

# AGENDA

CITY OF ARCHER  
16870 SW 134<sup>TH</sup> AVENUE  
P.O. BOX 39  
ARCHER, FL 32618-0039

July 21<sup>st</sup>, 2016

5:30p.m. Archer Community Center  
Advisory Board Meeting ARCHER COMMUNITY  
CENTER

*All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.*

*All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.*

*All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*All interested persons are invited to attend and be heard.*

## CALL TO ORDER

### I. Consent Agenda

- A. Approve minutes from the meeting on June 16, 2016

### II. Old Business

- A. Health Fair Discussion
- B. Technical Training-Set Date
- C. ACC Brochure Revised
- D. ACC Guidelines and Use Policy-Revised with the New Rates
- E. Fundraising Update
- F. Community Center Repairs-Report From City Manager
- G. Humanities Grant-Board Member Report
- H. Revised Volunteer Form

### III. New Business

- A. Back To School Event-ACPO and the City of Archer
- B. Planning for Future Events-ACCAB Halloween Party-Need Chair

### IV. Citizen Comments

### V. Committee Comments

### VI. Motion to Adjourn

**ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES**  
**Thursday, June 16, 2016 Time: 5:30 PM**

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

**Quorum Present:**

ACCAB Liaison:	Commissioner Joan White
Vice Chair:	Roberta Lopez
Board Members:	Sheila Brice
	Laurie Costello
	Iris Bailey
	Annie Studemire

**Absent:**

Sue Batey, Chairperson  
Patricia Wiggins  
Frank Batey  
Jacqueline Polke

**Staff:**

City Manager:	Zeriah K. Folston
Minutes Recorder:	Mary T. Flickinger

**I. CALL TO ORDER:**

Vice Chair Lopez welcomed everyone and stated that Chairperson Batey will not be attending the meeting tonight. Vice Chair Lopez introduced Denise Hull, a new volunteer, and stated that Jacqueline Polke was approved by the Commission to serve on the board, but is not in attendance tonight. The meeting was called to order at 5:39 pm.

**II. CONSENT AGENDA:**

**A. Approval of the minutes from the May 26, 2016, meeting.**

**MOTION**

Board Member Bailey moved to approve the minutes from the April 19, 2016, meeting.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0.

**III. OLD BUSINESS**

**A. Facility Guidelines**

Vice Chair Lopez presented the Facility Guidelines for discussion.

City Manager Folston recommended the Chair and Vice Chair meet with him to work on simplifying the application, noting that our application is getting larger. City Manager Folston stated that he liked the idea of the checklist because renters must read and sign.

Vice Chair Lopez stated that the following issues of concern have been observed:

- The wheelchair lift is being used to bring heavy sound equipment up to the stage. There is a weight/load guideline that must be observed and the lift should only be used for wheelchairs.
- A child was observed skateboarding on the property.
- A renter had removed Ms. Davis' and President Obama's picture from the wall.
- Parking on the front lawn often occurs at the larger events.
- To conserve air-conditioning, doors should not be propped open for long periods of time while items are being brought into the building for events.

Board Member Costello recommended laminating the lists and putting them on the side of the fridge or other pertinent places.

Vice Chair Lopez proposed framing and hanging the information permanently on the wall.

Board Member Costello recommended magnets for posting on the fridge.

City Manager Folston stated that these items will be added to the Application/Facility Guidelines.

### **B. Audio Training**

Vice Chair Lopez stated that it would be helpful for the board to be familiar with the equipment and to know how to answer basic questions if a renter needed assistance.

Board members agreed, but the general consensus was that they did not feel confident operating the audio/multimedia system. The consensus of the board was that the city should provide someone to operate the audio/multimedia system.

City Manager Folston agreed completely and stated that he will recommend to the Commission that the City incur the cost or fix the cost into the rental agreement when renters request the use of the system.

City Manager Folston recapped that training will be provided on the following equipment:

Audio, Visual, Air conditioning, Alarm system, and the Microphones. The consensus of the board was to set the date for training at the next ACCAB meeting in July.

### **C. Mold Check at the Old Fire Station**

City Manager Folston recapped that the Old Fire Station was immediately closed after it was brought to his attention that mold was found in the building. The facility has been rented nine times in the last two years, four of those nine times it was rented by the same person. The cost to rent the facility is \$35, and when you factor this in with the cost to repair the building, we cannot say that this is the best use of the city's money at this time.

