for the ballroom includes tables, chairs, one-time set-up, and commercial kitchen ~~with its appliances and ice machine. Audio/visual equipment is also available upon request.~~ The furniture, tables and chairs in the Doris Chennell Room Cardroom may not be moved.

8. ~~From 8:00 a.m. until 5:00 p.m. on regular working days of the City of Fairhope, when it is not being used by a paying group, the Nix Center may be used by:~~

- a. ~~the Fairhope Public Schools, when the principal requests, in writing, such use and rental fee waiver and the Director approves such use as one that will not interfere with the regular operations of the Nix Center.~~

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- b. ~~Thomas Hospital, as long as it remains a not for profit community hospital, and the Administrator of the Hospital requests, in writing, such use and rental fee waiver, and the Director approves such use as one that will not interfere with the regular operations of the Nix Center.~~
- c. ~~any Fairhope community organization, whether senior or otherwise, which is not a commercial venture for private gain, and pays a membership fee of \$100.00 a year which allows said member organization use of the facility or free, as long as their use will, at the James P. Nix Center Director's Manager's opinion, not interfere with the regular operations of the James P. Nix Center. This includes civic groups, churches, or clubs such as coffee clubs, investments clubs, etc. Clubs whose members are all members of the James P. Nix Center do not have to pay the \$100.00 a year membership fee.~~

- I. d. After 5:00 p.m., only ~~t~~The Fairhope Public Schools ~~or~~ and Thomas Hospital may use the James P. Nix Center with a waiver of rental fees provided it ~~has not been booked by a paying customer~~ is available. See Resolution No. 4871-23 or Resolution adopted for the present fiscal year and Ordinance No. 1486.

9. ?? #9 is missing from original Resolution.

10. ?? #10 is missing from original Resolution.

- 11. ~~Any and all requests for a waiver of rental fees must be in writing with a signature, and a waiver of rental fees does not mean a waiver of cleaning fees and hourly fees. Cleaning fees and hourly fees will still apply to any and all groups renting the facility.~~

- 12. ~~The Mayor and the City Budget and Finance Committee, which is made up of three city council members, have sole discretion to waive the rental fee for other non-profit groups whom they deem to be offering a service for the Fairhope Citizens.~~

- 13. J. The City of Fairhope, its departments and agencies, and city sponsored functions shall be exempt from rental fees provided the functions will improve the skills, finances, or betterment of the sponsoring department or portray the City of Fairhope in the best light for the good and benefit of the

citizens of Fairhope. This does not relieve the said departments from clean-up, cleaning fees, security responsibilities or any of the Rules & Regulations set forth in this Resolution.

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III. RULES AND REGULATIONS

- A. ~~1.~~ The number of Ballroom seating is to be given at the time of booking. Maximum seating and/or crowd capacity will be as per the Fire Code **and event layout**. Fire and exit lanes will be open at all times. ~~Chairs will not be disconnected and moved into aisles.~~
- ~~2.~~ ~~Access to the building must be arranged with the Banquet Manager.~~
- B. ~~3.~~ Members and guests of the James P. Nix Center shall have priority of parking spaces. ~~During normal operating hours, 8:00 a.m. until 5:00 p.m., renters may use the parking area across the street from the Nix Center on Bayou Drive.~~
- C. ~~4.~~ Law Enforcement Personnel ~~and/or chaperons~~ must be ~~approved by the~~ scheduled through the Fairhope ~~Chief of~~ Police Department and ~~will~~ must be present during **the** entire event. Events requiring Law Enforcement Personnel ~~and/or chaperons~~ include any event ~~open to the public~~ where alcohol is ~~being served~~ **present**, ~~any school function~~, or any function at which security is deemed necessary by the ~~Banquet Manager~~ **the City of Fairhope**.
- D. **Alcohol must be served by a ~~licensed~~ bartender or caterer. If a cash bar is used, or alcohol is sold, or alcohol is provided at a ticketed event, renter/caterer must show proof of proper ABC licensure.**
- ~~5.~~ ~~The furniture, tables and chairs in the Doris Chennell Room will not be moved. Tables and chairs may be moved in the Ballroom by renters.~~
- E. ~~6.~~ The ~~Banquet~~ **Rental Coordinator** or Manager will be the final authority regarding decorations:
 1. ~~a.~~ The James P. Nix Center does not provide cloth linens. However, paper tablecloths ~~are~~ **may be** available for a ~~small~~ fee.
 2. ~~b.~~ Decorations must be placed on the day of the event. No equipment or materials will be placed in the Ballroom or in the Doris Chennell

