



# DONALD BRONSON COMMUNITY CENTER

## USE APPLICATION

(Please fill out form completely & print legibly)

Rental Date: \_\_\_\_\_ OPEN/UNLOCK BUILDING: \_\_\_\_\_ CLOSE/LOCK BUILDING: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Break-Down Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Description of Event: \_\_\_\_\_  
(Building Use is from 9:00 am to 12:00 am)

Name of Person or Group Responsible: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Will You Require:

Microphone Yes \_\_\_\_\_ No \_\_\_\_\_ Projection Screen Yes \_\_\_\_\_ No \_\_\_\_\_

Use of Kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_ Caterer to be used: \_\_\_\_\_

Will Alcohol be present? Yes \_\_\_\_\_ No \_\_\_\_\_ Serving Times: \_\_\_\_\_ to \_\_\_\_\_

_____ Round Tables 5' Diameter X 30" H 30 Tables maximum
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_____ Chairs 250 Chairs maximum
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_____ Oblong Tables 3'W x 8'L x 29.5"H
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### FEES AND DEPOSITS:

OFFICE USE ONLY		BUILDING OCCUPANCY: 260	
<input type="radio"/> Resident <input type="radio"/> Non-Resident <input type="radio"/> Non-Profit <input type="radio"/> Event Insurance (Per City Manager)	<b>Payment Type:</b> <input type="radio"/> Cash <input type="radio"/> Check #: _____ Receipt #: _____ Date: _____	<b>Deposit Fees:</b> <input type="radio"/> Clean-up: \$250.00 \$ _____ <input type="radio"/> Alcohol: \$500.00 \$ _____ (Refundable deposit, if conditions met)	
	<b>Payment Type:</b> <input type="radio"/> Cash <input type="radio"/> Check #: _____ Receipt #: _____ Date: _____	<b>Rental Fees:</b> <input type="radio"/> Resident: \$250.00 \$ _____ <input type="radio"/> Non-Resident: \$300.00 \$ _____ <input type="radio"/> Non-Profit: \$200.00 \$ _____	<b>Sales Tax:</b> _____ \$ _____ _____ \$ _____ _____ \$ _____
Driver License # _____			
Proof of Residency: _____			
Tax Exemption# _____			

CAL ID# INSP A/P L/O PW ADG



## 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 the minimum cleaning deposit to secure the reservation date and pay the balance of the fee(s) plus sales tax 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. **The rental buildings receive regular pest control service; therefore, the City will not be responsible for any pests, such as ants, etc. if customer leaves food out attended or unattended during event.**

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: \_\_\_\_\_

**AFTER HOURS CONTACT: PUBLIC WORKS – PHONE: 863-984-1375 ext: 301 or 302**

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**

Clean-up deposit must be paid when submitting the application to reserve the rental date. The fee(s), i.e., (Resident / Non-Resident / Non-Profit / Alcohol Permit / Deputy) and sales tax must be paid in full 14 days prior to the program/event. Reservations cannot be made over the phone. Event insurance will have to be purchased for events involving alcohol, customer must provide proof of event insurance 14 days prior to event. **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 charges plus sales tax).

A refundable clean-up/damage deposit of \$500.00 is required for any event that includes alcohol in addition to the alcohol permit of \$50.00 and user fee plus sales tax. There is also a requirement for a deputy to be present during the event which is an additional charge of \$49.00 an hour.

The clean-up/damage deposit must be cash, check, money order or a cashier's check. The rental fee with tax is to be paid (14) Fourteen days prior to the event. The clean-up/damage deposit will be returned within two weeks following 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 501 c3 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.

**AFTER HOURS CONTACT: PUBLIC WORKS – PHONE: 863-984-1375 ext: 301 or 302**  
**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 \$49 PER HOUR. THE DEPUTY WILL BE SCHEDULED AT LEAST ONE HOUR AFTER THE EVENT HAS ENDED. APPLICANTS WILL ALSO BE REQUIRED TO OBTAIN EVENT INSURANCE NAMING POLK CITY AS ADDITIONAL INSURED.**

### **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 and garbage resulting from the use of the facility must be picked up and deposited in the outside dumpster located on City Hall's parking lot. 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

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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 \_\_\_\_\_

**POLK CITY CODE**

**SEC. 6-3, CONSUMPTION OR POSSESSION IN CERTAIN  
PUBLIC AND SEMIPUBLIC AREAS**

**(b) PROHIBITED CONSUMPTION ON CITY-OWNED PROPERTY**

The use, consumption or possession of any alcoholic beverages on or in city-owned property is hereby prohibited and declared to be unlawful.

The city manager may suspend the operation of such prohibition by a special written permit authorizing the use, consumption or possession of alcoholic beverages at receptions, dances, private weddings, bazaars, carnivals, celebrations, civic functions, fund raising endeavors, city-sponsored events, or other related activity on or in city-owned civic centers, buildings, structures and premises.

In deciding whether to issue a permit, the city manager shall consider the number and age of persons likely to be in attendance, the likelihood of injury, the ability to provide police and fire protection, the ability to provide medical services, the ability to implement effective crowd control measures, the availability of sanitary facilities, the likelihood of accumulation of litter and/or debris, and the proximity of location to religious or educational institutions, hospitals, youth or public recreation centers or areas, playgrounds, child care centers and residential areas.

The city manager shall establish a procedure to review applications which shall include the police department, fire department and the parks and recreation department.

**EVENT INSURANCE:**

Applicants for a special permit may be required to post a \$500.00 damage deposit by cashier's check, pay for police security and obtain event insurance naming Polk City as an additional insured. Applicants for a special permit pursuant to this subsection shall pay a reasonable fee to be established by the city manager.

**(c) VIOLATION PENALTY.**

Any violation of any of the provisions of this section shall be punishable as provided in F.S. § 125.69.

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**AFTER HOURS CONTACT: PUBLIC WORKS – PHONE: 863-984-1375 ext: 301 or 302  
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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.**

**CITY COMMISSION OF THE CITY OF  
POLK CITY**

\_\_\_\_\_  
Joe LaCascia, Mayor

**ATTEST:**

\_\_\_\_\_  
Sheandolen P. Dunn, Deputy City Clerk

**APPROVED AS TO FORM & LEGALITY**

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Thomas A. Cloud, Esquire, City Attorney