Mold was also found in various areas at City Hall. Repairs will not be overwhelmingly costly, but this is something that a reputable company will need to take care of and certify that the problem has been rectified.

### **D. Setting Air Conditioning Temperature**

This item will be addressed with the board during training.

### **E. Health Fair Report: Health Fair, June 25, 2016, from 9:00-2:00 pm, at the Archer Community Center.**

Vice Chair Lopez stated that flyers were made and a banner was created as well as four street signs. Brochures were placed at the Post Office, the beauty shop, and the library and on the board at Save-A-Lot. William Thomas Funeral Home sent an email stating that the information was sent to Channel 20, information was also sent to Alachua Today's Community Calendar. Vice Chair Lopez asked the board to contact as many people as possible so that we have a busy and interesting day.

Participants in the Health Care event include: UF Archer Family Health Care, UF Health Street, UF Dental School, Elder Care, Three Rivers Legal Services, Inc., Women Working with Women, Fire Department, CNA Instructor Ms. Dessie Robinson. Sponsors for the event: Renaissance Printing, Subway, Little Caesars Pizza, Save-A-Lot.

Vendors will be provided with a light lunch and volunteers are needed to help in the kitchen and with various other items throughout the day.

Board Member Brice stated that she was interested in having a mental health component at the Health Fair and spoke with Ms. Walker at the clinic to see if she could help. Plans have been made to provide various mental health assessment tools on depression, anxiety disorders, and PTSD. The public can take the information home to complete the assessments or ask nursing staff for assistance at the Health Fair.

Vice Chair Lopez stated that Renaissance Printing donated part of their services and she donated the payment of the remaining amount. Future plans are to meet with two different printers to find the best deal so that we can get some brochures printed.

#### **IV. NEW BUSINESS**

##### **A. Discuss Budget Items for the Archer Community Center – open discussion**

The Board discussed the need for the facility to have a good monthly cleaning, dusting, dry and damp mopping. Also noted, the bathroom door needs repair.

Vice Chair Lopez stated that after the \$500 was allocated for the Back to School Event, the Bo Diddley account had a remaining balance of \$1,668.41. Vice Chair Lopez asked the Commission to approve opening a Community Center account with the remaining money to be used for youth events.

Commissioner White stated that her son will volunteer to clean the floors if the City can provide a floor buffer.

Board Member Bailey stated that renters need to put items back the way that they found them.

Board Member Studemire stated that if the chairs are not properly stacked, this should be dependent upon the return of their deposit.

Vice Chair Lopez stated that she will be at the Archer Community Center around 10-10:30 am tomorrow to inventory the chairs and provide a quick clean up.

City Manager Folston stated that staff will take a photo of how the chairs should look like stacked when the renters are finished. The photo will be laminated and framed and placed where the renters can see it. This way the Board does not have to get down to that level of detail, leave the renter to the city and we will talk about what we are going to do with their deposit.

City Manager Folston stated that the chairs and tables at tonight's meeting will be stacked back in the closets by staff in the morning and later the floors will be damp mopped.

Vice Chair Lopez stated that a welcome home party for someone retiring from the military is scheduled on Sunday and they would like to put flags out in front of the building.

City Manager Folston stated that the City has approximately 15-20 flags available.

On June 24, 2016, a wedding is planned and the following day on June 25, 2016, will be the Health Fair. The vendors are scheduled to arrive early, approximately around 8:15 am.

**B. Archer Community Center possible changes to rental fees – open for further discussion.**

- Current rates: \$180 for the first 3 hours, \$50 per additional hour.  
Proposed rates: \$300.00 for the first 3 hours, \$50 per additional hour, \$400 per day.
- Events with admission charge or where compensation is received including political fundraisers:  
Current rates: \$225 for the first 3 hours, \$65 per additional hour.  
Proposed rates: \$345 for first 3 hours, \$65 per additional hour, \$600 per day.
- Events hosted by non-profit, must provide 501(c)3 status.  
Current rates: \$150 for first 3 hours, \$40 per additional hour.  
Proposed rates: \$270 for first 3 hours, \$40 per additional hour, \$400 per day.

