

**CITY OF EUSTIS**  
**PARKS & RECREATION DEPARTMENT**  
 2214 E. Bates Avenue, Eustis, FL 32726  
 Phone: 352-357-7969

**RENTAL FEE LIST**  
 Effective: October 1<sup>st</sup>, 2018

- Security Deposit:** Due at completion of contract (*Refundable*)
- \$ 375.00 Alcohol functions (No alcohol is permitted for youth-based functions or in the Garden Room)
- \$ 100.00 Non-alcohol functions
- Refund contingent upon the condition of facility following usage***
- Chaperones:** Required for all youth functions; 1 per every 25 minors
- Liability/Host Liquor:** The City Manager or Designee reserves the right to require Liability Insurance and/or Host Liquor Liability Insurance for any function at a City facility.
- Sales Tax:** 7% on hourly rental total

**FACILITY HOURLY RATE FEES:**

All fee balances are due four (4) weeks prior to function. The fees listed below do not cover refundable deposits or insurance.

FACILITY	RESIDENT	NON-RESIDENT	AUDITORIUM CAPACITY	DINING CAPACITY
<b>AMERICAN LEGION BUILDING</b>	\$ 40.00 / hr	\$ 50.00 / hr	112 max	100 max
<b>EUSTIS COMMUNITY CENTER</b>	\$ 50.00 / hr	\$ 60.00 / hr	400 max	250 max
<b>LAKEVIEW ROOM (at the Community center)</b>	\$ 10.00 / hr	\$ 15.00 / hr	40 max	30 max
<b>EUSTIS SERVICE CENTER</b>	\$ 35.00 / hr	\$ 40.00 / hr	250 max	200 max
<b>ART ROOM (at the Eustis Service Center)</b>	\$ 10.00 / hr	\$ 15.00 / hr	40 max	30 max
<b>GARDEN ROOM (at the Rec. Complex)</b>	\$ 30.00 / hr	\$ 35.00 / hr	75 max	75 max
<b>EUSTIS WOMAN'S CLUB</b>	\$ 70.00 / hr	\$ 70.00 / hr	156 max	100 max
<b>EUSTIS BANDSHELL</b>	\$ 15.00 / hr	\$ 25.00 / hr		

Website: [Eustis.org](http://Eustis.org)  
 ("Residents" tab, click link for "City Rental Facilities")

E-Mail: [Recreation@ci.eustis.fl.us](mailto:Recreation@ci.eustis.fl.us)

# CITY OF EUSTIS – PARKS & RECREATION DEPARTMENT

## **KITCHEN**

Coffee Pots to remain in the kitchen. Coffee urns should be used for serving.  
City kitchen facilities do not have kitchen utensils, cooking pots, or serving pieces.

## **ALCOHOL FUNCTION REQUIREMENT**

- A) No alcohol outside of building.
- B) No glass containers outside of building.
- C) Host liquor liability insurance required. Non-refundable.

## **YOUTH FUNCTION REQUIREMENTS**

- A) Function must be complete including clean-up no later than 11:00 p.m.
- B) One chaperone for every 25 youths attending. Chaperone list is required.

## **DECORATING**

- A) Table availability: 8' long x 30" deep/high rectangular – 10 at Community Center
  - Card tables (34" x 34")
  - 72"/29" round tables (Community Center only)
  - 60"/29" round tables (Woman's Club only)
  - 48"/29" round tables (American Legion Building only)
- B) Decorations are allowed on the tables, chairs, and floor only.
- C) Candles – only floating candles in water may be used or LED candles.
- D) Balloons – may be used – must be held down by wood or plastic. No rice/sand.
- E) No tape or labels allowed on furniture or appliances.
- F) Decorations should be brought in/removed through designated doorways.
- G) Smoke or fog machines are not permitted.
- H) Hay is not permitted. Plants need to be in pots.
- I) No more than two speakers for band or DJ.
- J) No silly-string, play-dough, confetti, or glitter allowed in buildings.

## **NO INFLATABLES, BOUNCE-HOUSES, TENTS, AND/OR GAZEBOS ALLOWED ON CITY PROPERTY**

## **WEDDINGS**

- A) Unity candles are ok. Please advise us so our staff can be on hand for ceremony.
- B) No rice. Bird seed and bubbles are allowed outside only.

