

AGENDA

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

June 16th, 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 May 26th, 2016

II. Old Business

- A. Facility Guidelines
- B. Audio Training
- C. Mold Check at the Old Fire Station
- D. Setting Air Conditioning Temperature

III. New Business

- A. Discuss Budget Items for the Archer Community Center – open for discussion
- B. Archer Community Center possible changes to rental fees – open for further discussion

IV. Citizen Comments

V. Committee Comments

VI. Motion to Adjourn

ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES
Thursday, May 26, 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:

Chair: Sue Batey
Vice Chair: Roberta Lopez
Board Members: Sheila Brice
Laurie Costello
Iris Bailey
Annie Studemire

Absent: Patricia Wiggins
Frank Batey

Staff:

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

I. CALL TO ORDER:

Chairperson Batey called the meeting to order at 5:40 pm and Board Member Studemire led the board in an opening prayer.

II. CONSENT AGENDA:

A. Approval of the minutes from the April 19, 2016, meeting.

MOTION

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

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

III. REPORT TO THE BOARD, SUE BATEY, CHAIR.

A. Update on Community Center Concerns.

Chairperson Batey stated that Vice Chair Lopez will be chairing the meeting in June in her absence.

Chairperson Batey presented the Facility Regulation and Building Cleanup forms. The information was created from the rental application, Newberry's guidelines, and issues encountered with past renters. The forms will be posted in the kitchen and other pertinent areas, and can be tweaked as needed. Chairperson Batey stated that the piano was moved from the main hall to a side room with strong sunlight, then moved again to another room with less sun. Sun and movement are detrimental to the life of a piano and it is unknown if the piano is even in tune. This item will be placed on the agenda for future discussion. Chairperson Batey asked the Board to think about obtaining training on the audio equipment, noting that this would mean staying during events. A new thermostat has been installed at the Archer Community Center that can even be adjusted from an iPhone, saving on costs. Board Member Costello inquired about the cost for the phone lines.

IV. OLD BUSINESS

A. Brochure Revisions & Changes for Approval

Board Member Bailey displayed the brochure on the overhead screen and made editing changes, as requested by the board.

Chairperson Batey stated that there was some discussion about putting a generic number in the brochure that could be routed to the volunteer on call.

City Manager Folston stated that the City would supply two programmed cell phones that could be used for the volunteers assigned to phone duty. The City number could be left the same on the brochure. City Manager Folston stated that the land line is needed for the security system.

MOTION

Board Member Costello moved to accept the plain script for the brochure.

Board Member Brice seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

MOTION

Board Member Costello moved to approve the second page of the brochure.

Vice Chair Lopez seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

B. Promotion & Advertisement Updates

Vice Chair Lopez presented the list of places that the board could advertise the Archer Community Center. The information left by Mr. Foster at Visit Gainesville/Alachua County Tourist Development Council has been updated to reflect the correct information. The Tourist Development Grant Tax might be brought back allowing us the opportunity to apply for a grant through Visit Gainesville.

Board Member Costello recommended advertising on Craig's List as she has seen like adds for rental facilities. Board Member Brice recommended the Senior Times and Chairperson Batey recommended the Gainesville Sun's Community Calendar.

Chairperson Batey stated that it would be helpful to have the business cards of the various wedding planner's and caterers available when renters come to look at the facility.

Vice Chair Lopez asked Board Member Bailey if she would be responsible for assigning Board members the areas to distribute the brochures. Board Member Bailey proposed allowing each Board member to choose an area in Gainesville they are most familiar with to deliver the brochures.

C. Media List

Chairperson Batey stated that she is still working on completing the Media List. Vice Chair Lopez stated that the Media List should also be given to City Hall staff.

D. Fundraising Letter Revised for Approval

Vice Chair Lopez stated that a spread sheet will be developed of past and present contributors for the purpose of a mass mail-out of the fundraising letter.

A question was brought forward concerning the correct title of the Board. City Manager Folston clarified that the correct name of the Board is the Archer Community Center Advisory Board. Any current documents will be updated to reflect the correct name.

MOTION

Board Member Costello moved to accept the fundraising letter, as discussed, changing the word “Citizens” to “Community” and adding a picture of the Community Center.

Board Member Bailey seconded the motion.

AMENDED MOTION

Board Member Costello moved to accept the fundraising letter, as discussed, changing the word “Citizens” to “Community” and to skip the picture.

Board Member Bailey seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

The Board discussed future plans to have their own stationary, with the Archer Community Center Advisory Board on the letterhead.