~~Room~~ Cardroom prior to the day and time of use unless approved by the ~~Banquet~~ Rental Coordinator or Manager.

~~3.e.~~ No painting ~~of any type~~ will be permitted inside ~~or outside~~ the facility.
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~~4.d.~~ All decorations are to be free-standing or approved by the ~~Banquet~~ Rental Coordinator or Manager. No nails, tacks, brackets or self-adhesive tape will be allowed on or in the walls, ceilings, floors, or any material that will deface, mar, or ~~cause~~ damage ~~a finished surface~~. No inflatables allowed.

~~5.e.~~ No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. ~~Wedding sendoff items/throws must be approved by Rental Coordinator or Manager.~~ All candles must be self-contained, ~~battery candles preferred~~. If any of these ~~is are~~ found on the floor, there will be additional clean-up/damage fees.

~~f.~~ ~~Only rose petals, lavender, or bells are permitted at the James P. Nix Center when the bride and groom are leaving.~~

~~6.g.~~ All decorations, ~~personal equipment, supplies, and other materials~~ must be removed following an event before the renter leaves the premises. ~~Decorations that are to be shared with other groups may be left in place if prior arrangements are made with and approved by the Banquet Manager.~~

~~F. 7.~~ In order to maintain health standards as required by state and county regulations, all users of the kitchen must comply with ~~the following:~~ ~~Alabama Department of Health guidelines.~~

~~a.~~ ~~All pots, pans, trays, plates, saucers, cups, serving dishes, glasses, and silverware belonging to the James P. Nix Center are to be used by City Personnel only and are to be washed before use.~~

~~b.~~ ~~After food serving has been completed, and before leaving the complex, all items listed in 7.a. will be washed and separated (all spoons together, etc.) and stored in proper locations as found prior to use. Tables will be cleaned.~~

~~1.e.~~ The kitchen, along with its appliances and equipment, will be used only by City Personnel or in conjunction with the rental of the Ballroom or the Doris Chennell ~~Room~~ Cardroom.

- 2.d. The renter must ~~provide~~ use a licensed catering service, with a current business license and health permit, for ~~their~~ the event. The renter and/or caterer serving food/drink will furnish ~~their own~~ pots, pans, trays, plates,

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saucers, cups serving dishes, glasses, and silverware all of which will be washed before use.

- e. ~~Alcohol must be served by a licensed bartender or caterer. If a cash bar is used or alcohol is sold, renter/caterer must show proof of proper ABC licensure.~~
- f. ~~All equipment and appliances including stoves, ovens, microwaves, refrigerators, sinks, work areas, utility carts, slicing equipment, coffee and tea urns, keg coolers, and ice chests will be cleaned after use.~~
- 3.g. Grease shall be disposed of properly by renter or caterer.
- 4.h. It is the responsibility of the renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or renter are responsible for ensuring that the kitchen is clean and ~~returned back to us as delivered~~ sanitized. The Banquet Rental Coordinator or Manager can provide a detailed list of responsibilities.

