

RESOLUTION 2016-01

A RESOLUTION OF POLK CITY, FLORIDA; ADOPTING RULES AND POLICIES GOVERNING USE OF THE DONALD BRONSON COMMUNITY CENTER; ADOPTING A USE APPLICATION, USE AGREEMENT, AND RULES OF USAGE; ESTABLISHING USAGE RATES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. ADOPTION OF RULES, REGULATIONS, RENTAL RATES, AND RENTAL FORMS FOR THE USE OF THE DONALD BRONSON COMMUNITY CENTER. The City Commission hereby adopts the use application, the use agreement, the rules and regulations, and rates for usage attached to and incorporated in this Resolution as Composite Exhibit "A."

SECTION 2. SEVERABILITY. If any provision or portion of this Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

SECTION 3. REPEAL OF INCONSISTENT RESOLUTIONS. All resolutions and portions of resolutions in conflict herewith are hereby repealed.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS 19TH DAY OF JANUARY, 2016.

CITY COMMISSION OF THE CITY OF
POLK CITY



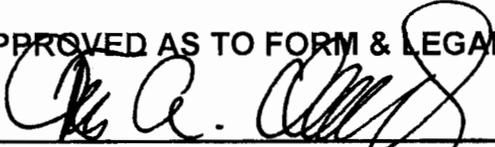
Joe LaCascia, Mayor

ATTEST:



Sheandolen P. Dunn, Deputy City Clerk

APPROVED AS TO FORM & LEGALITY



Thomas A. Cloud, Esquire, City Attorney



DONALD BRONSON COMMUNITY CENTER

USE APPLICATION

(Please fill out form completely & print legibly)

Rental Date: _____ Time of Function: _____ Estimated Attendance: _____

Description of Event: _____

(Building Use is from 9:00 am to 12:00 am)

Name of Person or Group Responsible: _____

Phone: _____

Street Address: _____ City _____ State _____ Zip _____

Will You Require:

Audio/Visual Equipment? Yes ___ No ___

Use of Kitchen Area? Yes ___ No ___

Caterer to be used: _____

Will Alcohol be present? Yes ___ No ___

FACILITY	OCCUPANCY	RESIDENT FEE	NON-RESIDENT FEE	NON-PROFIT FEE
Community Center	260	\$250	\$300	\$200
\$250 Cleaning Fee (refundable deposit, if conditions met)				
\$500 Deposit if Alcohol is permitted (Security Fee is required)				

OFFICE USE ONLY

Rental Fee:	Cash: _____
Staff Initials: _____	Check #: _____
Date Received: _____	Cashier's Check # _____
Rental Fee: _____	Credit #: _____
Amount: _____	Debit #: _____
Alcohol Permit: _____	
Damage Deposit:	Driver's License: _____
Staff Initials: _____	Proof of Residency: _____
Damage Deposit Amount: _____	Tax Exemption #: _____
	Receipt #: _____



USE AGREEMENT

Polk City reserves the Donald Bronson Community Center to _____ on _____ (date) For _____ (name of event) beginning time of _____ and ending at _____ (time). _____ agrees to pay full reservation price upon signing this contract and pay the deposit fourteen (14) days prior to the event.

Polk City shall not be liable for theft, loss, or for any damages occurring from acts over which the Polk City has no control.

Any motor vehicles parked on or near the premises, together with the contents thereof, shall be parked at the risk of the group. Polk City shall not be responsible or liable to the group for loss or damages to said vehicle and/or its contents. Solely the person and/or group mentioned in this contract shall occupy the facility and in no event shall the number be increased from the amount given on the reservation form.

Polk City shall not be liable for any injury or damage to any person or to any property at any time of said premises of the Community Center from any case whatsoever during the reservation period. Applicant hereby releases Polk City for all past, present, and future claims for any injury or damage to any person or property at any time related to Applicant's use of the Community Center. Applicant indemnifies and holds Polk City harmless from all past, present, and future claims for any injury or damage to any person or property at any time related to Applicant's use of the Community Center.

It is understood and agreed that the number of people in attendance shall not exceed the **maximum occupancy limitations of 260 people.**

The group agrees to leave the premises, i.e., the main hall, storage rooms, restrooms, foyer, etc., neat and clean, free from debris and undamaged in all respects after the function or there will be a damage fee assessed. **All clean up must be complete immediately following the event and is within the time listed in the event application.** Any event that is damaging the facility or defacing Polk City will be shut down immediately and result in the loss of future facility reservations and the loss of all reservation and damage deposit fees.

I /We hereby agree to the terms and conditions set forth in this contract and acknowledge receipt of a copy.

Agreed (Applicant): _____ Date: _____

Contact information for Lessee: _____

Use Facility Manager: _____ Date: _____

City Manager: _____ Date: _____



Donald Bronson Community Center

124 Bronson Trail, Polk City, FL 33868
Phone: 863-984-1375 Fax: 863-984-2334

RULES AND REGULATIONS

APPLICATION AND PAYMENTS MUST BE PAID IN FULL 14 DAYS PRIOR TO THE PROGRAM/EVENT TO RESERVE A DATE. RESERVATIONS CANNOT BE MADE OVER THE PHONE. PLEASE MAKE CHECKS PAYABLE TO THE **CITY OF POLK CITY**.