E. ACC Rental Application

Chairperson Batey stated that many communities have a separate page of rules and regulations and a cleanup check list that prospective renters review and initial.

Board Member Costello proposed posting the information at the Community Center, in the kitchen or other pertinent areas, noting that the sheets can be laminated.

Vice Chair Lopez stated that the forms should contain a signature, date line, and a statement saying that the renter has read and agrees to adhere to the policies and guidelines. Vice Chair Lopez called attention to Item 13, concerning the time allotted for renter setup and cleanup, noting that renters are coming back the next morning.

Board Member Costello asked if the guidelines were reviewed by the attorney, noting that sometimes if documents are not worded just right it could get us in trouble.

F. Cleanup of Old Fire Station

Vice Chair Lopez asked where we are at with the cleaning in case someone wanted to rent the facility.

City Manager Folston reported that the cleaning quotes he received were high, but having the Community Service Workers come in and clean the facility would be a good idea.

Board Member Costello stated that if a \$500 budget was provided along with the help of the Community Service Workers, she knows a person who would take on the responsibility of cleaning and repainting. The facility needs a thorough cleaning, painting, and removal of the molded carpet, then Public Works could fix the toilet.

Vice Chair Lopez proposed the board schedule a visit to the facility to see exactly what needs to be done.

Board Member Brice asked if the facility was safe, noting that mold is dangerous and we need more than cosmetic cleaning with mold present.

Vice Chair Lopez stated that all the cabinets must be cleaned out and the mold removed.

City Manager Folston stated that the moldy rug has been removed, but if there is other mold present, the facility is now closed and off limits to everyone. No one will be allowed the key to the building and no one can rent the facility. The City must bring in a professional to evaluate the mold problem and assess what needs to be done to correct the situation.

V. NEW BUSINESS

A. Increase in Rental Fees.

City Manager Folston stated that one of the major issues we face is that renters are coming in prior to the scheduled rental day to prepare for their event and coming back after the event to clean up. For example, the building has been rented for an event tonight from 6:00 pm to 10:00 pm, but the renter has been in the building since 10:00 am this morning preparing for the event.

City Manager Folston stated that one option would be to have someone control the key to let the renter in, close up the building, and keep track of the time that the renter utilizes the building. Another option would be for the board could consider a daily rate or raising the current rate, knowing that some renters may still use the building for more than their allotted time. The board would need to decide how early a renter can be in the facility in advance of the event.

City Manager Folston stated that we need the Community Center to start producing a profit or getting as close to breaking even as possible. We do not have enforcement, everyone knows that you can rent the facility in Archer for an extremely low rate for however long you want.

Board Member Costello stated that the Community Center is not expected to break even in the budget, it is for the Community, and we do not want to feel that we cannot have free events because we have to make money.

Chairperson Batey stated that some of the expenses have been carried over from last year before the Board was created. The air-conditioning security fence was put in and the waxing of the floor cost over a thousand dollars.

City Manager Folston stated that maintenance costs must be included in the budget. City Manager Folston clarified that no one is talking about not doing free events, free events are not the conversation tonight.

City Manager Folston proposed keeping everything the same until our next meeting and then make a decision on the options discussed tonight.

MOTION

Board Member Studemire moved to adopt that renters should be out of the building by 12 midnight.

Board Member Bailey seconded the motion.

PUBLIC COMMENT: Frank Lopez

MOTION CARRIED: 5-1. Board Member Costello opposed the motion.

B. Several Proposals for Community Events, Roberta Lopez, Co-Chair.

Vice Chair Lopez presented the list of proposed events: Health Fair, Bingo Family Fun Night, Movie Night, Youth Dance Class, Easter Egg Hunt and/or Roll, Veterans Affairs Events, Halloween Party for Youth and Adults and Breakfast for Senior Citizens.

Vice Chair Lopez stated that she created a Sponsorship Information Form for the purpose of gathering event contact information and needs, and to ask for event sponsorship or in-kind contributions.

Vice Chair Lopez stated that the Health Fair will be held on June 25, 2016, from 9-2 pm, and asked for the for the fee waiver request to be put on the Commission's agenda for approval.

Board Member Costello proposed creating signs advertising the event, leaving out the date, so that they can be used every year for annual events.

Vice Chair Lopez asked if \$500 could be raised to purchase a bingo setup for Bingo night at the Community Center. VFW Post 2811 are selling their existing setup because they are purchasing a more modern system.

City Manager Folston stated that we will need to run this by the attorney before acting because grant funds were used for the Community Center building.

