

**RESOLUTION 2008-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POLK CITY RENAMING THE POLK CITY WOMENS CLUB THE POLK CITY ACTIVITY CENTER AND SETTING RULES AND RENTAL THEREOF.**

**WHEREAS**, the City of Polk City has owned and maintained the building located at 203 Lakeshore Drive for over twenty (20) years; and

**WHEREAS**, the Polk City Women’s Club has not existed for over twenty years; and

**WHEREAS**, the City of Polk City government no longer requires the building to be utilized as office space due to the construction of the Polk City Government Center; and

**WHEREAS**, the city has caused the building to be renovated in its entirety to ensure that the building is suitable for the rental and use by the public and community organizations; and

**WHEREAS**, the City Council of the City of Polk City has declared it to be in the best interests of the city and the citizens of Polk City to utilize this building as a community activity center.

**NOW, THEREFORE, BE IT RESOLVED** that:

**Section 1**

The building formerly known as the Polk City Women’s Club now and forever be renamed the “Polk City Activity Center”.

**Section 2**

That the building be rented according to the rental agreement and schedule oif fees attached as exhibit A attached and incorporated herein.

**PASSED AND CERTIFIED AS TO PASSAGE** this 12th day of August 2008.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

**City Council of the City of Polk City**

\_\_\_\_\_  
Donald L. Penton, Sr.

**ATTEST:**

\_\_\_\_\_  
Pam Peterson, Interim City Clerk

**APPROVED AS TO CONTENT AND FORM:**

\_\_\_\_\_  
Jeffrey Sullivan, City Attorney

**City of Polk City**  
123 Broadway Boulevard SE  
Polk City, Florida 33868  
(863) 984-1375

**Building Rental Fees**

(Please circle the space being requested)

Polk City Activity Center w/o Kitchen 203 Lakeshore Drive	\$310.50	\$150.00 \$150.00	+10.50 State sales tax Refundable Deposit
Polk City Activity Center with Kitchen 203 Lakeshore Drive	\$414.00	\$200.00 \$200.00	+14.00 State sales tax Refundable Deposit
Meeting Rooms 1, 2, and 3 220 Bougainvillea Avenue	\$ 51.75	\$ 25.00 \$ 25.00	+1.75 State sales tax Refundable Deposit

**Building Rental Application**

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Activity: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

No. of Tables requested: \_\_\_\_\_ No. of Chairs Requested: \_\_\_\_\_

***I HAVE READ AND UNDERSTAND THE BUILDING RULES & REGULATIONS AND AGREE TO ABIDE BY THEM.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**Office Use Only**

Inside Polk City Resident \_\_\_\_\_

Outside Polk City Resident \_\_\_\_\_

Deposit Paid: Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Balance Paid: Date: \_\_\_\_\_

Amount: \_\_\_\_\_

KEY #: \_\_\_\_\_

Pick up date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Facility Checked: By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned: Yes \_\_\_\_\_

No \_\_\_\_\_ Reason: \_\_\_\_\_

Partial \_\_\_\_\_ Reason: \_\_\_\_\_

CITY OF POLK CITY  
BUILDING RULES AND REGULATIONS

1. Applications for permits to use the building or any party thereof must be made on a form provided for this purpose. **All applications for reservation are required to pay one-half of the appropriate rental fees at the time of application** and are subject to approval by the City Manager or a designated representative, who shall act upon all requests within two working days. After reviewing your application and we find there are false or inaccurate statements on your application, we will deny your application. Your deposit will be returned minus a \$50.00 administrative fee. It is not the intent that facilities will be used for commercial, profit-making ventures and, generally, permits of this nature will be refused. Exceptions could be made in certain instances, as determined by the City Manager, when funds are to be used for the good of the community.
2. No alcoholic beverages of any kind are allowed on city property. Use of alcohol beverages for the purpose of sale, possession and/or consumption are prohibited and will automatically result in your event being immediately terminated by the city. The consumption of alcoholic beverages is strictly prohibited in the parking lot areas.
3. Turn off all lights. Be sure that all doors are locked. **Deposits will not be returned if lights are left on or doors are unlocked.**
4. Trash should be placed in the dumpster at the far end of the parking lot
5. All keys shall be returned to City Hall or put in the drop box at City Hall at the conclusion of the function.
6. Deposit is to be paid when the room is reserved and the balance when the keys are picked up. Facilities will not be held without a deposit.
7. Permits for groups composed of minors will be issued only to adults who accept responsibility for supervising them throughout the period covered by the permits.
8. No tickets are to be sold at the door, nor any admission charge made except as expressly authorized by the permit.
9. No groups shall conduct any activity causing extra work for the janitor unless previous agreement has been made to pay for such extra work. A minimum \$150.00 deposit for damage or clean-up will be required. The deposit will be refunded at the city's discretion.
10. Decorations shall not be put up without the approval of the city. No city decorations shall be moved or removed at any time without approval of the city.
11. Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment from the building.
12. Permittee is solely responsible and answerable for damages for any and all accidents or injuries to persons or property resulting from his or her use of the building and facility. A minimum deposit of \$150.00 for damage or clean-up will be required. Permittee assumes full responsibility for any and all actions that arise from the event and agrees to reimburse the City of Polk City for damages that exceed the \$150.00 deposit. Refunded at the city's discretion. Liability insurance may be required if deemed necessary by the city officials.
13. All Participants must abide by the written regulations of the City of Polk City. Violations of these rules and regulations will result in ejection from the property. If any conditions occur during a

scheduled event which is determined to be in violation of the rules and regulations, the event may be terminated immediately and all fees collected forfeited.

14. No religious group may use the Activity Center building as a church for church services on a regular basis. Special Church-oriented activities, including but not limited to infrequent services that are jointly sponsored by various church or religious groups, are permitted.
15. The City of 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.
16. The permitted use of the City of Polk City facilities shall be without discrimination because of race, religion, color, creed, or national origin. All rules and regulations governing use of the facilities as filed at the City Clerk's office apply.
17. Firearms, knives and/or other lethal weapons are strictly prohibited.
18. Kitchen facilities may not be rented except in conjunction with a building rental. The kitchen may be used only for warming food not food preparation. Food cannot be cooked at the facility and transported from that facility except with the prior approval of the city. An additional deposit of \$50.00 shall apply for those functions requesting the use of the kitchen.
19. Final arrangements must be submitted to the city five (5) days prior to the event along with any outstanding rental fees.
20. Any activity which may result in a violation of Florida State Criminal Law is strictly prohibited.
21. At the discretion of the city officials or their designee, any notice of cancellation less than 7 days prior to the event will result in the forfeiture of all fees collected.
22. All events subject to the approval of the City of Polk City.