



AFTER HOURS CONTACT: PUBLIC WORKS DEPT – 863-242-2642

ACTIVITY CENTER

203 Lakeshore Drive

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:

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 12 Tables maximum	_____ Chairs 94 Chairs maximum	_____ Oblong Tables 3'W x 8'L x 29.5"H 3 Tables
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FEES AND DEPOSITS:

OFFICE USE ONLY		BUILDING OCCUPANCY: 94			
<input type="radio"/> Resident <input type="radio"/> Non-Resident <input type="radio"/> Non-Profit <input type="radio"/> Event Insurance (Per City Manager) Driver License # _____ Proof of Residency: _____ Tax Exemption# _____	Payment Type:	Deposit Fees:			
	<input type="radio"/> Cash	<input type="radio"/> Clean-up:	\$200.00	\$	
	<input type="radio"/> Check #: _____	<input type="radio"/> Alcohol:	\$500.00	\$	
	Receipt #: _____	(Refundable deposit, if conditions met)			
	Date: _____	<input type="radio"/> Deputy	\$49.00	\$	
		<input type="radio"/> Permit	\$50.00	\$	
	Payment Type:	Rental Fees:			
	<input type="radio"/> Cash	<input type="radio"/> Resident:	\$100.00	\$7.00	\$
	<input type="radio"/> Check #: _____	<input type="radio"/> Non-Resident:	\$150.00	\$10.50	\$
	Receipt #: _____	<input type="radio"/> Non-Profit:	\$100.00	\$7.00	\$
Date: _____					
TOTAL COST: \$					



USE AGREEMENT

Polk City reserves the Activity 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
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 Activity 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 Activity 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
Activity Center.

It is understood and agreed that the number of people in attendance shall not exceed the maximum
occupancy limitations of 94 people.

The group agrees to leave the premises, i.e., the main hall, storage areas, restrooms, 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: _____

City Manager: _____ Date: _____



Activity Center

203 Lakeshore Drive, 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. **Please make checks payable to the City of Polk City.**

FEES

A refundable clean-up/damage deposit of \$200.00 is required for renting the Activity 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 \$50.00, deputy's fees \$49.00 an hr and user fee plus sales tax. 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 Activity 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 \$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 resulting from the use of the facility must be picked up and deposited in the outside dumpster located behind the activity center by library fence line 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.