MOTION

Board Member Bailey moved to approve a Health Fair on June 25, from 9:00 am until 2:00 pm.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

C. Additional Advertisement - ACC Flyers.

Vice Chair Lopez presented a flyer showing the Archer Community Center and proposed reducing the document down to a smaller size for the purpose of handouts, noting that the brochures cost money.

City Manager Folston stated that he will put \$300 in the budget for advertising next year.

D. Renaissance Printing Application for In-Kind Service/Donation.

Vice Chair Lopez stated she contacted Renaissance Printing for the purpose of seeing if there is a possibility that they will print our brochures.

E. Discuss Opening Special Fundraising Account for the ACC.

Vice Chair Lopez proposed taking half of the funds out of the Bo Diddley account and opening an Archer Community Center account so that we can use the funds for events and programs for our youths.

MOTION

Board Member Costello moved to approve taking half of what is in the Bo Diddley fund and opening an Archer Community Center account to be used for youth events.

AMENDED MOTION

Board Member Costello moved to recommend to the Commission to take half of what is in the Bo Diddley fund and opening an Archer Community Center account to be used for youth events.

Vice Chair Lopez seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 6-0.

F. Possible Humanities Grant for the Florida Humanities Council.

Vice Chair Lopez stated that she was looking at a mini grant for \$2,000 and asked if we still have the grant writer at the city.

City Manager Folston stated that due to unexpected problems, it is unknown if Ms. Blair will be able to work on any grants at this time, but to keep in mind that most grant periods have passed.

Board Member Costello stated that she will research the information further regarding the grant.

MOTION

Board Member Costello moved to allow Vice Chair Lopez to go forward with the Health Fair, to make the decisions, and has our permission to go ahead and do what is needed to complete this task.

Board Member Studemire seconded the motion.

MOTION CARRIED 5-0. (Absent: Board Member Bailey)

The Board set the next meeting of the Archer Community Center Advisory Board for Tuesday, June 14, 2016, at 5:30 pm. Agenda items for discussion: 1) Proposed day fee, 2) Responsibility structure for the building key, 3) Management of the phones, and 4) Piano placement. Any other items can be added to the agenda by calling the city.

VI. CITIZEN COMMENTS

None

VII. COMMITTEE COMMENTS

None

VIII. MOTION TO ADJOURN

MOTION

Board Member Costello moved to adjourn the meeting.

Board Member Studemire seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0. Time: 8:20 pm. (Absent: Board Member Bailey)

Sue Batey, Chair

Zeriah K. Folston, City Manager

Facility Rental Regulations

All Renters of the Archer Community Center shall abide by the following rules:

1. Smoking is not permitted in the Community Center.
2. Skate boards, roller blades, roller skates, bicycles, and similar equipment are not permitted in the building.
3. The use of tacks, staples, tape or other types of adhesive on walls, floors, door facings or ceiling is prohibited.
4. Candles may be used, but must be contained in a hurricane type holder and placed on heat resistant surface.
5. Do not dispose of paper towels in the toilets.
6. Applicant is responsible for the conduct of their participants, workers and guests and will be required to pay for any damages incurred during the time of rental.
7. 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.
8. Please do not drag or slam tables or chairs on the floor.
9. 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.
10. The removal of tables and chairs from the building without prior written authorization from the city is prohibited.
11. No birdseed, rice or other loose material may be thrown inside the building. No loose glitter, sparkles or sequins may be used for decorations.
12. Applicant is responsible for clean up of the Community Center at the conclusion of the time reserved. This must include picking up trash, decorations, emptying garbage receptacles and placing trash in outside dumpster. The Community Center should be left in the condition in which it was found.
13. The time allotted for rental shall include sufficient time for set up prior to the event and clean up after the event.
14. The city will furnish light, heat and air conditioning. The applicant shall be responsible for all decorating and other special preparations necessary. All decorations shall be put up and taken down on the day of the event unless prior arrangement is received from the City Manager.

I have read and agree to the City of Archer Community Center Guidelines and use policy.

Please Sign Here _____ Date _____

Archer Community Center Facility Rental Clean Up Checklist

THE BUILDING MUST BE CLEANED AFTER YOUR EVENT - Please use the checklist below as a guide for cleaning the building after your event.

_____ Cleaning Task

_____ Remove all trash and place in dumpster.

_____ Wipe the kitchen counters.

_____ Remove food from refrigerator.

_____ Tidy restrooms and remove trash.

_____ Decorations and signs must be removed from interior & exterior of building and lawn.

_____ Clean all debris, paper, trash, etc from floors and counters.

_____ Turn off all lights.

_____ Be sure all doors are locked.

Keys must be returned promptly after event

Please follow the cleanup check list and return the key in order to ensure that your deposit will be returned. The key may be deposited in the drop box slot at City Hall. Failure to properly clean the building after your rental may result in the forfeiture of you deposit.

