

**City of Tarpon Springs
Public Services Department
Recreation Division**

Community Center & Recreation Center Rental Policies and Procedures

Note: The requested date(s) for the use of a city facility will not be reserved until both the application and any required deposit are received by the Department of Public Services, Recreation Division, and verified by staff. The reserved date(s) will be canceled if full payment and a signed contract is not executed within seven (7) business days prior to the event(s). It is the policy of the Tarpon Springs Recreation Division to give leasing preference and priority to organizations based in Tarpon Springs and who provide a community service to our City's youth. Individuals, groups, or organizations who wish to use any facilities and equipment of the City of Tarpon Springs, Public Services Department must adhere to the following general procedures and policies:

- 1 a.) No bookings shall be made without a fourteen (14) day notice. A "booking" is a request for the use of city facilities that requires no more than the existing daily maintenance services of the City.
 - b.) Any after hour rentals, including weekends and holidays, mandate a Recreation Division employee to act as Site Supervisor. The cost of a Site Supervisor is \$23.00 per hour, or \$30.00 per hour if alcohol will be on the premises. The Site Supervisor will be assigned by the Recreation Supervisor. As Site Supervisor, duties include opening and closing the facility, responsibility for the alarm, and ensuring the proper supervision of all facilities during the rental. The Site Supervisor is not in any way responsible for the cleanup or returning the facility to the original condition found. **ANY UNAUTHORIZED DRUG OR ALCOHOL BROUGHT ONTO CITY PROPERTY IS GROUNDS FOR IMMEDIATE TERMINATION OF THE RENTAL AND FORFEITURE OF ANY SECURITY DEPOSIT.**
- 2 a.) City of Tarpon Springs employees may book one yearly "*Courtesy*" rental, less the facility base rate. Additional bookings during the same rental year by these same individuals will be treated as a "*Private*" rental. A rental year begins September 1st and concludes on August 31st of the following calendar year.
 - b.) All other rentals are deemed "*Private*" rentals and are subject to the base rate of the facility requested, any necessary Site Supervisor fees and the appropriate security deposit. "*Private*" rentals by groups or individuals not based or residing in Tarpon Springs are subject to a 50% surcharge of the applicable base rates.
 - c.) Individuals and groups using the City's facilities must agree to hold the City of Tarpon Springs and its employees harmless from any claims, demands, or lawsuits that may arise from the use of our facilities, and agree to indemnify the City against such claims as a precondition for use. Accidents must be reported IMMEDIATELY to the Site Supervisor.

- d.) Applications are available at the Community Center, 400 S. Walton Ave. Tarpon Springs, FL 34689. A blank application will be mailed out upon request.
- f.) Completed applications must be submitted to the City of Tarpon Springs, Recreation Division, 400 South Walton Avenue, Tarpon Springs, Fl. 34689. The Recreation Division office telephone number is (727) 942-5628.
- 3 a.) All rentals, with the exception of those that consist of multiple dates, are subject to a refundable deposit of two-hundred fifty dollars (\$250.00), for each calendar day requested in order to reserve the facility. The deposit may be returned only after it has been established by appropriate Recreation Division personnel that the facility has been returned to its condition prior to the rental. The security deposit, or a portion thereof, will be held in lieu of damages and/or not returning the facility to its original condition, and/or concluding the rental after the contracted time. This deposit is made at the time that the application is submitted, and is required before the City can process an application to lease. Checks made payable to the "City of Tarpon Springs" can be mailed; cash must be paid in person.
- b.) All *groups* meeting regularly will be assessed a \$100.00 security deposit. Each instance a group, or one of its members enters a room more than eight minutes prior to their contracted start time, leaves a room more than eight minutes past their contracted stop time, or leaves a room in a condition other than it was found, \$25.00 will be charged against the security deposit balance. At such time a group's security deposit balance reaches zero, the group will be required to pay an additional \$100.00 deposit prior to their next scheduled meeting. At the end of the lease period, groups will have the option of carrying their deposit balance forward to the next lease period, or having the deposit balance refunded.
- b.) Applications will be reviewed by the department and will be approved or denied. If the application to lease is approved, the Lessee is responsible to pay the full amount of charges no later than seven (7) days prior to the rental. If the application to lease is denied, the deposit will be refunded.
- c.) Alcoholic beverages are permitted at the City facilities for rentals only if an off duty Tarpon Springs Police Officer has been assigned to work the detail. Lessee is responsible for the payment of the secured police officer at a rate of \$35.00 per hour, with a minimum of three hours. Recreation Staff will be responsible for arranging an officer to work the rental. **ANY DEVIATION FROM THIS POLICY IS GROUNDS FOR IMMEDIATE TERMINATION OF THE RENTAL AND FORFEITURE OF ANY DEPOSIT.**
- d.) All Groups or individuals must notify the Recreation Division at least seven (7) days in advance if any cancellation or change of plans is necessary. Groups or individuals holding "*Private*" or "*Courtesy*" rentals not complying with this policy shall forfeit their deposit. Individuals or groups holding leases consisting of multiple dates not complying with this policy will be given a warning on the first occurrence. Upon the second occurrence, that group will be charged a \$30.00 cancellation fee.