The Board discussed the proposed increase in rates and compared the rental fees, building size and amenities offered in comparison to Newberry's facilities.

City Manager Folston stated that the proposed rate is set at such a level that it encourages renters to go with the day rate. If a renter decides to take the \$300 and pay for the additional hour, the City still comes out well. Renters requiring time for setup and cleanup will be encouraged by staff to take the day rate. The day rental time frame is considered 8:30 am - 10:00 pm, unless prior authorization is received from the City Manager or his designee. The events that are already booked are not affected, but any new events will be immediately subject to the new charges.

Vice Chair Lopez stated that the Archer Community Center opened in August 2011 and we have never raised the rates. Many companies hold retreats and we should also speak to the county about holding future events in Archer.

Board Member Brice stated that educational seminars are often held in hotels and hotels would definitely charge more than our rates.

The Board recognized that Archer has a first class facility that stands out above many area facilities.

City Manager Folston stated that he could not find this nice of a facility in the area that offers the amenities and multimedia facilities such as the Archer Community Center offers.

Renters are given a choice of cleaning the facility themselves or paying a \$125.00 cleaning fee if they do not want to clean the facility after their event. The general consensus of the Board was that this fee should be raised.

**MOTION**

Board Member Bailey moved to increase the facility cleanup fee to \$175.00.

Board Member Costello seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 5-0.

**MOTION**

Board Member Bailey moved to raise the facility fees to the proposed rates.

Board Member Studemire seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 4-1 (Board Member Costello opposed the motion).

The board compared Newberry's facility application to the City of Archer's facility application. The board liked the simplicity and style of Newberry's application and this will be used as a guideline to update our documents. City Manager Folston stated that the address of the Community Center needs to added to our application.

**Items for the next agenda:**

- Consensus on who wants to have a phone.
- Update from the Health Fair
- Setup equipment training dates.
- Update the application.
- Planning for future events

City Manager Folston stated that he will plan more than one date for training to accommodate board schedules. Board Member Costello asked if she could advertise the facility on Craig's List, and noted that she would need to look for the right category.

Commissioner White commented that several radio stations offer free advertising. Board Members will call for further information.

**V. CITIZEN COMMENTS**

None

**VI. COMMITTEE COMMENTS**

None

**VII. MOTION TO ADJOURN**

**MOTION**

Board Member Studemire moved to adjourn the meeting.

Board Member Brice seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 5-0. Time: 8:20 pm.

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Roberta Lopez, Vice Chair

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Zeriah K. Folston, City Manager



# Archer Community Center

## Materials Available

- 120 padded (back & seat) folding chairs
- 8— six foot rectangular tables
- 12— six foot round tables
- 4— four foot round tables
- 5— thirty-two inch round cocktail tables
- Stage podium
- Audio/Visual equipment (Audio/Visual technician available for additional charge).

The main seating area consists of a

1700 square foot open area capable of

seating 216 comfortably in row

seating or 120 with table seating. The

main seating area is serviced by a

state of the art PA system.



The kitchen area has a pass through window and is serviced by a 49' cubic foot commercial refrigerator along with an extra large convection microwave. Clean up facilities are provided by a commercial three compartment sink.

A 20' x 14' stage area is ADA compatible and has drawn curtains, monitor speakers and fourteen audio connections. Also located on the stage is a 12' x 9' drop down projection screen with projector.

The Audio/visual system consists of a peavey 16-channel mixing board with a graphic equalizer, a Peavey 800 Watt PA amplifier, a five-disc CD player, three plug-in microphones and one wireless microphone. Monitor speakers are provided to the stage area along with speakers piped throughout the hall.



... *Where the possibilities are endless.*

## *Rental Fees*

- **Class I** — Any event which admission is charged. First three (3) hours minimum \$345.00; each additional hour \$65.00. Day rate \$600 8:30am-10:00pm.
- **Class II** — Any event where no admission is charged. First three (3) hours minimum \$300; each additional hour \$50.00. Day rate \$400 8:30am-10:00pm.
- **Class III** — Any event hosted by an organization which can provide a 501-3c non-profit status (no admission charged). First three (3) hours minimum \$270; each additional hour \$40.00. Day rate \$400 8:30am-10:00pm.