FACILITIES EMERGENCY CONTACT NUMBER: (352) 495-0000

Have a wonderful time!



CITY OF ARCHER

Mayor: Corey Harris
Vice-Mayor: Susan Drawdy

Commissioners

Fletcher Hope
Michelle Harris
Joan White

City Manager

Zeriah K. Folston, MPA

Archer Community Center

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

Current rates: \$180.00 for the first (3) three hours, \$50 per additional hour
Proposed rates: \$300.00 for the first (3) three hours, \$50 per additional hour
\$400 per day

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

Current rates: \$225 for first (3) three hours, \$65 per additional hour
Proposed rates: \$345 for first (3) three hours, \$65 per additional hour
\$600 per day

Events hosted by non-profit (must provide 501 3-C status)

Current rates: \$150 for first (3) three hours, \$40 per additional hour
Proposed rates: \$270 for first (3) three hours, \$40 per additional hour
\$400 per day

16870 SW 134TH AVE., P.O. BOX 39 - ARCHER, FLORIDA 32618-0039
Tel: (352)495-2880 Fax (352)495-2445

Newberry Municipal Building

Current rate: \$242 per day

Newberry Community Center

Current rate: \$212 per day

Use Application, Contract, and Rental Policy

DEPOSITS ARE REQUIRED TO SECURE THE RENTAL DATE

Date: _____

Renter's Name: _____

Phone Home: _____

Renter's Address: _____

Phone Cell: _____

Email Address: _____

DL #: _____

Event Information*

Date(s): _____ Activity: _____ Hours: _____ - _____

Anticipated Number of People: _____ Alcohol to be served? ** Yes _____ No _____

Items Requested: _____ Sound System/Audio Visual

_____ Tables/Chairs (To be inventoried before returning deposit)

_____ 20x40 White Tent with sides - Rental fee: \$225.00

_____ (Optional) Clean up fee \$125.00

* 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 admission charge or where compensation is received (Including political fundraisers)

Rental Fee: \$225.00 for first (3) hours / \$65.00 per additional hour.

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

Security Deposit: \$150.00 refundable deposit to be returned upon walk through inspection for damage or cleaning.

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 \$500.00.

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

Rental Fee: \$180.00 for first (3) hours / \$50.00 per additional hour .

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.

Security Deposit: \$150.00 refundable deposit to be returned upon walk through inspection for damage or cleaning.

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 \$500.00.

Rental Fee: \$150.00 for first (3) hours / \$40.00 per additional hour.

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.

Security Deposit: \$150.00 refundable deposit to be returned upon walk through inspection for damage or cleaning.

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 \$500.00

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

Deposits are required to secure the rental date.

If the event runs longer than the time reserved, it 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, count, 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, it's officials, officers, employees, agents, and volunteers from any claim arising out of the use of the Archer Community Center, 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

Maximum Capacity: 282

1. Application for the 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. The 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 system or alternatively, renter may provide a DJ or other means of playing audio or video.
6. Please note that the City does NOT provide a stove in the kitchen area, wireless internet, 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 decoration.
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 Community 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 the Community Center at the conclusion of the time reserved. This must include picking up trash, decorations, removing trash to outside dumpsters, restrooms, and all other 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 into 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. 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 event unless prior arrangement is received from the City Manager or his designee.
15. 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.

16. The renter, as well as the group or organization the renter represents, shall be responsible for any damage to the Community Center equipment or property. If, after an activity, additional janitorial maintenance is required, 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.
17. 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 the Community Center property will be charged with trespassing. The security deposit will be forfeited when it has been determined that trespassing has occurred.
18. NO SOAP OF ANY KIND IS TO BE USED ON THE FLOORS OF THE COMMUNITY CENTER. FLOORS ARE TO BE DAMP MOPPED WITH CLEAN HOT WATER.
19. Set up and breakdown of tables and chairs are the responsibility of the renter. Chairs and tables are not to be dragged across the Community Center floor, which may cause damage for which renter will be liable.
20. Storage facilities are not available for renters use. No items may be left in the Community Center after its rental.
21. All dances and activities which are open to the public shall require approval of the City Commission.
22. Gambling is prohibited, with the exception of bingo, which may be conducted in accordance with state, federal, and other applicable laws.
23. Rental agreements are not transferable or assignable to another person.
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. No tables, chairs, or equipment of any type may be removed from the building without permission from the City Manager or his designee.
26. The serving or consumption of alcohol on the premises is allowed as otherwise permitted by law. Those using the facility must comply with City, Count, and State laws and ordinances.
27. When alcohol is served, it is at the discretion of the City Manager or his designee to request that the renter provide Alachua County Sheriff's Office off-duty security detail for the event.
28. All persons using the Community Center shall be properly clothed, including shirt and shoes.
29. No animals are permitted in the Community Center (except Seeing Eye dogs), or as provided as part of a specifically authorized program.
30. Any persons violating the established Guidelines and Use Policy or creating a nuisance will be required to leave the facility and property. Misuse of the facility will be sufficient reason for terminating the agreement between the City and the renter. The Security deposit will not be refunded.
31. The time allotted for rental shall include sufficient time for set up prior to the event and clean up after the event.

