



COMMUNITY CENTER
209 Spring Lake Boulevard, Sebring, Florida 33876

Usage Guidelines

The Spring Lake Community Center is available for usage in accordance with rates and guidelines established and approved by the District Board of Supervisors. Tables and chairs are provided; setting up and taking down are the responsibility of the user.

The maximum capacity of the Community Center at any given time is 70.

RESERVATION REQUIREMENTS:

1. Date of availability, time, applicable deposit fee, 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. Reservations can be made up to one year in advance.
4. Applicable fees shall be due at the signing of the agreement.
5. A \$25.00 fee shall be charged for all returned checks and lost keys

USAGE GUIDELINES

1. The Community Center is available for use 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 Illegal activities under Florida or Federal Law are allowed to take place in the Community Center.
6. No open flame is permitted inside the building. Votive candles may be used with glass globe cover.
7. No furniture shall be brought into or removed from the facility.
8. 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.
9. Floor is to be swept clean of any dirt and debris; spills are to be fully mopped.

10. All lights, except for the security lights, shall be turned off upon closing. Heat/air conditioning shall be turned to the off position. Security cameras are not to be handled at any time.
11. 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.
12. Anything that is brought inside the Community Center for decorative purposes shall be removed immediately after the function.
13. Noise levels shall comply with Highlands County Code Ordinance.
14. The User is responsible for the behavior of the guests.
15. 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.
16. The User shall ensure that all doors are locked after their function.
17. Governmental usages for the public benefit, i.e. elections; public hearings; or public information meetings; will not require any fees or deposits. Events specifically for the benefit of District residents including, but not limited to, the SLPA picnic will also have fees and deposits waived with approval of the District Manager.

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

Exiting Check list

Floor Swept and Mopped	
Microwave Clean	
Refrigerator Clean	
Counter Clean	
Sink Clean	
Restrooms Clean	
Garbage Removed from Building	
Air Conditioning Off	
Lights Off	
Building Locked	