FEES

A refundable clean-up/damage deposit of \$250.00 is required for renting the Community Center in addition to the user fee (inside/outside resident). A refundable clean-up/damage deposit of \$500.00 is required for any event that includes alcohol in addition to the alcohol permit and user fee. The clean-up/damage deposit must be cash or a cashier's check. The clean-up/damage deposit is to be paid (14) Fourteen days prior to the event and will be returned the Monday following to the event, as long as the facility is left in satisfactory condition.

Polk City may cancel any grant of space to the applicant if use of the property in any way conflicts with Federal, State, or Local Laws, or if the occupancy, in the opinion of the City Manager, operates to discredit Polk City. Any event that deviates from the approved activities on the reservation application will result in cancellation of the event and loss of all reservation and deposit fees. In the event that any fire alarms are pulled and activated the applicant will be charged for the activation out of their damage deposit and may also result in the cancellation of the space.

The applicant is solely responsible for damages for any accidents or injuries to persons or property resulting from his/her use of the facility.

The Community Center WILL NOT be used for commercial, profit-making ventures. Permits of this nature will be refused. Only non-profit and not-for-profit organizations carrying a 501c3 status will be allowed to charge admissions for an event. NO EXCEPTIONS.

ROOM SET UP

No groups will conduct any activity causing extra labor for the custodian unless a previous agreement has been made by the City Manager. Any grant of space causing extra labor will result in the loss of the damage deposit.

Fees include the setup and break down of tables and chairs. Separate fees apply for the use of podium usage and the use of all A/V equipment. The room needs to be left as found. A vacuum will be provided as needed to the lessee.

Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment from the building.

ALCOHOL USAGE/UNIFORM PATROL

THE GENERAL RULE IS THAT THE CONSUMPTION OF ALCOHOL ON PREMISES IS PROHIBITED WITHOUT THE ISSUANCE OF A SPECIAL PERMIT SIGNED BY THE CITY MANAGER IN ACCORDANCE WITH SECTION 6-3, CITY CODE OF ORDINANCES. APPLICATION MUST BE MADE SEPARATELY, AND SUCH APPLICATION MAY BE REVIEWED AND APPROVED OR REJECTED IN THE

DISCRETION OF THE CITY MANAGER. FOR ANY EVENT WISHING TO SERVE ALCOHOL THAT MAY BE PERMITTED, THE CITY WILL REQUIRE A MINIMUM OF 1 POLK COUNTY SHERIFF'S DEPUTY TO BE PRESENT AS SECURITY FOR A MINIMUM OF 4 HOURS. THE COST OF THE POLK COUNTY SHERIFF MUST BE PAID BY THE APPLICANT IN ADVANCE AT THE RATE OF \$30 PER HOUR. THE DEPUTY WILL BE SCHEDULED AT LEAST ONE HOUR AFTER THE EVENT HAS ENDED.

DECORATIONS

Polk City assumes no responsibility for personal property, such as decorations, flowers, shrubs, etc. used or left on the premises by persons renting any facility. Such properties will be removed no later than the expiration time of the reservation unless special arrangements are made through the Facility Manager at the time of application for reservation, and the City of Polk City, its officers and employees will not be held liable for any such properties remaining on the premises after the appointed time.

Decorations must be approved by the Rental Facility Manager or his/her designated representative before being placed. If doing your own decorations, all candles must have globes around them. No decorations can be attached to the walls, ceiling, or lighting fixtures, in the hall, kitchen, or outside of the building. Violating these rules will result in the loss of your damage deposit.

Tables should be covered with linens or disposable table tablecloths when serving food or beverage. All litter resulting from the use of the facility must be picked up and deposited in the outside refuse containers before leaving the facility. This is to include the parking lot and outside surrounding areas.

Gambling will not be allowed. Smoking is not allowed in any facility. This is State Law.

All participants must abide by the written regulations of Polk City. Anyone not complying with any of these regulations will not be granted use of the facility in the future and will forfeit their clean-up/damage deposit.

DEPOSITS/REFUNDS

Deposits will be mailed to the rentee unless prior arrangements have been made and approved by the City Manager or designated staff member.

If cancellation occurs twenty (20) calendar days before a program/event, a 100% refund will be given for rental fees and deposits that have been paid.

If cancellation occurs nineteen (19) calendar days or less, before a program/event, a 50% refund will be given for rental fees and deposits that have been paid.

Applications for permits to use the building, or any part of it, must be made on a form provided for this purpose. All applications for reservations must be accompanied by the appropriate rental fee and are subject to the approval of the City Manager or his/her designated representative. Applicants are encouraged to make reservations as early as possible.

Adopted By City Commission _____