

**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 14 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 one or more Recreation Division employees to act as Site Supervisor. The cost of each Site Supervisor is \$23.00 per hour. Rentals with alcohol on the premises will require two Site Supervisors, in addition to a minimum of one Tarpon Springs Police Officer, which is further outlined herein. Additionally, some rentals without alcohol on the premises may require two Site Supervisors if it meets certain criteria, based on, but not limited to, the number of people attending and type of event. The Site Supervisor(s) will be assigned by the Recreation Division. Site Supervisor(s) duties include opening and closing the facility, responsibility for the alarm, and 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, unless specified otherwise. **ANY UNAUTHORIZED DRUG OR ALCOHOL BROUGHT ONTO CITY PROPERTY IS GROUNDS FOR IMMEDIATE TERMINATION OF THE RENTAL AND FORFEITURE OF ANY SECURITY DEPOSIT.**
 - c.) Use of Gymnasium – The Gymnasium is primarily for athletics use and any private rentals of this space will comply with such usage requirements. As an example, private rentals of the space that involve social functions with alcohol served would not be consistent with such Gymnasium use and are not permitted private rentals for that space. The Recreation Division reserves the right to determine if private rentals meet the intended use of the space and shall decline any rental applications not consistent with this requirement. In all private rentals, the number of participants shall be limited to 125 or less.
- 2 a.) All rentals are "**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.
 - b.) 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(s).
 - c.) Applications are available at the Community Center, 400 S. Walton Ave. Tarpon Springs, FL 34689. A blank application will be mailed out upon request.
 - d.) 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 by groups meeting regularly throughout the year, require 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 the facility has been returned to its condition prior to the rental, and both the **Lessee** and **Building Supervisor** have signed off on the Building Checkout form. 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 City's current fiscal year, groups will have the option of carrying their deposit balance forward to the next lease period, or having the deposit balance refunded.
- c.) 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 two weeks prior to the rental. If the application to lease is denied, the deposit will be refunded.
- d.) During rentals where alcohol is being served, a minimum of one Tarpon Springs Police Officer will be contracted to be on the premises for the duration of the event. Determination of the number of Officers required will be at the discretion of the Tarpon Springs Police Department, based on, but not limited to, the number of people attending and type of event. Lessee is responsible for the payment of the Police Officer(s) at a rate of \$35.00 per hour, per Officer, for a minimum of three hours. Recreation Staff will be responsible for arranging the Officer(s) to work the detail. Additionally, Lessee must obtain the services of a licensed and insured bartender, and provide documentation to the Recreation Division no later than seven days prior to the rental. **ANY DEVIATION FROM THIS POLICY IS GROUNDS FOR IMMEDIATE TERMINATION OF THE RENTAL AND FORFEITURE OF ANY DEPOSIT.**
- e.) All Groups or individuals must notify the Recreation Division at least 30 days in advance if any cancellation or change of plans is necessary, in order to receive a full refund. Cancellations within 30 days of the rental will result in a forfeiture of the security deposit. Cancellation within 10 days of the rental will result in forfeiture of the deposit and all additional fees paid. 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.
- f.) Use of The kitchen within the Community Center incurs a separate charge of \$15.00/\$22.50 per hour (residents/non residents) effective upon all applications submitted after November 1st, 2015.
- g.) Effective November 1st, 2015, lessees will have the option of paid additional services to facilitate the rental process. These services include setups & breakdowns, custodial services and audio/visual services. The base charges for these services are listed on the Rental Rates page of this application.
- h.) **MAXIMUM ATTENDANCE AT ANY RENTAL IS 125.** Attendance exceeding the number expected, as listed on the application, will be cause for termination of the rental and forfeiture of the deposit.

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.
Community Center Kitchen = \$15.00 per hour, \$22.50 non residents, per hour.
Craig Park Recreation Center = \$13.92 per hour, \$20.88 non-residents, per hour.

Staff: \$23.00-\$46.00 per hour, or \$46.00 per hour if alcohol is on the premises.
Additional Police Officer(s) charge of \$35.00 per hour, per Officer, 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.

OPTIONAL SERVICES

Setups: 1-50 - \$25.00 51-100 - \$50.00 Over 100 - \$1.00 per person
(Setting up and returning tables/chairs only. Other charges may apply.)

Custodial: \$25.00 per hour, two hours minimum.
(Trash removal & floor cleaning. Other charges may apply.)