## *Deposits*

- **Reservation Deposit:** A 25% Reservation Deposit is required to reserve the building and must be paid at the time of reservation. All reservations must be made at least 30 days prior to the event, and reservations with less than thirty days notification must be approved by the City Manager. If you need to cancel your event less than three weeks prior to the event the deposit is non-refundable.
- **Security/Cleaning Deposit:** \$150.00 deposit is to be secured by a separate check.
- **A/V Deposit:** \$500.00 deposit is to be secured by a separate check.

The deposits will be refunded after the building is inspected, and it is determined that there was no damage to the building, A/V equipment and no additional cleaning is necessary.

*“Where the  
Community comes  
Together.”*



For those needing more information please contact

*City of Archer  
And  
Archer Community Center Advisory  
Board*

Phone: 352-495-2880  
Fax: 352-495-2445

[www.cityofarcher.com](http://www.cityofarcher.com)



# Archer Community Center

16671 SW 137th Avenue  
Archer, Florida 32618  
Phone: 352-495-2880



**ARCHER COMMUNITY CENTER**  
**(352) 495-2880**  
**USE APPLICATION, CONTRACT AND**  
**RENTAL POLICY**

**Deposits are required to secure the rental date.**

Date \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Phone: Home \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

DL Number: \_\_\_\_\_ (copy required)

Event Planner \_\_\_\_\_

Phone \_\_\_\_\_

**Event Information\***

Date(s): \_\_\_\_\_ Activity: \_\_\_\_\_ Hours \_\_\_\_\_ - \_\_\_\_\_ All day \_\_\_\_\_

Anticipated Number of People \_\_\_\_\_ Alcohol to be served? \*\* \_\_\_\_\_ Yes \_\_\_\_\_ No

- Items Requested:
- \_\_\_\_\_ Sound System/Audio Visual
  - \_\_\_\_\_ Additional Folding Chairs (66) and 12 Rectangle tables fee **\$25.00**
  - \_\_\_\_\_ Tables/ Chairs (to be inventoried before returning deposit)
  - \_\_\_\_\_ Convection Oven
  - \_\_\_\_\_ (Optional) Clean up fee **\$175.00**

\* The City reserves the right to require liability insurance at the determination of the City Manager. The City may require renters to obtain security services at the determination of the City Manager.

\*\*ACSO security must be provided for events where alcohol will be served.

**Events with no admission fees or fundraising (weddings, family reunions, etc....)**

Rental Fee: **\$400.00 (8:30am to 10:00pm)** Paid \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Rental Fee: **\$300.00** for first three (3) hours/**\$50** per additional hour Paid \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Reservation Deposit: 25% of rental fee to be paid at time of rental – refundable if reservation is cancelled at least (8) weeks prior to rental date. Paid \_\_\_\_\_

Security Deposit: **\$150** refundable deposit to be returned upon walk through inspection for damage or cleaning. Paid \_\_\_\_\_

**Sound System/Audio Visual**

Deposit: **\$500.00** by payment of separate check, to be refunded upon inspection and confirmation of no damage. If damage occurs, the renters deposit will be utilized for repair of the damage. Renter will be assessed for any costs incurred for repair of damage in excess of the \$500.00 deposit and refunded if less than \$500. Paid \_\_\_\_\_

**Events hosted by non-profit (no admission or fundraising-must provide 501 3-C status)**

Rental Fee: **\$400.00 (8:30am to 10:00pm)** Paid \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Rental Fee: **\$270.00** for first (3) three hours Paid \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Reservation Deposit: 25% of rental fee to be paid at time of rental – refundable if

reservation is cancelled at least (8) weeks prior to rental date.

Paid \_\_\_\_\_

**Security Deposit:** \$150 refundable deposit to be returned upon walk through inspection

Paid \_\_\_\_\_

**Events with admission charge or where compensation is received (including political fundraisers)**

**Rental Fee:** \$345.00 for first (3) three hours / \$65 per additional hour Paid \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

**Rental Fee:** \$600.00 (8:30am to 10:00pm) Paid \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

**Reservation Deposit:** 25% of rental fee to be paid at time of rental – refundable if reservation is cancelled at least (8) weeks prior to rental date. Paid \_\_\_\_\_

**Security Deposit:** \$150 refundable deposit to be returned upon walk through inspection for damage or cleaning Paid \_\_\_\_\_

