

RESOLUTION 2016-01
Community Center Rental Policies
Wednesday January 13, 2016

WHEREAS, the Spring Lake Improvement District (hereinafter "District") was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida, pursuant to the authority granted therein and;

WHEREAS, the Charter authorizes the Board of Supervisors, hereinafter referred to as the "Board", of the District, to prescribe, and establish policies and procedures for the District and;

WHEREAS, pursuant to said authority the Board revises Reservation Requirements to read "Reservations can be made up to one year in advance for single events such as showers, birthdays, family reunions, annual meetings, community picnics, and elections

THEREFORE:

**RESOLVED BY THE BOARD OF SUPERVISORS OF THE SPRING
LAKE IMPROVEMENT DISTRICT, HIGHLANDS COUNTY, FLORIDA:**

The Community Center Reservation Requirements according to the attached "Exhibit A" will become effective this 13th day of January, 2016.

Spring Lake Improvement District

By: Bill Lawens
Bill Lawens, Chairman

Attest:

By: Tim McKenna
Tim McKenna, Secretary



COMMUNITY CENTER
209 Spring Lake Boulevard, Sebring, Florida 33876

Rental Guidelines

The Spring Lake Community Center is available for rent in accordance with established rates and guidelines established and approved by the District Board of Supervisors. Rental of the Community Center includes use of the kitchen and appliances. Tables and chairs are provided; setting up and taking down are the responsibility of the renter.

The maximum capacity of the Community Center at any given time is 97.

RESERVATION REQUIREMENTS:

1. Date of availability, time, rental and deposit fees, completion of the rental agreement and any other appropriate arrangement shall be done at the District Office during regular business hours.
2. Residents/property owners shall provide proof of residency in Spring Lake (i.e. utility bill or copy of lease) in order to rent the facility.
3. Non-Profit organizations shall provide 501 (c) (3) IRS determination letter, or IRS Form 990.
4. Reservations can be made up to one year in advance for single events such as showers, birthdays, family reunions, annual meetings, community picnics, and elections. Ongoing weekly events can be made two weeks in advance when a single event is not scheduled.
5. The Rental Fee shall be due at the signing of the agreement.
6. A Damage Deposit shall be paid 10 days prior to the date of the function. Deposit shall be returned within 10 days of the event, less any determined repair or clean up charges.
7. Payment shall be made in cash, money order, check, or credit card (Visa or Master Card).
 - a. If the function is cancelled at least 30 days in advance, all fees paid shall be returned
 - b. If cancelled 29 – 15 days in advance, one-half of the rental fee along with the full deposit shall be refunded
 - c. If cancelled less than 15 days in advance, only the damage deposit shall be refunded
8. A \$25.00 fee shall be charged for all returned checks and lost keys

USAGE GUIDELINES

1. The Community Center is available for rental on any day of the year.
2. Use of the facility is from 8:00 a.m. to midnight.
3. No smoking is permitted inside the Center.
4. All Vehicles must be parked in the Community Center parking area.

5. No open flame is permitted inside the building. Votive candles may be used with glass globe cover.
6. No furniture shall be brought into or removed from the facility.
7. The Community Center shall be restored to its condition prior to use. All trash shall be collected in the bags provided (you may bring additional if determined necessary) and deposited in the dumpster located behind the building. If it is determined after an event that excessive cleaning is required, a cleaning charge shall be deducted from the deposit.
8. All lights, except for the security lights, shall be turned off upon closing. Heat/air conditioning shall be turned to the off position.
9. Tape or damage-free wall hanging products shall be used to attach anything to the walls to avoid damage in any way. Avoid decorating with glitter, confetti or other materials that make clean up difficult. Nothing is to be stapled to the tables or chairs.
10. Anything that is brought inside the Community Center for decorative purposes shall be removed immediately after the function.
11. Noise levels shall comply with Highlands County Code Ordinance.
12. The Renter is responsible for the behavior of the guests.
13. The key shall be returned to the District Office by 10:00 a.m. the day after the function. A drop box is located outside the District Office to accommodate weekend drop offs. Lost key charge is \$25.00.
14. The Renter shall ensure that all doors are locked after their function.

CHARITABLE AND GOVERNMENTAL EVENT PROCEDURES

1. Rental fees may be waived for events where 100% of event profits are donated to a 501(c)(3) organization as established by the Internal Revenue Code.
2. Rental Request letter shall include the IRS issued determination letter for the recipient charitable organization, or a copy of the organizations most recent IRS Form 990. The District shall refer to www.irs.gov/charities to verify current status of recipient.
3. The Security Deposit shall be required as per the application.
4. Governmental usages for the public benefit, i.e. elections; public hearings; or public information meetings; will not require any fees or deposits.

FAILURE TO COMPLY WITH ANY GUIDELINE MAY RESULT IN DEDUCTION OR FORFEIT OF YOUR DEPOSIT.