## **CLEAN UP**

- A) Must be completed by function end time.
- B) All unwanted food must be removed by function end. All decoration items must be removed unless special arrangements have been made.
- C) Any unwanted decorations or food must be placed in trash cans.
- D) City staff will take filled trash cans to dumpsters.
- E) User and/or caterer should clean up kitchen and main room (including food spills, sinks, and grill).
- F) Accidental major spills should be reported to the staff member on duty.
- G) Complete carelessness, disregard or abuse of facility will result in a non-refund of the security deposit and additional fees will be billed.

## **OPENING & CLOSING OF FACILITY**

Staff will meet you at opening time and be available during function.  
Staff can be reached by cell phone. Please ask to be shown the location of the facility phone and contact numbers.

## **GENERAL INFORMATION**

- A) Non-smoking facilities
- B) Rental hours are available from 8:00 a.m. – Midnight

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 352-357-7969



# FACILITY USE & HOUSEKEEPING

## USER RESPONSIBILITIES:

- Attendees
  - Alcohol (w/liquor liability insurance only)
  - Youth Function (w/ chaperone list only)
- \*Contracted end-time before 11PM*
- Décor (attached to tables, chairs & floor ONLY; NO tape or other adhesives on walls or ceilings). Floating/flameless candles ONLY. NO dry ice or equipment producing spark, smoke, flame or fog. Unity candles allowed w/staff present as contracted. Balloons allowable inside only if solidly weighted (no rice or sand). Plants need to be in pots. NO hay, silly string, play dough, confetti, or glitter allowed inside or out. Bubbles outside only.
- Florist (scheduled arrival after opening of contracted time)
- Catering (scheduled arrival after opening of contracted time)
- Cooking/Serving utensils, linens, silverware, dinnerware, sternos, chafing dishes, etc.
- Entertainment (scheduled arrival after opening of contracted time) \*No more than 2 speakers per band/DJ
- Cleanup (MUST be completed by end of function time) including kitchen (food spills, sinks, grill) & main room. \*Report any major spills immediately to staff member on duty.
- ALL unwanted food or decorations must be placed in trash cans before end of function time
- Contact staff member by end of function time

## CITY PROVIDES:

- Tables and chairs as contracted (size/type determined by facility)
- Rules & Regulations to user
- Easel
- Podium (availability determined by facility)
- TV/VCR/DVD
- Projector screen, if applicable
- Projector (availability determined by facility)
- PA system w/mics (availability/type determined by facility)
- Kitchen, if applicable
- Ice maker (commercial), if applicable
- Coffee makers/urns, if applicable
- Garbage can(s) with liners
- City staff will take trash to dumpsters
- Staff member to unlock and lock facility
- Staff member to be reached by cell phone

***\*PAYMENT MUST BE MADE IN FULL  
30 DAYS PRIOR TO THE EVENT OR  
FACILITY WILL BE FORFEITED  
\*NO CHANGES ARE PERMITTED LESS  
THAN 30 DAYS PRIOR TO THE  
EVENT***

## SECURITY DEPOSIT INFO:

- \*Deposits will be refunded in full if the terms of the contract are met. Eligibility for return of the deposit may be reduced by any of the following:
- Early/late arrival or departure
  - Event type other than contracted
  - Smoking inside the facility
  - Alcohol use inside or outside the facility, if not authorized via appropriate security deposit, liquor liability fee and signed affidavit
  - Any fire alarm resulting from inappropriate or excluded activity and/or equipment (smoking, fog machines, etc.)
  - Significant changes or cancellations within 30 days prior to the event
  - Re-set of the room (including city-owned furnishings or equipment)
  - Damage to City-owned property inside or outside the building
  - Failure to properly clean the facility
  - Failure to remove personal or third-party property (décor, food, cookware, rented equipment, etc.)
  - Removal of any city-owned property (tables, chairs, microphones, etc.)
- To ensure the fastest possible return of your deposit, we strongly recommend that it be paid by credit/debit card.***
- Deposits paid by credit/debit card will be refunded to *that card* within 15 business days.
  - Deposits paid by cash will be refunded *to the contract-holder* by check within 4-6 weeks.
  - Deposits paid by check will be refunded to the *issuer* by check within 4-6 weeks.