**Sound System:  
Audio Visual  
Deposit** \$500.00 by payment of separate check, to be refunded upon inspection and confirmation of no damage. If damage occurs, the renters deposit will be utilized for repair of the damage. Renter will be assessed for any costs incurred for repair of damage in excess of the \$500 deposit and refunded if less than \$500

Paid \_\_\_\_\_

**Deposits and fees shall be paid by credit card, check or money order.**

**Deposits are required to secure the rental date.**

**Additional charges due to event running longer than time reserved will result in additional hourly charges to the tenant and may result in forfeiture of the security deposit.**

**Deposits will be returned within two (2) weeks of the rental date; provided no damages were found.**

**All rental fees and security officer fees are to be paid in full two (2) weeks prior to the scheduled event or the event may be cancelled at the City Manager's discretion.**

**Failure to pay all fees two (2) weeks prior to the scheduled event may result in forfeiture of the deposit.**

As a condition precedent to the issuance of this contract, I the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by all federal, state, county and city laws and ordinances and Guidelines and Use Policy (attached) pertaining to the Archer Community Center, all of which are hereby incorporated herein by reference.

I, for myself and my children, agents, servants, employees, heirs, executors, administrators and assigns, and the entity on whose behalf I am entering into this contract, agree to release, indemnify and hold harmless the City of Archer, Florida, its officials, officers, employees, agents and volunteers from

any claim arising out of the use of the Archer Community Centers, including but not limited to accidents, injuries, illness, negligent or intentional torts, acts of God, attorney fees, loss of service claims, or any other expenses or claims, including those based on a subrogate interest of any insurer, or loss of group or personal property relating to the use of the center.

Agreed to and accepted by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature OF RENTER

# ARCHER COMMUNITY CENTER GUIDELINES AND USE POLICY

## Tables & Chairs 150

### Chairs only 216

1. Application for use of the Archer Community Center must be made on the City's request form. The request must be signed by an adult (21) years or older who assumes responsibility for the Archer Community Center reservation and actions of their guests and must be present at all times during the rental of the facility. The City has the discretion to deny use of the facility for any event, including those it deems harmful to the public health, safety and welfare of the City of Archer. **Picture identification is required at time of application.**
2. Hours of operation are from 8:30 a.m. to 10:00 p.m. unless prior authorization is received from the City Manager or his designee.
3. City of Archer personnel will arrange for entry to the Community Center one week prior to the event for viewing and planning purposes. Keys will be made available to renters.
4. Alcohol violations will cause forfeiture of the security deposit.
5. The sound system/audio visual shall be operated only by City of Archer personnel, or authorized representative as designated by the City Manager. Renter may provide music or other media to be played through the sound system or alternatively, renter may provide a DJ or other means of playing audio or video.
6. Please note the City does NOT provide a stove in the kitchen area, or use of the office facility within the Community Center.
7. Payment of all fees must be verified before renter may take possession of the premises.
8. If for any reason, where it is impossible or impractical and the City is not able to deliver the Community Center upon the date, or in the condition requested, the applicant hereby agrees to release the City from any claim derived there from with the sole exception that the deposit or prepaid rent shall be refunded to the applicant
9. No birdseed, rice, or other loose material may be thrown inside the building. No loose glitter/sparkles/or sequins may be used for decorations.
10. Compliance with the International Fire Code as adopted by the City is required when using candles. Candles must be enclosed in a hurricane- type holder. No tapered candles are allowed.
11. The center is a smoke free facility. **NO SMOKING IS ALLOWED. NON-COMPLIANCE WILL RESULT IN FORFEITURE OF DAMAGE/SECURITY DEPOSIT.**
12. **RENTER IS RESPONSIBLE FOR CLEAN-UP OF RENTED AREA AT THE CONCLUSION OF THE TIME RESERVED** This must include picking up trash, decorations, removing trash to outside dumpsters, restrooms, and all the areas around the exterior of the building, including the landscaping and

trash/cigarette receptacle. The Community Center should be left in the condition in which it was found.

