

POLICIES & RULES GOVERNING THE USE OF CITY RECREATIONAL FACILITIES

- I. **Purpose:**
To provide facilities for community activities, youth groups and organizations, clubs and societies located in and around Indian Harbour Beach. To promote good will and engender a spirit of cooperation and community support among the residents and neighbors of Indian Harbour Beach.
- II. **Scope:**
The following facilities are covered by these rules and policies:
- Community Center's Main Hall
 - Community Center's Kitchen
 - Community Center's Meeting Room
 - City Pool
 - Tennis Courts
 - Athletic Fields
 - W. Lansing Gleason Park
 - Bicentennial Beach Park
 - Millennium Beach Park
 - Algonquin Sports Complex
- III. **Detail:**
- A. **Eligibility** – The facilities are for the use of non-profit organizations, a majority of whose members shall be residents of Indian Harbour Beach, or by individuals who are residents of Indian Harbour Beach. Facilities may also be approved for usage by area organizations not affiliated with the City of Indian Harbour Beach.
- B. **Procedure to Obtain Usage:**
- (1) Formal request in writing by sponsoring organization
 - (2) Authorization granted by Recreation Director or authorized representative
 - (3) Fees and deposit paid
 - (4) Completion of usage contract
- C. **Restrictions during usage:**
- (1) Recreation Director or designated representative will inspect facility before use.

- (2) Use will be restricted to specific area authorized. Rental of the Main Hall does NOT entitle you to use of the entire building. Classes and activities may be taking place in the small meeting room. The meeting room may NOT be utilized by Main Hall renters unless they have paid an additional fee.
- (3) Proper decorum according to the standards of good personal behavior will be observed at all times.
- (4) Alcoholic beverages will not be permitted in the building or outside grounds of the facility without approval of the Indian Harbour Beach City Manager, and then with prudence.
- (5) The sponsoring agency will be held responsible for any damage incurred during the period that the facility is being used.
- (6) All cars and bicycles will be parked in the designated parking areas only.
- (7) Use of the facility will not extend beyond the established hours of operation unless specified in the formal request and authorization contract. There is an additional fee for setting up the night before your function, and prior arrangements must be made with the Recreation Director
- (8) No glass or breakable containers, food, or beverages of any kind shall be taken into the pool area.
- (9) For rental availability, call the Community Services Center's Office at (321) 773-0552.
- (10) No advertisements, decorations, signs, notices, or other literature is to be affixed to City property.
- (11) Table decorations only – no staples or thumb tacks on tables. Plastic clips may be used to secure tablecloths. **NO STAPLES, NAILS, OR TAPE IS ALLOWED ON WALLS.**
- (12) Only birdseed is to be thrown outside premises, and then must be swept up completely. (Do not sweep into the grass.)
- (13) No substances shall be placed on the floor to enhance dancing, or for any other purpose.
- (14) No equipment is to be taken outside of the complex.
- (15) No candles or open flames allowed on premises. **NO SMOKING!!!**
- (16) All trash must be placed in the dumpster at the south end of the park.
- (17) No outside electrical equipment may be brought in unless cleared by the Recreation Director. Various types of cooking equipment can pose a fire hazard. Sound systems for entertainment are allowed. Failure to comply with this policy may result in part or all of the security deposit being withheld.

D. Procedures following usage:

- (1) All areas, including restrooms, should be returned to their original condition immediately after use of the facility, as other functions may be scheduled immediately following your function. Failure to comply

with this policy can result in a cleaning fee deducted from the renter's security deposit.

- (2) All lights will be turned off upon closing.
- (3) All doors shall be locked securely by every party using the facility. Please check all outside perimeter doors before leaving.
- (4) All keys shall be returned the next working day.

E. Administration:

- (1) Letters of request and the prescribed form will be filed with the Recreation Director approximately 7 days after the function is booked.
- (2) Applications must be approved by the Recreation Director and the City Manager.
- (3) Copies of authorizations granted will be forwarded to the Indian Harbour Beach Police Department for informational purposes.
- (4) The Recreation Director will maintain schedule control.
- (5) Priorities:
 - (a) Official City government functions will have priority over all other users at no fee.
 - (b) City organizations will have priority over area organizations.
 - (c) Other than as indicated herein, priority will be on a first come first serve basis.

F. General

- (1) A rental charge will be made for the use of the hall, kitchen, meeting rooms, and/or pool for private parties or special events.
- (2) Arrangements for lifeguards and their salaries shall be handled through Recreation Director or designated representative, whenever the pool is to be utilized.
- (3) The City will assume no responsibility for any property placed in or upon the premises by the using organization. The City shall not be liable in any manner for any loss, injury, or damage to any persons or property as a result of any use or occupancy made of the City's recreational facilities by any using organization or persons.
- (4) The City does not set up nor take down tables, chairs, etc.
- (5) Special permission must be obtained from the Recreation Director to bring in or store anything in the facility at any time other than the hours stipulated in the rental agreement.
- (6) The use of the City's recreational facilities is deemed to be a privilege extended by the City to the sponsoring organization. The failure of members of such organizations to conduct themselves in a manner acceptable to the City shall be just cause to remove the organization from the role of acceptable (approved) users of the City's Recreational Facilities.
- (7) Violations of the rules and policies contained herein will result in automatic revocation of authorization.

- (8) If you are using any part of the Community Services Complex after Department of Community Services office hours, please observe that the facility is for your group's function only. Please do not allow the general public access to any area of the facility.
- (9) For emergencies, or to contact a Recreation Center employee, please call the Indian Harbour Beach Police Dept. at 773-3030.

G. Letter Requesting Usage – The formal request in writing for usage should be addressed to the Community Services Coordinator and include the following:

- (1) The purpose of the gathering
- (2) The date of the gathering
- (3) The time you will enter the building to set up
- (4) The hours of the actual function
- (5) The number of people attending the function
- (6) Whether or not permission to serve alcoholic beverages is requested
- (7) Whether or not the kitchen is to be utilized for your function
- (8) Your address and telephone number (include a work number, if applicable)

H. Security Deposit Refund Policy

If renter cancels scheduled event, full security deposit will be refunded if cancellation is made up to four months prior to event. Less than four months prior to event, 75% of deposit will be refunded. Less than three months prior to event, 50% of deposit will be refunded. Less than two months prior to event, deposit will be forfeited.

- THE FOLLOWING SIGNED AGREEMENT MUST ACCOMPANY YOUR LETTER OF REQUEST FOR USAGE OF THE FACILITIES. PLEASE DETACH THE FOLLOWING PAGE TO SEND WITH YOUR LETTER, AND KEEP THE REST OF THIS PACKET FOR YOUR REFERENCE. THANK YOU.

POLICIES AND RULES AGREEMENT

I have read the preceding "POLICIES AND RULES GOVERNING THE USE OF THE CITY RECREATIONAL FACILITIES," and agree to fully comply with all the stipulations outlined therein.

Renter's Signature

Date

Name

Address

City, State

Zip

Telephone number(s)