

CITY OF TALLAHASSEE
PARKS, RECREATION & NEIGHBORHOOD AFFAIRS

JACK McLEAN COMMUNITY CENTER ROOM RENTAL FORM

ELIGIBILITY: Facilities are only available for rent by groups who do not charge to participate in the activity being held at the facility unless that activity benefits a non-profit organization. A letter of request from an officer of the charitable organization must be received before any request is considered. The letter must include a copy of the organization's Letter of Determination from the IRS indicating their 501 c(3) status. The terms and conditions of the Tallahassee Parks, Recreation & Neighborhood Affairs Department's rental/center policies may be altered or waived at the discretion of the Center Director and/or Staff.

AVAILABILITY: The facilities are only available for rent during the regular center hours.

1. All organizations are to follow the Center rules posted. Please "DO NOT SMOKE" within the facility or near the front doors of the facility. Alcoholic beverages are not permitted.
2. All areas utilized are the responsibility of the renting party. All areas are to be cleaned by the conclusion of the event. **PLEASE NOTE:** Remind your guests that food and drinks are allowed only in the reserved areas.
3. Trash must be bagged and placed OUTSIDE IN THE DUMPSTER, trash bags will be provided.
4. Event times will start and end at the agreed upon time by the renting party and Center Staff, which includes set up and breakdown clean-up times.
5. The Center Staff will be on hand for assistance only. Your organization is responsible for setting up and cleaning up.
6. The amplified music/sound systems must be kept to a reasonable level, subject to the discretion of the staff on duty.
7. Any misconduct, mistreatment and/or threatening toward staff may result in or lead to immediate dismissal from the park grounds. Possible legal action may also result depending on the severity of the situation.
8. You must bring your own decorating supplies and remove all decorations after the event. This includes tape (large and small pieces) small pieces of streamers or balloons that are left taped to any item in the room. Please see staff before decorating.
9. **THE KITCHEN IS CONSIDER A COMMUNITY KITCHEN AND IS AVAILABLE TO PATRONS USING THE FACILITY.** Please do not use the Center's kitchen supplies or utensils without approval from Center Staff.
10. PLEASE LIMIT FUNCTION TO AREAS REQUESTED. NO COOKING IN THE FRONT, ON THE SIDE OR ON THE BACKSIDE OF THE CENTER. ALL OUTSIDE COOKING WILL BE DONE IN DESIGNATED PICNIC AREAS ONLY.
11. Children under the age of (13) must be supervised by an adult and should not be left unaccompanied in the lobby, gymnasium, or game room.
12. The Center is not responsible for items that may be left on the premises.
13. If your organization or group fails to comply with any portion of the Rental Agreement your deposit will be forfeited and your organization or group may also be denied future reservations.

PLEASE NOTE: If the event is composed of minors, ages 13 to 17 years, one (1) off duty Tallahassee Policy Officer is required. The name of the police officer working the event must be given to Center Staff three (3) days prior to the event.

COMMUNITY CENTER RENTAL RATES
BASED ON ROOM REQUESTED AND TIME OF EVENT

ROOM RENTAL RATES \$63.00 (tax included) per event for the first three (3) hours during regular center hours.
(Excluding the gymnasium): \$31.75 per hour after the third hour/\$15.75 per half hour, up to 10:00 p.m. on Saturdays and 9 p.m. Monday-Friday.

DEPOSIT: \$50.00 per event for all rooms. The deposit is due upon confirmation of the reservation. The deposit is refundable only if the contract is fulfilled and there are no damages to the room(s). REFUND OF DEPOSIT MAY TAKE A MINIMUM OF (4 to 6) WEEKS TO RECEIVE BACK.

RENTAL RATES: Payment is due two (2) weeks prior to event by 5:00 p.m. If the event is in less than two weeks of making a deposit on a room then both the deposit and rental fee will be due at the time of the reservation. **DATE OF EVENT:** _____

TAX: Tax is included in rental prices quoted. Tax exempt organizations will need to provide their Florida Sales Tax exemption certification and will pay the price which does not included tax.

PLEASE NOTE: If deposit or rental rates are not paid at the specified date and time, reservations will automatically be cancelled and the deposit, if paid, will be forfeited.

RENTAL AGREEMENT

DATE OF APPLICATION: _____ DATE OF EVENT: _____

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

TELEPHONE: (HOME) _____ (WORK/CELL) _____

TYPE OF EVENT: _____ # OF PEOPLE: _____

SET UP TIME: _____ ENDING TIME: _____ # OF HOURS: _____

ROOM(S) REQUESTED: LARGE/KITCHEN: _____ MULTI-PURPOSE: _____ GYM: _____ PRE-TEEN: _____

WILL REFRESHMENTS BE SERVED: YES _____ NO _____

CONTACT PERSON (IF DIFFERENT FROM ABOVE): _____

TELEPHONE: (HOME) _____ (WORK/CELL) _____

I UNDERSTAND THE RULES AND REGULATIONS GOVERNING THE COMMUNITY CENTER AND AGREE TO ABIDE BY THEM AND TAKE RESPONSIBILITY FOR THE GUEST ASSOCIATED WITH THIS EVENT.

SIGNATURE OF RESPONSIBLE PARTY: _____

STAFF USE ONLY:

RENTAL FEE: \$ _____ DEPOSIT: \$ _____

CASH : _____ CASH: _____

CHECK # _____ CHECK # _____

RECEIPT# _____ RECEIPT# _____

DATE PAID: _____ DATE PAID: _____

STAFF SIGNATURE: _____ STAFF SIGNATURE: _____

THE RENTAL FEE IS DUE IN FULL BY 5 P.M. TWO WEEKS BEFORE THE ACTUAL START OF YOUR EVENT!

RENTAL FEE DUE DATE: _____