13. Any decorating, covering or changes to the facility must be approved at the time of the rental application and put in writing as a part of the agreement. The use of cellophane or adhesive tape, nails, staples, screws, etc. on tables, walls or other equipment is not permitted. Placement, relocation, or arrangement of equipment, other than tables and chairs, is not permitted.
14. All events must end no later than 10:00 p.m. the day it began, and the building must be restored to its pre-event condition, and vacated. Individuals still on community center property will be charged with trespassing. The security deposit will be forfeited when it has been determined that trespassing has occurred.
15. **NO SOAP OF ANY TYPE IS TO BE USED ON THE FLOORS OF THE COMMUNITY CENTER. FLOORS ARE TO BE DAMP MOPPED ONLY WITH CLEAN HOT WATER.**
16. Renter will use only those facilities or equipment specifically designated on the rental request form. Chairs and tables will be made available at no extra cost. Set-up and break-down of chairs and tables are the responsibility of the renter. Chairs and tables shall not be dragged across the Community Center floor, which may cause damage for which the renter will be liable.
17. The piano shall not be moved from its current location.
18. Renters are responsible for leaving the Community Center in a clean organized manner. This shall include, but is not limited to, putting away tables and chairs, sweeping or mopping, cleaning the hallway, bathrooms and kitchen. All trash must be placed in the outside trash container on the west side of the building.
19. Storage facilities are not available for renter's use. **NO ITEMS MAY BE LEFT IN THE CENTER AFTER ITS RENTAL.**
20. All dances and activities which are open to the public shall require approval of the City Commission.
21. Gambling is prohibited, with the exception of bingo, which may be conducted in accordance with state, federal and other applicable laws.
22. **RENTAL AGREEMENTS ARE NOT TRANSFERRABLE OR ASSIGNABLE TO ANOTHER PERSON.**
23. A City representative will be present at all events during the rental use where use of the sound system is requested.
24. The rental group, its guests or invitees shall comply with all applicable City, County, State and Federal laws and any specific use regulations.
25. The City of Archer is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require in its discretion, proof of insurance coverage.
26. No tables, chairs, furniture, or equipment of any type may be removed from the building or used

outdoors.

- 27 The serving or consumption of alcohol on the premises is allowed as otherwise permitted by law. Those using the facility must comply with City, County, and State laws and ordinances.
- 28 When alcohol is served, renter shall provide Alachua County Sheriff's Office off-duty security detail. The number of security officers necessary shall be at the discretion of the City Manager.
- 29 RENTER OR HIS/HER DESIGNEE MUST BE ON SITE AT ALL TIMES.
- 30 Users shall vacate the building at the time designated by the rental agreement. Failure to comply will result in extra charges.
- 31 All persons using the center shall be properly clothed, including shirt and shoes.
- 32 No animals are permitted in the center (except Seeing Eye dogs), except as provided as part of a specially authorized program.
- 33 Any person violating the established Guidelines and Use Policy, or creating a nuisance, will be required to leave the facility and property. Misuse of the center will be sufficient reason for terminating the agreement between the City and renter. Security Deposit will not be refunded.
34. The time allotted for rental shall include sufficient time for set-up prior to the event and clean-up after the event.
35. Skate boards, golf carts, roller blades, roller skates, bicycles, and similar equipment are not permitted in the building.
36. Do not dispose of paper towels in the toilets.
37. The restrooms will be cleaned and stocked at the start of the rental period. It will be the renter's responsibility to maintain the restrooms and provide additional paper during the rental period.
38. There are a limited number of tables and chairs available for use at the community center. Any additional tables or chairs needed must be furnished by the applicant. (Additional 66 Chairs and 11 tables can be rented through the City of Archer)
39. Please do not load heavy equipment on the wheel chair lift.
40. No parking on front lawn or sidewalks.
41. All pictures must remain on the walls. Do not remove
42. Please do not leave doors open for a long period of time – AC on.
43. Do not hang any decorations from ceiling in the foyer with the use of tape tacks and staples.
44. Remove all food from the sink – we have no garbage disposal.