Signature:

Date:

## CITY OF EUSTIS - FACILITY RENTAL OPERATING RULES AND REGULATIONS

The following rules and regulations apply to all rental facilities of the City of Eustis. All rental facilities are under the direction of the CITY MANAGER and subject to the authority of the City of Eustis City Commission. The CITY reserves the right to amend these rules from time to time. **CITY rental facilities may not be used for adult or youth events held with the intent of making a profit or for promoting a profit making, non-charitable organization; the exception being community service events. CITY retains the right to define community service event.**

**SECTION 1. DEFINITIONS.** When used herein, the following definitions shall apply:

- A. CITY when used hereinafter is defined as the City of Eustis located within Lake County, Florida.
- B. CITY MANAGER'S DESIGNEE is defined as the DIRECTOR OF FACILITIES & RECREATION unless otherwise noted who is assigned administrative and managerial responsibilities by the CITY MANAGER for the City of Eustis to carry out its plans, duties and policies for the recreational facilities.
- C. DESIGNATED RESPONSIBLE INDIVIDUAL(S) is defined as adults of majority age (21 years old) and good moral character whose responsibility will be to dispense alcoholic beverages at special events, functions, or gatherings.
- D. GROUP shall be understood to mean any assemblage of persons, regardless of age or sex, or any corporation, company, association, firm, copartnership, club or society, or any association of persons, or any agent or employee thereof.
- E. USER shall mean any individual, corporation, company, association, firm, copartnership, club or society, or any association of persons, or any agent or employee thereof who will obtain a lease or use agreement from the CITY MANAGER OR DESIGNEE for use of any recreational facility and be responsible for groups participating in special events or gathering.

**SECTION 2. PROPER USE OF RENTAL FACILITY.** The CITY, its officials, agents, and employees, are not responsible and will not be held liable for loss or damage to personal property or accidents, personal injury, or death that occurs by the negligence of others during the use of the facility. Any accident or injury must be reported to the DIRECTOR OF FACILITIES & RECREATION OR DESIGNEE in writing within twenty-four (24) hours.

