

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 **\$24** per hour
 - _____ Additional Folding Chairs (66) and 12 Rectangle tables fee **\$2 per chair, \$5 per table**
 - _____ Tables/ Chairs (to be inventoried before returning deposit)
 - _____ Convection Oven
 - _____ (Optional) Clean up fee **\$300.00**
 - _____ **City holiday fee** in addition to all other admission charges (**\$150.00**)
 - _____ Extended (overtime) hours each additional hour over agreement (**\$50.00**) first hour (**\$80.00**) for the second hour, and (**120.00**) for the third hour and each subsequent hour.

* 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 _____,

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 _____, _____.

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