8. ~~Garbage and Debris:~~

- a. ~~All loose debris, including cups, plates, napkins, cans, and bottles on tables, countertops, and other areas throughout the building must be removed and disposed of properly before leaving the premises.~~
- b. ~~Only garbage bags and dishtowels will be furnished by the City. Any other accessories will not be furnished by the City.~~
- G.e. All garbage ~~and debris~~ will be removed from the building by the renter as needed during, and at the close of the function before leaving the premises. Debris must be removed from the premises by the renter.
- d. ~~All garbage bags must be tied and placed in the garbage containers provided outside the facility.~~
- e. ~~The City will not clean up debris left by a decorating group. All debris is to be hauled off by the renter.~~

- H. 9. Permission from the Banquet Rental Coordinator or Manager will be required for any person or group to bring into the building and use an appliance with special power requirements using appliances or cooking apparatus other than that provided by the Nix Center.

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~~10. If a sound or lighting system is required it must be furnished by the renter.~~

I. ~~11. A fee will be charged for use of the piano.~~ The piano will remain in the Ballroom at all times. Nothing will be placed or stored in or on this instrument.

J. ~~12.~~ If children are present during you're the function, they must be supervised at all times. Any damaged or broken items caused from lack of supervision will be the renter's financial responsibility as determined by the City of Fairhope.

~~13. All personal equipment, supplies, decorations, and other materials will be removed at the close of the activity.~~

~~14. No inventory items, such as chairs, tables, podiums, movie projectors, screens, kitchen utensils, pots, pans, silverware, dishes, etc. will be loaned or permitted to be removed from the premises under any condition.~~

K. ~~15.~~ All groups and organizations are responsible for their own clean-up of the kitchen, decorations, garbage, and debris. Anything brought in by the renter and/or caterer must be removed by the renter and/or caterer. It is the responsibility of the renter to ensure that the Rules and Regulations are adhered to. The Banquet Rental Coordinator or Manager will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess whether or not additional clean-up fees will be charged. An additional clean-up fee at the rate of ~~\$20.00~~ \$50.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the renter.

L. ~~16.~~ Additional fees will be charged for any damaged or missing items which include, but are not limited to, any broken or missing items from the facility, and carpet and/or tile restoration (e.g. dragging coolers and other heavy equipment may not be dragged across the floors at the James P. Nix Center).

M. ~~17.~~ The James P. Nix Center is a smoke-free facility. In compliance with City Ordinance No. 1311, "smoking is prohibited within a reasonable distance often (10) feet outside an enclosed area where smoking is prohibited, so as to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or other

means.” No smoking, use of other tobacco products, e-cigarettes, vaping, or other forms of smokeless tobacco are permitted in City facilities. The area around the fountain outside the main entrance is a designated

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smoking area. It is the renter’s responsibility to ensure that all of those present personnel at their the function are made aware of and adhere to this Ordinance.

N. The James P. Nix Center rentals and events shall not violate any Federal, State or Local law, including but not limited to the Code of Alabama, Section 13A-6-68 and Section 13A-12-130. The City of Fairhope reserves the right to deny to rent to any individual, group or organization which may pose a threat to public safety.

O. Liability Insurance – Require insurance if one of the following applies.

Options:

1. Leave as is?
2. Only required when alcohol is present?
3. Only required with a certain number of guests?

The Council reserves the right to amend, delete, adjust, or waive any and all stipulations set out herein.

ADOPTED this 10th day of September, 2007.

Timothy M. Kant Jack Burrell, Council President

Attest:

Geniece W. Johnson Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. NEW #

**A RESOLUTION REPLACING RESOLUTION NO. 1409-07 SETTING FORTH THE
RULES AND REGULATIONS FOR THE OPERATION OF THE JAMES P. NIX
CENTER COMPLEX LOCATED AT ONE BAYOU DRIVE, FAIRHOPE, ALABAMA.**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE,
ALABAMA, as follows:**

- I. The James P. Nix Center members will have priority use of the Center. The Ballroom and the Doris Chennell Cardroom may be rented to individuals or groups when available.

- II. RESERVATIONS
 - A. Reservations shall be on a first come, first served basis, except for Governmental functions which shall take precedence over all other functions and may necessitate the cancellation or postponement of an event.