- A. All reservations for use of the facility(s) will be through the DIRECTOR OF FACILITIES & RECREATION OR DESIGNEE. Such reservations will be in accordance with rules and regulations governing use of the facility(s) as adopted or approved by the City Manager. All applications for use of the facility(s) will be in writing and on the approved form prepared by the CITY. All fees associated with the use of the rental facility or any part thereof will be within the approved fee schedule and all moneys received for such bookings and use shall be accounted for by receipt forms by the CITY Facilities & Recreation Department Office.
- B. Applicants for reservations must satisfy the CITY that they represent responsible organizations, will guarantee orderly behavior, and will underwrite any damage due to their use of the facility, but the CITY reserves the right to deny any application that the CITY believes may be detrimental to the public welfare.
- C. Applications for Use Agreements will be processed as received. Where a conflict develops, final determination of any such conflicts will be determined by the first deposit received or with the DIRECTOR OF FACILITIES & RECREATION OR DESIGNEE. The CITY has the right to accept or reject any application that it feels does not serve the best interest of the CITY or the citizens of the City of Eustis.
- D. Use Agreements can be obtained at the City of Eustis Parks & Recreation Department located at 2214 E. Bates Avenue, Eustis, Florida during the normal hours of operation, Monday through Friday, 8:00 a.m. to 5:00 p.m., or by calling the office at 352-357-7969.
- E. All Use Agreements must be approved by the DIRECTOR OF FACILITIES & RECREATION OR DESIGNEE.
- F. Payment in full and completed Use Agreements must be provided not less than four (4) weeks prior to the date of requested use and not earlier than one (1) year in advance of requested use to the City of Eustis Parks & Recreation Department.
- G. If the Use Agreement is for extended use, the term of the Use Agreement is thirty (30) days and will automatically be extended for periods of thirty (30) days. The City has the right to terminate the Extended Use Agreement upon 10 days' notice.
- H. The CITY reserves the right to cancel or reschedule a meeting time if a special activity, necessary to meet community needs, is scheduled at that time. A notice of at least one (1) week will be given to the group concerned whenever possible.
- I. The CITY may terminate a Use Agreement at any time for cause. "For Cause" shall mean, in the CITY's sole discretion, any act or action which may damage the property, create a nuisance, violate City codes, State or Federal law, or which creates a danger or risk to the public.
- J. The CITY reserves the right to terminate a Use Agreement without cause upon reasonable notice.
- K. Any activity in which the facility(s) is used will be conducted according to law.
- L. No USER shall conduct themselves by improper actions or dress or use profane language. Such conduct shall subject the violator(s) to refusal of the facility's privileges, with immediate expulsion from the facility.
- M. The CITY has the right to request a State Certified Police Officer or Licensed Security Guard for such events they feel warrant the need for the additional security measures.
- N. No religious groups may use the facility(s) as a church for regularly held church services. This does not preclude rental by churches or church connected groups for occasional one time use.
- O. Activities shall cease by 12:00 midnight. Any activities dealing with minors shall cease by 11:00 p.m. except functions related to lock-in activities, which must have special permission from the CITY MANAGER OR DESIGNEE.
- P. Any program or activity involving minors must be sponsored by a duly organized and approved adult non-profit organization. Members, or spouses of members, or the sponsoring organization shall act as chaperones, with one adult chaperone for each 25 minors expected to attend the function. A list of chaperones shall be furnished with the application. All persons shall be attired in keeping with the activity.
- Q. Chaperones for events involving minors shall be on duty in the building before, during and after the activity and a representative of the sponsoring organization shall remain on the premises until all children have left the area and shall bear the legal responsibility of their supervision.
- R. **Individual users, other than community service organizations, may not charge an admission fee.** For special events or gatherings having minors participating, a Use Agreement will only be issued to adults who will accept the responsibility for supervising them throughout the period covered by the Use Agreement. There shall be one adult chaperone for each twenty-five (25) minors present. Chaperones shall remain in close contact with the minors present until all have left the premises and shall bear the legal responsibility of their supervision.
- S. All USERS will have a definite time schedule to begin and end activities. This schedule must be closely followed. If additional time is used, the USER will be billed accordingly.
- T. USERS or their representatives must have a copy of the Use Agreement on hand at all times while using the facility and must display such when approached by CITY personnel.
- U. Rental of any portion of the facility(s) in no way entitles the USER to use any of the space outside of the building except for parking, or as otherwise granted without expressed permission of the CITY MANAGER OR DESIGNEE. No inflatables, bounce-houses, tents, and/or gazebos may be set-up on City property.
- V. Alcohol may be served during functions only at the American Legion Building, Community Center, Lakeview Room, Eustis Service Center, Art Room, and the Woman's Club and in accordance with the designated deposit, insurance, and rental fee set by the City Commission.
- W. All functions at the American Legion Building, Community Center, Lakeview Room, Eustis Service Center, Art Room, and Woman's Club will provide liquor liability insurance for every event when alcohol is served.
- X. All USERS will be responsible for keeping the area they use in an orderly and clean manner.
- Y. Under no circumstances will groups remove chairs, tables, or other equipment from the building without the specific approval of the CITY MANAGER OR DESIGNEE.
- Z. Signs, banners, decorations or advertising materials shall not be erected or placed inside, outside, or near the facility(s) without the approval of the DIRECTOR OF FACILITIES & RECREATION OR DESIGNEE and the proper permits from Code administrator. Table, chair, & floor decorations only are permitted inside the facility(s).
- AA. All decorations must be removed immediately after booking. Clean-up of the kitchen is required. The City of Eustis will bill a fee if the kitchen area, restrooms, or facility as a whole is not left in satisfactory condition. Large trash from floor should be cleaned up before leaving. Spills of liquid on the floor should be reported to the custodian. A clean-up fee will be charged if the facility(s) is not left in good condition. No glitter, confetti, play-dough and/or silly string allowed in facility(s).
- BB. Smoking (NO VAPORS, E-CIGS, ETC...) is not permitted inside the facility(s).
- CC. Bottled gas and other flammables are not permitted in or on the premises unless special permitting has been issued by the Fire Department.
- DD. Fog/smoke/DRY-ICE machines or pyrotechnics are not permitted in the facility(s).
- EE. CITY staff will be on call for all bookings and may be contacted in person or via cell phone. The cell phone number will be posted in a designated area. CITY staff on duty should be contacted to adjust lights, public address system, and heating/cooling. In addition, CITY staff will report all overtime and violations of the rules and regulations to the booking office for additional billings to the USER unless otherwise determined by the DIRECTOR OF FACILITIES & RECREATION OR DESIGNEE.
- FF. Maximum capacity of facilities is as follows: Community Center - 250 dinner style, 400 auditorium style; Eustis Service Center - 200 dinner style, 250 auditorium style, 50-100 classroom style; Art Room - 30 with tables and chairs, 40 classroom style; Lakeview Room - 30 with tables and chairs, 40 classroom style; American Legion Building - 100 dinner style, 112 auditorium style, 50 classroom style; Garden Room - 75 dinner style, 75 auditorium style, 40 classroom style; and Woman's Club - 100 dinner style, 150 auditorium style, 80 Classroom style.
- GG. Any breach of these rules and regulations shall constitute forfeiture of any and all fees paid by USER for the use of the facility.

Contract Holder – Signature

Date