



FAQs

Doster Community Center Upper Kingston Community Center

What are the hours of the Doster Community Center?

Business Office Hours are 8:00 am- 5:00 pm

Do I need an appointment to see the facility?

It is highly recommended that you schedule an appointment to view the facility. To schedule a time, contact the Doster Community Center at 334 595 0808. Drop-in visits will be accommodated if possible. There will be no drop-in visits on the weekends.

What is the address of the Doster Community Center?

424 South Northington Street, Prattville, Alabama 36067

Phone number 334 595 0808

What is the address of the Upper Kingston Community Center?

1309 Upper Kingston Road, Prattville, Alabama 36067

Phone number 334 595 0808

Room rental rates

Doster Center Auditorium	\$450.00	10hrs
Doster Center Dining Room	\$300.00	10hrs
Upper Kingston Community Center	\$300.00	10hrs (includes a small kitchenette)

Any facility rentals that are made within less than thirty days prior to the event date will have an additional \$100.00 fee added.

Nonprofit 501c3 Organizations

Nonprofit 501c3 Organizations would pay half of the facility rental fee for Monday through Thursday. The facility rental fee for the peak days of Friday through Sunday would be full price.

(Proof of 501c3 status is required)

May I bring my own food/caterer?

You may bring your own home cooked food or store bought food, but if you have hired a caterer for your event you will need to provide their City of Prattville Business License.

Do you have a kitchen?

We do have a kitchen (stove, oven, microwave, refrigerator, icemaker and sink) that can be rented for an additional \$75.00 a day. Complete meals cannot be cooked but the stove may be used to warm or last minute browning.

May I have alcohol at my function?

You may have alcohol after your application to serve alcohol has been approved by the Mayor's office and if tickets are sold for alcohol you must obtain a special events license from the ABC board.

BYOB is not allowed.

Any event with alcohol must have security.

Alcohol is prohibited at our Upper Kingston Community Center.

How many people can each room hold?

Doster Center Auditorium

50

350 theater style, 150 classroom style and 250 banquet style (60in round or 8ft rectangular)

Doster Center Dining Room

75 theater style, 50 classroom style and 65 banquet style (8ft rectangular)

Upper Kingston Community Center

75 theater style, 50 classroom style and 65 banquet style (8ft rectangular)

When is my deposit due?

The deposit is due at the time you reserve the date for your event.

How much is my security deposit?

A security deposit of \$500.00 dollars is required in order to rent the Doster Community Center Auditorium, Dining Room or an event for anyone between the ages of thirteen to twenty-one. Security deposits will not be refunded if there is damage to the facility or rules were not followed. A security deposit of \$200.00 is required in order to rent the Upper Kingston Community Center. If the event is for anyone between the ages of thirteen to twenty-one the security deposit for Upper Kingston would require a security deposit of \$500.00.

When would my event require security?

Security will be required at all events where alcohol is served and any other event deemed necessary by the Parks and Recreation Department staff. All Events for young adults between the ages of 13-21 will require security.

What is your refund policy?

A full refund will be given as long as cancellations are given in writing thirty days in advance. Security deposits will not be refunded if there is damage to the facility or rules were not followed.

Certificate of Liability Insurance.

Facility renter is required to purchase a certificate of liability insurance issued to The City of Prattville in the amount of one million dollars for the date of the event. Insurance may be purchased through your home owners or a company called www.gatherguard.com listed on the facility rental application.

When is my final payment due?

Payment must be made in full at least five business days prior to the event date.

What is the latest that we can be in the Doster Center?

You have to exit the building by 12:00 am this includes break down and clean up. If you do not exit the building and all belonging by this time then you will be charged for an additional day.

What are the rules regarding teen parties?

All events for young adults between the ages of 13 -21 will require security. No event for minors may have alcohol present.

Are candles allowed?

Yes, candles are allowed on tables as long as they are enclosed in glass or metal containers extending at least 3" above the flame.

Absolutely no pyrotechnics.

This includes cold sparklers or anything that would be a potential fire hazard.

What are the rules regarding decorations?

There will be no hanging of decorations or signs, etc., on the curtains or blinds. All equipment, decorations and supplies are to be removed from the rental area immediately after the event concludes. If said items are left until the next day, the individual or group renting the facility can be charged for another day of use of the room. The use of tape, staples, stick pins or Velcro on any wall or door is strictly prohibited.

Do you allow confetti?

The use of confetti, glitter, bird seed, rice or similar items is prohibited. Using these items will result in the loss of your entire security deposit.

Is WIFI available?

Yes, guest WIFI is available