 - B. Persons or groups wishing to reserve the Ballroom or Cardroom must complete, date, and sign the Application for Use of Activity Center Form, Cancellation Policy, Indemnity/Hold Harmless Agreement, Rental Rates and Rules Form, and pay the required rental fee in order to reserve the James P. Nix Center Ballroom or Doris Chennell Cardroom. No reservations will be confirmed until the rental fee is paid in full.

 - C. Cancellations or date changes must be in writing and signed by the application holder and must be given to the Rental Coordinator or Manager at the James P. Nix Center not less than sixty (60) days prior to the event for any refund to be given. Fee refunds will be made by check, less a 20% handling charge. No refunds will be made for cancellations made within sixty (60) days of the event.

 - D. Groups that have events that occur annually and have rented the ballroom for at least five (5) consecutive years shall have the right for advance booking provided that the James P. Nix Center receives the completed application(s) and payment(s) in full at least four (4) months prior to the requested dates.

 - E. The James P. Nix Center may not be rented on a weekly basis.

 - F. Rental rates shall be as follows:
 - 1. The Ballroom is \$1,250.00 per eight (8) hour day Fairhope Resident Rate and \$1,750.00 per eight (8) hour day Fairhope Non-Resident Rate.

2. Rentals on recognized city holidays will be charged an additional \$600.00.
 3. An additional (2) two hours, over and above the already included (8) eight hours, may be purchased for \$100.00 (\$250.00 on recognized city holidays).
 4. Audio/visual equipment is also available upon request, for an additional \$100.00 fee.
 5. The Doris Chennell Cardroom may be rented on weeknights for meetings for \$500.00 Fairhope Resident Rate and \$750.00 Non-Resident Rate for four (4) consecutive hours of use after 5:00pm.
- G. Rentals at the James P. Nix Center will not be permitted after 12:00 a.m. Event breakdown and clean-up (at minimum) should start at least one hour prior to the 12:00 a.m. closing time.
- H. The rental fee for the ballroom includes tables, chairs, one-time set-up, and commercial kitchen. The furniture, tables and chairs in the Doris Chennell Cardroom may not be moved.
- I. The Fairhope Public Schools and Thomas Hospital may use the James P. Nix Center provided it is available. See Resolution No. 4871-23 or Resolution adopted for the present fiscal year and Ordinance No. 1486.
- J. The City of Fairhope, its departments and agencies, and city sponsored functions shall be exempt from rental fees provided the functions will improve the skills, finances, or betterment of the sponsoring department or portray the City of Fairhope in the best light for the good and benefit of the citizens of Fairhope. This does not relieve the said departments from clean-up, cleaning fees, security responsibilities or any of the Rules & Regulations set forth in this Resolution.

III. RULES AND REGULATIONS

- A. The number of Ballroom seating is to be given at the time of booking. Maximum seating and/or crowd capacity will be as per the Fire Code and event layout. Fire and exit lanes will be open at all times.
- B. Members and guests of the James P. Nix Center shall have priority of parking spaces during normal operating hours.

- C. Law Enforcement Personnel must be scheduled through the Fairhope Police Department and must be present during the entire event. Events requiring Law Enforcement Personnel include any event where alcohol is present, or any function at which security is deemed necessary by the City of Fairhope.
- D. Alcohol must be served by a bartender or caterer. If a cash bar is used, alcohol is sold, or alcohol is provided at a ticketed event, renter/caterer must show proof of proper ABC licensure.
- E. The Rental Coordinator or Manager will be the final authority regarding decorations.
 - 1. The James P. Nix Center does not provide cloth linens. However, paper tablecloths may be available for a fee.
 - 2. Decorations must be placed on the day of the event. No equipment or materials will be placed in the Ballroom or in the Doris Chennell Cardroom prior to the day and time of use unless approved by the Rental Coordinator or Manager.
 - 3. No painting will be permitted inside or outside the facility.
 - 4. All decorations are to be free-standing or approved by the Rental Coordinator or Manager. No nails, tacks, brackets or self-adhesive tape will be allowed on or in the walls, ceilings, floors, windows or any material that will deface, mar, or cause damage. No inflatables allowed.
 - 5. No shaving cream, toilet paper, silly string, rice, birdseed, sparklers, glitter, confetti (including decorative jewels), or the like will be thrown or used for decoration inside or outside the facility. Wedding sendoff items/throws must be approved by Rental Coordinator or Manager. All candles must be self-contained, battery candles preferred. If any of these are found on the floor, there will be additional clean-up/damage fees.
 - 6. All decorations, personal equipment, supplies, and other materials must be removed following an event before the renter leaves the premises.
- F. In order to maintain health standards as required by state and county regulations, all users of the kitchen must comply with Alabama Department of Health guidelines.

