

**CITY OF LAKE ALFRED, FLORIDA
HIGHLANDS COMMUNITY CENTER
RULES AND REGULATIONS**

- I agree to be solely responsible for and pay the cost of repair and/or replacement of equipment and/or any damages caused by me or my guests to the grounds or building while the Highlands Community Center is being used for my event/program.
- I understand that a \$200.00 security deposit is to be turned into the City of Lake Alfred and will be mailed back to me after my event/program, foreseeing there are no damages to the facility. If I do not return the key and/or leave the building and grounds as it was at the time of my rental the City will retain my entire security deposit.
- I understand that a \$200.00 security deposit must be received to reserve the date of the rental. All reservations for rentals may be later than a week in advance. All rental fees and security deposit must be received no later than one week before the reserved date.
- A 25% cancellation fee will be charged to the security deposit if the event is cancelled 11 business days or more prior to your event.
- The total security deposit will be forfeited if the event is cancelled 10 business days or less prior to event.
- In the event of a default by the rentee in the performance of any of the terms and conditions of this agreement (other than damage in or to the facility rented hereunder), the City of Lake Alfred will terminate this Agreement. Any deposit paid to the City of Lake Alfred shall be retained and shall be considered as payment of mutually agreed to liquidated damages for the default, and not as a penalty.
- In the event the default by the rentee consists of damage in or to the facility rented the City of Lake Alfred may immediately terminate the event/program (if ongoing), retain the security deposit and if the amount of damages exceeds the deposit, the rentee shall be fully liable for the excess amount which shall be payable upon demand by the City of Lake Alfred. All sums due and owing to the City of Lake Alfred under this Agreement, will be invoiced to the rentee and bear interest of 10% per month from date due until date of payment.
- Trash receptacles are provided for you inside and outside the building. Litter resulting from your use of the building will result in the loss of your security deposit.
- Smoking is prohibited in all City of Lake Alfred buildings or in any other public areas in accordance with the Florida Clean Air Act. Non-compliance with this policy will be cause for termination of your event/program and loss of your security deposit.
- Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment and/or materials from the building.
- If alcoholic beverages are going to be present at the event a uniformed City of Lake Alfred Police Officer must be present for the time the alcoholic beverages are being served with a minimum of two hours at \$44.00 per hour. Issue, incidence, or complaint that requires the presence of additional law enforcement will constitute the forfeiture of my total security deposit.
- The Highlands Community Center is available Monday through Friday to rent with a 2-hour minimum time frame @ \$25.00 (plus tax) per hour. These rentals may be scheduled more than 2 weeks in advance. A security deposit of \$200.00 is required to reserve the Highlands Community Center. Saturday and Sunday rentals will be at the full day rental price.
- The City of Lake Alfred has the discretion to negotiate the terms of use with a private instructor or educator to hold recreational and educational classes or meetings at this facility.

- I understand that any personal items are my responsibility and agree not to hold the City of Lake Alfred liable if any personal items are lost and/or damaged.
- All decorations used for the event must be free-standing. No decorations may be placed on walls, doors and/or windows.
- The City of Lake Alfred assumes no responsibility for personal property, such as decorations, flowers, food, etc., that is left in the building when your rental is completed. Please remove all personal belongings the day of your rental.
- The City of Lake Alfred will not be liable for, and Renter hereby discharges and holds the City harmless from any and all claims for loss, damage or injury of any nature to person or property, which claims results in any way from, occur in any manner from or are connected to the use of the City facility.
- The key to the facility is available for pick-up only on the day of the event from the Parks and Recreation Department no earlier than 8:00 a.m. Monday through Friday. If my event is on Saturday or Sunday, the key may be picked up before 3:00 p.m. on Friday afternoon. Only key pickup is allowed, no setting up on the Friday before unless arrangements were already made with the Parks and Recreation Office.
- I understand that I will receive the security deposit back in the form of a check after the event has taken place (during the City's payout week) and if there are no damages or charges incurred that will come out of such deposit. There is no cash for cash refund. The security deposit refund may take from 2 to 4 weeks to be mailed out.

I, _____, agree to abide by the regulations governing the said facility and am responsible for charges incurred to the City of Lake Alfred including any damages to the facility.

Signature

Date

Revised 01-03-22
