



Reservation Number: \_\_\_\_\_

## Lake Mary Community Center Facility Use Agreement

### RESERVATIONS

Rooms at the Lake Mary Community Center will be rented on an hourly basis. One hundred percent (100%) of the total rental fee/deposit must be paid and this contract executed to reserve a room. Any cancellation sixty (60) days prior to the event will result in a full refund, excluding service charges applied to credit card payments. No refunds on rental fees will be given for cancellations with less than a sixty (60) day notice. Any and all refunds will be issued by City check and mailed to the renter, please allow up to four (4) weeks for delivery.

The person signing this contract must be 21 years of age or older and must be present during the entire rental period. The renter agrees to abide by all rules and regulations set forth by the City of Lake Mary, in addition to any county, state and federal requirements governing such activities. Additionally, the renter is responsible for ensuring all guests abide by all rules and regulations.

### REFUNDABLE DAMAGE DEPOSIT

The \$150.00 refundable damage deposit covers the Lake Mary Community Center for damage and/or excessive clean-up required as a result of the rental. The Rental Party agrees to be responsible for all damages to the building, grounds and equipment associated with the use of the Lake Mary Community Center. The Rental Party shall make no temporary or permanent modifications to the property without prior written consent of the Lake Mary Community Center staff.

In the event that there is any damage, loss, or expense incurred by the Lake Mary Community Center due to the use, the Rental Party agrees and acknowledges that the Lake Mary Community Center staff may use the damage deposit for payment of the same without prior approval of the Rental Party. The amount of the damage deposit paid is not a limit of the Rental Party's liability to the Lake Mary Community Center for damage, loss or expense and any claim for the same by the Lake Mary Community Center staff shall be paid immediately by the Rental Party.

If no damage is found or excessive cleaning is required, the deposit will be refunded via mail delivery to the renter and will be issued by City check. Processing time for refunding of the deposit can take up to four (4) weeks.

### DEFINITION OF THE RENTAL PERIOD

A two (2) hour minimum rental period is required. The rental period begins when the first person enters the building and ends when the last person exits the building. All set-up and clean-up time must be included in the paid rental times specified on this contract. No storage space is available in the building. Any extra time used either before or after contract period, will be billed at two (2) times the regular hourly rental rate. Any overage fees will be taken from the \$150.00 refundable damage fee first and any additional fees will be billed to the Rental Party.

### SET-UP

Tables and chairs will be set-up and taken down by Parks and Recreation staff. All other preparations are the responsibility of the renter. The room(s)/building will be locked during any time not specified on this rental agreement. Any time the renter needs access to the room(s) to decorate and cleanup must be included in the paid rental time.

### CLEAN-UP

The renter is responsible for leaving the building and parking lot in the same condition as it was before the event. This includes, but is not limited to:

\*Clearing tables, taking down decorations, disposing of food/drinks/trash to the dumpster, removing all personal items from the building, and cleaning the serving kitchen.

A Recreation staff member will conduct a pre-rental and post-rental inspection of the room(s), building and parking lot to check for damage/cleanliness. The renter is encouraged to walk with the staff during the inspections.

**SERVING KITCHEN/OUTDOOR PATIO**

The serving kitchen and outdoor patio are included in the Room 1 rental. The kitchen has a microwave, a refrigerator and an ice machine, along with counter space and a sink. Room 2 rentals will not have access to these areas.

**ALCOHOL**

Consumption of alcohol is restricted to inside the building and inside the fenced patio. The renter must ensure that the use of alcoholic beverages conforms to all federal, state and local laws and must diligently prevent underage drinking. Cash bars or the sale of alcoholic beverages, in any way, is not allowed at the Lake Mary Community Center.

**NOISE**

No device may be operated from a building or vehicle in such a manner as to disturb the peace of the neighborhood. Any device that can be plainly heard fifty (50) feet from the building or vehicle is in violation of City ordinance.

**CHILDREN**

Children must be supervised by an adult at all times

**PERMITS**

Should the activity require a special permit or license, the renter will obtain the permit or license at his/her expense and present required permit or license to the Lake Mary Parks and Recreation Department at least thirty (30) days prior to the rental.

**GENERAL TERMS**

Original, photocopy or facsimile copy, or any combination thereof shall be deemed to be a binding original of this agreement. Facsimile signatures shall be deemed to be original and binding signatures of the various parties.

I have received and read the facility use agreement. **INITIALS:** \_\_\_\_\_

The LAKE MARY COMMUNITY CENTER hereby grants the renter permission to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the CITY OF LAKE MARY from any and all claims, demands, actions, or right of action arising out of or by reason of the use of CITY OWNED FACILITIES. By signing below, client acknowledges receipt of and understanding of facility rules and regulations.

**RENTER PRINT:** \_\_\_\_\_

**RENTER SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

## Decoration Policy:

Decorations are only permitted in the space you have reserved and can only be put up **during your rental time**. This also includes any time needed for set up or clean-up. No decorations may be stored at the facility prior to or following your event. It is the renter's responsibility to remove any and all decorations/items brought into the facility by the rental end time.

Decorations **in no way** may be hung from the ceilings, walls, windows, doors, or any painted surface, this includes:

- Tape
- Tacks
- Staples
- Adhesive
- Nails
- Paperclips
- Hooks

### Candles/Sparklers:

- Candles are permitted as long as flame is enclosed in glass (votive, vase, or hurricane lamp) and the wick is at least 1 inch below the top.
- Candles floating in liquid are permitted.
- No open flame or hand held candles permitted, including Unity Candles.
- Sparklers are permitted for outdoor use **ONLY** and must be discarded in a bucket of water or sand provided by renter. Once cooled, they may be placed in the trash.

### Prohibited:

- Rice (including puffed or biodegradable)
- Birdseed
- Glitter or confetti-like decorations
- Releasing of balloons
- Fog machines or dry Ice

### Suggested Decorative Ideas:

- Up lighting (sometimes offered with DJ packages)
- Pipe draping
- Flameless candles

**Failure to comply with any of this policy will result in a loss of the Damage Fee.**

I have read and agree to this policy: RENTER INITIALS: \_\_\_\_\_