1. The kitchen, along with its appliances and equipment, will be used only by City Personnel or in conjunction with the rental of the Ballroom or the Doris Chennell Cardroom.
 2. The renter must use a licensed catering service, with a current business license and health permit, for the event. The renter and/or caterer serving food/drink will furnish pots, pans, trays, plates, saucers, cups, serving dishes, glasses, and silverware all of which will be washed before use.
 3. Grease shall be disposed of properly by renter or caterer.
 4. It is the responsibility of the renter to inform the caterer and other vendors of the rules and regulations. The caterer and/or renter are responsible for ensuring that the kitchen is clean and sanitized. The Rental Coordinator or Manager can provide a detailed list of responsibilities.
- G. All garbage will be removed from the building by the renter as needed during, and at the close of the function before leaving the premises. Debris must be removed from the premises by the renter.
- H. Permission from the Rental Coordinator or Manager will be required for any person or group using appliances with special power requirements and/or cooking apparatus other than that provided by the Nix Center.
- I. The piano will remain in the Ballroom at all times. Nothing will be placed or stored in or on this instrument.
- J. If children are present during the function, they must be supervised at all times. Any damaged or broken items will be the renter's financial responsibility as determined by the City of Fairhope.
- K. All groups and organizations are responsible for their own clean-up of the kitchen, decorations, garbage, and debris. Anything brought in by the renter and/or caterer must be removed by the renter and/or caterer. It is the responsibility of the renter to ensure that the Rules and Regulations are adhered to. The Rental Coordinator or Manager will review the clean-up schedule prior to the function and will conduct an inspection after the function to assess whether or not additional clean-up fees will be charged. An additional clean-up fee at the rate of \$50.00 per hour will be charged for any time and/or required personnel necessary to complete the responsibilities of the renter.

- L. Additional fees will be charged for any damaged or missing items which include, but are not limited to, any broken or missing items from the facility, and carpet and/or tile restoration (e.g. dragging coolers and other heavy equipment across the floors).
- M. The James P. Nix Center is a smoke-free facility. In compliance with City Ordinance No. 1311, "smoking is prohibited within a reasonable distance often (10) feet outside an enclosed area where smoking is prohibited, so as to ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or other means." No smoking, use of other tobacco products, e-cigarettes, vaping, or other forms of smokeless tobacco are permitted in City facilities. The area around the fountain outside the main entrance is a designated smoking area. It is the renter's responsibility to ensure that all of those present at the function are made aware of and adhere to this Ordinance.
- N. The James P. Nix Center rentals and events shall not violate any Federal, State or Local law, including but not limited to the Code of Alabama, Section 13A-6-68 and Section 13A-12-130. The City of Fairhope reserves the right to deny to rent to any individual, group or organization which may pose a threat to public safety.
- O. Liability Insurance – Require insurance if one of the following applies.
 - Options:
 - 1. Leave as is?
 - 2. Only required when alcohol is present?
 - 3. Only required with a certain number of guests?

The Council reserves the right to amend, delete, adjust, or waive any and all stipulations set out herein.

ADOPTED THIS _____ DAY OF _____, 2025

Jack Burrell, Council President

Attest:

Lisa A. Hanks,
City Clerk