

# City of Wauchula Auditorium Rental Policy

Certain city properties and facilities may be used exclusively, for a limited time, for recreation, educational programs and/or community events.

Facilities shall not be granted to groups advocating the overthrow of the U.S. government or to persons who may, by such use, be reasonably expected to expose City property to damage or loss.

A permit is required to reserve the property or facility. Permits are valid only for the duration of the specified event and may not be reused. A permit is not required for those groups that have a lease for the facility approved by the City Commission.

Commission approval is required for groups desiring a waiver of fees to use facilities or properties for fund-raising events (fees charged to participants over and above the cost of conducting the event), community-wide events (programs which are open to the general public) and sports associations (sports leagues). Please submit a permit application with a letter of request at least 60 days prior to the event. Publicity should not be printed until permit is approved. The letter of request shall include a list of:

- (A) Names and addresses of board members,
- (B) The event's purpose and benefits to the community,
- (C) The event's proposed budget including all revenues and expenditures,
- (D) How the event's proceeds are to be used. (Proceeds are to be used exclusively within the community for charitable or non-profit activities involving youth or adult programs).
- (E) Attend the Commission meeting when your request is being considered.

Applicant must read and agree to abide by the facility use rules and regulations below:

- 1.) A Building Usage Agreement is required for all city property use reservations.
- 2.) All fees must be paid by check or money order payable to "City of Wauchula". A signed use agreement application can be mailed or brought to the Wauchula Community Development Department Office at 225 East Main Street, Wauchula, Florida 33873. Full payment is required upon submission of the facility permit request.

- 3.) Depending on requested use, a minimum fee of \$100.00 will be charged for the first two hours of use, thereafter a minimum fee of \$50.00 per hour (plus applicable sales tax). All fees have to be paid prior to the event. If payment is not received timely the permit will be canceled. If other areas/rooms are needed, there will be an additional charge.
- 4.) Any part of another hour constitutes an additional hour of usage.
- 5.) All reservations requiring the application process will also require the signing of a hold harmless agreement by the reserving party.
- 6.) Written permission must be sought from the City, for all use that does not require City Commission sanction, and is subject to final approval by the Department of Community Development.
- 7.) City employees may be required to be on duty during the use of facility.
- 8.) Set up and cleanup is to be included in requested reservation time. Cleanup is the responsibility of the reserving party and includes:
  - a. Removal of all decorations.
  - b. Collecting and placement of all trash in designated area.
  - c. Set up and break down of tables and chairs are also the responsibility of the reserving party.
- 9.) Recreation programs or City-Wide Events have first preference in scheduling facility usage (Auditorium, meeting rooms, etc.). Neighborhood organizations and clubs shall have the next preference in scheduling facility usage. Organizations outside the immediate community shall have the last preference in scheduling of facility usage.
- 10.) No drugs, alcoholic beverages or weapons are allowed on City property.
- 11.) If security is deemed necessary by the City of Wauchula for an event, it is the responsibility of the user to contact the Chief of Police to request off-duty police officers be assigned, at user's expense. Names of the police officers are to be provided one week in advance of the event. The permit will be canceled or delayed if security is not in place at the start of the event.
- 12.) Groups reserving outdoor areas may be required to provide portable toilets, security, and/or dumpsters at their expense.
- 13.) The City of Wauchula will provide NO equipment for a reservation other than that which is available at the facility. Any additional equipment must be provided by the organization or individual reserving the space. Reserving party is

responsible for microphones, sound equipment, stages/platforms, etc. Rental companies are suggested for any additional equipment needed.

14.) Designated city facilities or properties may be used for the following purposes:

- Birthday Parties
- Bridal and Baby Showers
- Weddings and Receptions
- Anniversary Parties
- Family Reunions
- Activities sponsored by other governmental agencies
- Neighborhood meetings
- Community information meeting held by Federal, State or Local Public officials.
- Civic and Community Groups
- Fundraisers
- Commercial Functions
- Religious Services
- Political Rallies (Proof that all candidates were invited to participate must be demonstrated.)

15) Recreation facilities may not be used for the following purposes:

- a. Gambling or other illegal activities.
- b. Activities that would provide or permit the use of alcohol or drugs.
- c. Activities that might endanger the lives and safety of others or damage facility.
- d. Activities or events that are deemed detrimental to the overall good of the community.

16.) Extended Reservations

Designated city facilities and/or properties are intended to be made available to many different groups and users. Continuous use by an organization limits this opportunity for others. Therefore, reservation requests for more than one-time use must be submitted to the Wauchula City Commission. A letter may be required explaining more fully the request.

Extended reservations may be approved by the City Commission for periods it deems appropriate. On a continuous use agreement the city reserves the right to postpone any schedule in order to adhere to the balance and fairness to other citizens request for use. Individuals/groups may reapply the next working day after their last reservation

17.) Lost or damaged items.

The City of Wauchula is not responsible for any lost or damaged items or injury related to any rental or reservation on the City of Wauchula premises. The applicant agrees to hereby expressly release, indemnification, and hold harmless, the City of Wauchula from all claims for such loss, damages, or injury whatsoever as may be sustained or claimed by any person using the facilities during such rentals.

- 18.) Provide one responsible adult (at least 21 years old) for every ten (10) children to supervise activities involving minors.
- 19.) Vacate facilities and/or properties at the end of your reservation as stated on the permit and be sure the property and/or facility is left in the same condition when entered.
- 20.) Allow 2 – 4 weeks for refund of any required deposits, which will be mailed to the name and address, listed on the agreement or permit receipt.
- 21.) If the entire deposit is used to pay various fees, the City reserves the right to bill the user in the event additional fees are required.
- 22.) Indemnification. Liability insurance may be required.

**CITY OF WAUCHULA RENTAL/USE APPLICATION**

Date: \_\_\_\_\_

Building or site required: City of Wauchula Auditorium or Heritage Park (**circle one**)

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

Mailing address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Date desired: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ a.m/p.m.

Approximate number to attend: \_\_\_\_\_

Nature of function: \_\_\_\_\_

Surprise (if party): Yes \_\_\_\_\_ No \_\_\_\_\_ (In case someone needs to be notified.)

Will there be an admission charge? Yes \_\_\_\_\_ No \_\_\_\_\_

Will food or drinks be prepared, sold or served? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, will there be a charge? \_\_\_\_\_ Amount of charge: \_\_\_\_\_

I (print name), \_\_\_\_\_, have been given and read the City of Wauchula Property and Facility Use Policy and agree to abide by this policy.

Signature of Authorized Representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Rental Cost: \_\_\_\_\_ 7% tax will be charged unless a tax-exempt certificate is provided.

Key Deposit: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_ Total Due: \_\_\_\_\_

**Insurance Requirements:**

None: \_\_\_\_\_

Individual Certificate: \_\_\_\_\_

Coverage Limit: \_\_\_\_\_

Approved by: \_\_\_\_\_, City of Wauchula

Date: \_\_\_\_\_