A/V: \$50.00 per event
(Use of stereo/microphones, simple TV/projector setups. Other charges may apply.)

**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 organization tax exempt? yes no tax exempt # _____

4. Agent for organization requesting rental: _____

5. Agent's address: _____ Phone: _____

Email address: _____

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 on the property? yes no

ANY UNAUTHORIZED DRUGS, ALCOHOL OR ILLEGAL SUBSTANCES BROUGHT ONTO THE FACILITY IS GROUNDS FOR IMMEDIATE TERMINATION OF THE RENTAL AND FORFEITURE OF THE SECURITY DEPOSIT.

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

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

Total # of hours: _____

Note: All facilities are closed, doors are locked and the alarm is set no later than 1:00am, one calendar day later than the start of the rental.

Multiple dates listing: _____

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

11. Optional Services requested: Setup/Breakdown Custodial Services Audio/Visual

11. Type of event to be held: _____

12. Number of attendees expected: _____ (Not to exceed 125)

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

Applicant signature

Date

Application must be submitted at least 14 days prior to requested rental date(s). No applications will be processed without the applicable security deposit. Security deposits are fully refundable provided facilities are returned to their original condition, and rental ends no later than the contracted time(s).

SPECIAL NOTES

1. Lessee must strictly observe all Police and Fire Department regulations.
2. Lessee must obtain all needed licenses and permits.
3. Lessee agrees to indemnify and hold the city harmless and accept all liability arising from any accident, illness, sickness or other injuries including death, occurring at any time to persons (other than employees of the City, while acting in their capacity as employees) on City premises or property damage to City premises (building, contents or equipment) and to property of others during use. Lessee further agrees not to incur any debts, which may be required or requested to be borne by the City.
4. No sale or consumption of beer, wine or other alcoholic beverages shall be permitted unless prior consent has been obtained from the City.
5. All City property must be returned in the same condition as that prior to Lessee's use. Cost of repairs must be borne by the Lessee. Lessee agrees to use and maintain the leased facility in a safe manner, according to the intended use thereof. Failure to provide a written objection to the City shall be deemed an acceptance of the condition of that facility or equipment.
6. Improvements, alterations, or changes of any kind shall not be made to city property unless complete plans of said improvements have been submitted to the City, and such plans are approved in writing by the City. All costs of the aforementioned improvements shall be made at Lessee's expense.
7. Concessions may be sold with the prior consent of the City if Lessee is a nonprofit organization and concession sales are incidental to the main recreational use of the City facility.
8. All rates, fees and charges for the use of the facilities shall be paid in advance by Lessee. Funds shall be refunded if the event is rained out and cancelled by telephone call to City no later than seven days prior to reservation, unless custodial or police supervision costs have been incurred by the City.
9. Group classifications; nonprofit and others shall pay for services provided by the City beyond normal working hours according to the attached schedule.
10. The use of the facility by Lessee shall not interfere with the recreational programs approved by the Public Services Department - Recreation Division.
11. The City reserves the right to enter any portion of the facility and to eject any persons acting in violation of Departmental rules. Lessee waives any right and claim for damages against the city and its agents, jointly and severally, in the event of such ejection, both on behalf of Lessee and all of Lessee's invitees.
12. The City reserves the right to cancel any lease due to a lack of available building supervision.
13. All conditions are material to this lease. This lease is personal to the parties and may not be assigned or subleased without the consent of the City.

SPECIAL PROVISIONS:

1. Lessee is responsible for the proper supervision of the facility and all participants.
2. Lessee will be responsible for the setup, cleanup and returning the facility to the condition in which it was found, unless specified otherwise, or forfeit their deposit.
3. Lessee is to inform the Recreation Division of any changes in schedule.
4. The Community Center closes promptly at 1am. Lessee is to be out of the building at this time. Lessee will be responsible for payment for any appropriate and/or required supervision for rentals that exceed the contracted times allotted.
5. Lessee will be charged for building fees and supervision fees for rentals that run beyond the contracted time. The rate schedule is as follows:
 - 1st minute past contracted time = \$46.00/building supervisor, \$30.00/building rate + tax
 - 2nd-60th minute past contracted time = free
 - 61st minute past contracted time = \$46.00/building supervisor, \$30.00/building rate + tax
 - 62nd-120th minute past contracted time = free
 - 121st minute past contracted time = \$46.00/building supervisor, \$30.00/building rate + tax
 - 122nd-180th minute past contracted time = free

These fees will be deducted from the lessee's deposit if necessary.