The foregoing Guidelines and Use Policy has been read and understood and agreed to by the 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 beverages 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.

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 "Renters 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 the event in which alcoholic beverages are being consumed.

Violations appearing deliberate or reoccurring will cause the event to be stopped and result in the forfeiture 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: _____



APPLICATION FOR FACILITY USE

APPLICANT INFORMATION:

Person/Organization: _____ Date: ____/____/____

Authorized Representative (Name): _____

Address: _____
City State Zip

Phone #: _____ E-Mail Address: _____

Is Applicant a Not-For-Profit? Yes No If Yes, IRS 501(c)(____) Tax #: _____

Contact person on site or available by phone on day of event: _____

Phone #: _____ Cell Phone #: _____

PAYMENT INFORMATION AND SUMMARY

Deposits:

All buildings require a deposit for rental. All deposits are paid to ensure proper cleanup and to cover any replacement, repairs, damages or loss. The applicant is required to pay the full cost of materials, labor, replacement, repairs and damages (over and above the deposited funds) regardless of the amount. If damages occur and are less than the deposited amount, the difference will be refunded.

Deposit will be fully refunded if proper cleanup is completed and no damage or loss has occurred. Staff will determine proper cleanup. In the event that the City has to terminate an activity for security or non-compliance with state and federal law or City ordinances or policies prior to the scheduled time of conclusion, the City will retain all fees and the deposit.

Deposit shall be due upon completion and submission of Application. Payment of deposit secures a reservation of the building. Deposits are refunded (in whole or part), if applicable, in approximately ten (10) to fourteen (14) business days after the event date.

Cancellations:

Notice of cancellation by City will be given as far in advance as possible and a full refund of all fees will be issued. If applicant cancels, notice must be given to the City at least 3 days prior to event date and rental fees, deposit will be refunded. If applicant cancels and notice is not given 3 days prior to the event, the City will retain all rental fees unless the facility is rented to another applicant for the same time period.

Submit completed Application and **\$100.00 deposit** to the Finance Department, P.O. Box 369, Newberry, FL 32669 or in person at City Hall or the City Hall Annex. You will be contacted by

the Finance Department regarding application approval, at which time, if approved, you will be required to remit all rental fees payable to City of Newberry.

Payments made less than fourteen (14) business days prior to an event must be paid by cash, money order or cashier's check.

EVENT INFORMATION:

Type of Event:

- | | | |
|------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Concert | <input type="checkbox"/> Sport | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Festival | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Gathering (birthday, reunions, etc.) | <input type="checkbox"/> Other: _____ |

Event Dates: _____ to _____ Event Hours: _____ a.m./p.m. to _____ a.m./p.m.

RENTAL INFORMATION:

Facility Requested: *(Select one)*

✓	Building	Max Occupancy	Rental Fee* (includes tax)	Security Deposit
	Municipal Building	350	\$424.00/per day	\$100.00
	Freddie Warmack	120	\$159.00/per day	\$100.00
	Newberry Community Center	81	\$212.00/per day	\$100.00

Linen Rental:

Linens	Price	Quantity	Item Total
60" Round Table Cloth, White	\$9.00/ea		\$
Rectangle Table Cloth, White	\$6.00/ea		\$
Napkins, White	\$0.50/ea		\$
Chair Cover, White	\$2.00/ea		\$
Chair Sash, Champagne	\$1.00/ea		\$
Sub Total			\$
Sales Tax (6%)			\$
Total Linens			\$

Facility Rental Fee: \$ _____

Linen Rental Fee: \$ _____

Total Rental Fee Due: \$ _____

Deposit must be paid at time of application.