45. Do not place cooked /raw food in the Retention Pond.
46. Please do not place the Convection Oven on the counter top (If requested).
47. Please unload and load supplies and equipment at the back door on the EAST side and the door leading to the kitchen on the WEST side of the building.
48. The City shall furnish light, heat, and air-conditioning, incidental to ordinary building usage. The renter shall be responsible for all decorating and other special preparations necessary for rental. All decorations shall be put up and taken down on the day of the activity unless prior arrangement is received from the City Manager or his designee.
49. Placement and arrangement of equipment or property owned or rented by renter may be done by seeking approval as a part of the rental agreement.
50. The renter, as well as the group or organization the renter represents, shall be responsible for any damage to Community Center equipment or property. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process); the renter will be charged accordingly. **The security deposit will be used to reimburse the City for expenses or damages it incurs in this regard**

THE FOREGOING GUIDELINES AND USE POLICY HAS BEEN READ, UNDERSTOOD AND AGREED TO BY RENTER ON THE DATE INDICATED HEREON. BY NOT FOLLOWING ALL RULES AND GUIDELINES THE SECURITY DEPOSIT WILL BE FORFEITED.

Agreed to and accepted by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Signature OF RENTER

**ARCHER COMMUNITY CENTER  
ALCOHOL REGULATIONS**

**Consumption of Alcoholic Beverages; Permitted:**

Consumption of alcoholic beverages at the Community Center is permitted per City Ordinance 02-2013 Persons 21 years of age or older may consume alcoholic beverages inside the community center building only. Open alcoholic beverage containers and public consumption in the parking lot is prohibited.

**Sale of Alcoholic Beverages; Prohibited:**

The sale of any alcoholic beverage is strictly prohibited.

The charging of any fee, or any exchange of money related to the distribution or consumption of any alcoholic beverage is considered an unlawful sale and is prohibited.

**Possession or Consumption by Persons under 21 Years of Age; Prohibited:**

Permitting consumption by, or directly or indirectly furnishing any alcoholic beverage to, any person under the age of 21 is prohibited.

Security personnel assigned to an event are sworn police officers of the Alachua County Sheriff's Office. It is the policy of the Alachua County Sheriff's Office to arrest or cite any minor in possession of, or who has consumed alcoholic beverages, as well as arrest or cite the person furnishing the alcohol.

**Renter's Responsibility:**

The person renting the Community Center, as indicated in the "Renter's Name" on the rental application, may be held responsible for any violation of the regulations governing alcoholic beverages.

The Renter must be present at the Community Center at all times during any event in which alcoholic beverages are being consumed.

Violations appearing deliberate or reoccurring will cause the event to be stopped and result in the forfeit of any deposits or rental fees.

**Attendance Levels:**

Assigned security personnel reserve the right to request additional security personnel if the event attendance excessively exceeds the attendance level reported on the rental application. The renter is responsible for the additional security fees.

Agreed to and accepted by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature OF RENTER

**Archer Community Center Advisory Board**

**VOLUNTEER AND SUPPORTER FORM FOR THE ARCHER COMMUNITY CENTER**

*Many forces are working to shape the future of our community*

*You can help shape its future by getting involved.*

**PLEASE RETURN THIS FORM TO:**

Sue Batey, Chairperson email: [Parchpra1@att.net](mailto:Parchpra1@att.net) 352.495.2629 and

Roberta Lopez, Co-Chair email: [robertaclopez@aol.com](mailto:robertaclopez@aol.com) 352.495.3035

**Name (typed or printed)**

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Previous Occupations** \_\_\_\_\_

\_\_\_\_\_

**Contact in case of Emergency:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Explain why you want to be a volunteer and become a friend of the Archer Community Center**

\_\_\_\_\_

\_\_\_\_\_

List Membership and or Position in Clubs and Organizations

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Willing to Serve: Mornings \_\_\_\_ Afternoon \_\_\_\_ Evenings \_\_\_\_ Saturdays \_\_\_\_ Sundays \_\_\_\_

Check any week day you are unable to serve: Mon \_\_\_\_ Tues \_\_\_\_ Wed \_\_\_\_ Thurs \_\_\_\_ Fri \_\_\_\_

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PLEASE SIGN UP FOR THE COMMITTEE YOU ARE MOST INTERESTED IN FOCUSING ON YOUR EXPERTISE

Please check below

\_\_\_\_ Events \_\_\_\_ Public relations \_\_\_\_ Advertising \_\_\_\_ Fundraising \_\_\_\_

Maintenance/Cleanup \_\_\_\_ Computer Technical Support \_\_\_\_ Planning

Please list two character references (not relatives)

Name	Address	City
_____	_____	_____

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Name	Address	City
_____	_____	_____

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Thank you!!