PRIVATE RENTAL RATES

Base Rate: Community Center Main Hall = \$25.67 per hour, \$38.51 non-residents, per hour.
Community Center Social Room = \$14.12 per hour, \$21.18 non-residents, per hour.
Community Center Craft Room = \$12.69 per hour, \$19.04 non-residents, per hour.
Craig Park Recreation Center = \$13.92 per hour, \$20.88 non-residents, per hour.

Staff: \$23.00 per hour, or \$30.00 per hour if alcohol is on the premises.
Additional Police Officer charge of \$35.00 per hour if alcohol is on the premises,
with a three hour minimum.

Deposit: \$250.00, refundable
\$100.00 for groups or individuals with leases consisting of multiple dates.

COURTESY RENTAL RATES

Base Rate: Waived for City of Tarpon Springs employees . Limited to one rental per calendar year, defined as October 1st, through September 30th, the following year.
Additional rentals within that period are “Private” rentals.

Staff: \$23.00 per hour, or \$30.00 per hour if alcohol is on the premises.
Additional Police Officer charge of \$35.00 per hour if alcohol is on the premises,
with a three hour minimum.

Deposit: \$250.00, refundable

**ANY UNAUTHORIZED DRUG OR ALCOHOL BROUGHT ONTO CITY PROPERTY
IS GROUNDS FOR IMMEDIATE TERMINATION OF THE RENTAL AND
FORFEITURE OF ANY SECURITY DEPOSIT.**

**CITY OF TARPON SPRINGS
RECREATION DIVISION
FACILITY LEASE APPLICATION**

1. Name of organization or individual requesting rental: _____

2. Address: _____ Phone: _____

3. Is your group tax exempt? yes no Tax exempt #: _____

4. Agent for organization requesting rental: _____

5. Agent's address: _____ Agent's phone: _____

6. Will there be any fees charged, donations solicited or sales during this event? yes no
If yes, please provide details: _____

7. Will the event be open to the general public? yes no

8. Will there be any alcohol consumed on the premises? yes no

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9. Setup date: _____ Time (from): _____ (to) _____ # of hours: _____

Event date: _____ Time (from): _____ (to) _____ # of hours: _____

Note: One half the room rate & Supervisor rate is charged from the end of setup time to the beginning of event time.

Total hours requested: _____

Multiple dates listing: _____

10. Facility requested: _____ Community Center Main Hall _____ Community Center Craft Room
_____ Community Center Social Room _____ Craig Park Recreation Center
_____ Other: _____

Please submit application to: Tarpon Springs Recreation Division, 400 South Walton Avenue, Tarpon Springs, FL 34689.

Applicant signature

Date

Note: Application must be completed and returned at least 14 days prior to date of rental. No applications will be processed without the applicable security deposit. Security deposits are fully refundable provided that the facility is returned to its original condition, and the rental ends no later than the contracted time(s).