

Please return application to: Parks and Recreation
310 North Dillard St., Winter Garden, FL. 34787
407-656-4155



East Winter Garden Community Resource Center

Use POLICIES AND CONTRACT

125 Center Street • Winter Garden • Florida • 34787

Applicant Information:

Today's Date: _____

Person Responsible: _____ Signature: _____

Name of Group/Organization: _____

Mailing Address: _____
Street Apt# City State Zip

Phone Number: _____ Email: _____

Proposed Event/Use Information:

Date(s): _____

Facility Hours of Operation:

Daily 8am-9pm

Event Start Time: _____ Event End Time: _____ *plus one hour for clean-up*

Type of Event (class, program, food distribution, etc. being provided for Community benefit): *(No Private Events - Parties, weddings, church services, funerals, memorials, HOAs or use by vendors selling/promoting products or services other than those as preapproved by the City of Winter Garden that benefit the Community)*

Description of Class/Activity/Program:

_____ **Total Number Attendees** (including organizers/staff) *(Capacity will depend on room set up needs and final layout plan will be confirmed by the Facilities Coordinator/Authorized City Staff).*

Tax Exempt/Not for Profit? YES / NO

Certificate Attached: YES / NO

Insured? YES / NO

Certificate Attached: YES / NO

Will children under 21 be in attendance? YES / NO

Will you serve food at the event? YES / NO

If yes, will you hire a caterer? YES / NO

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*Read carefully and completely! **Please initial** next to each underlined item, indicating that you have read and agree to comply with each policy.*

General Information & Guidelines

The user/organization is permitted to hire any caterer, restaurant, etc. to supply food and non-alcoholic beverages for the function. **ALCOHOL IS NOT Permitted in the Facility or on the Property.** This Facility is available for activities to include community meetings, programs/classes, and other as preapproved by the City of Winter Garden.

Indoor Events

No pyrotechnics, fog, smoke, bubble, or dry ice machines are allowed inside the building. Any device that releases smoke is likely to set-off the fire alarm. The use of confetti, glitter is not allowed. No decorations of any kind are to be hung from the walls, windows, ceiling, or decorative items. No staples, tape, nails, tacks, pins, wires, floral adhesive or paperclips are to be used on the floors, walls, windows, ceiling, or doors. Seating and tables are available within the facility and may be utilized by the program/event. User is responsible for setting up tables and chairs and must return them to the storage area in the facility. Due to fire codes, no cooking is allowed in the facility. **No tables or chairs may be taken outside. No smoking or smokeless tobacco will be allowed in or around the facility.**

Outdoor Events

The grounds and other areas of the Community Center are not part of the authorized use area unless approved as part of this agreement. All outdoor use and activities must be included in the description of the planned use. Outdoor areas must be cleaned up at the end of the event. All trash must be bagged and left in the parking lot in one location for pick up.

No tents are allowed on the grounds or parking area unless approved with this application. Rules for use of canopy tents are as follows:

- Canopy Tents may be no larger than 10'X10' and neutral in color with no advertisement, banners or signage of any type (unless approved by the City)
- Tents must be open to view interior and no side panels are permitted.
- All canopy tents must be weighted (no stakes) with at least 24lb weight per leg (96 Pounds per 10'X10' tent) as per City Temporary Tent Requirements , failure to properly weight/secure tents will result in loss of privilege and you will be required to remove tent. Staking of tents is not allowed.
- Tents may not be secured to any structure, bleachers, fence trees/landscape, poles, signs or utilities
- Tents may not block paths, sidewalks or any access point

Rental chairs may be used if a program is taking place outside. All chairs and outdoor decorations are to be put up and taken down the day of rental. No items may stay overnight in.

Tours of the Facility

Tours of the facility are scheduled by appointment only. All appointments must be scheduled in advance with the Parks and Recreation office.

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Music/Noise Policy

Music and all noise must be kept at a reasonable level and in accordance with **City Code, Sec.-38-156**. If City of Winter Garden personnel observe a noise level that is too loud, it must be turned down. The first offense shall be considered a warning. The second offense shall be deemed a breach of contract and may result in closure of your event by the Parks and Recreation Department. **All music and entertainment must be stopped immediately at the end of your contracted use time and cannot be extended into the hour of**

Use Guidelines

The renter is responsible for the clean-up of the event. **The closing times stated on the contract mean any music and activity is to be stopped and clean-up must begin.** Clean-up is to be finished within one hour of the closing time. No loitering is allowed in the parking lot at any time. All patrons must vacate and depart the venue and park premises quietly and respectfully. Any failure to comply with the ending of rental activities at the contracted end time as well as departing the venue premises quietly within the one hour cleanup time shall be deemed a breach of authorized use. The Parks and Recreation Director has the sole authority to approve rentals that extend beyond the hours of normal operation should scheduling allow. **You and your vendors will only have access to the facility during the hours you have indicated on the contract. All items brought into the facility must be removed from the premises by the end of your scheduled clean-up time. Please notify your vendors of this policy. All items left in the facility after your rental time will be disposed of (disposal fees may apply).**

In the event of an emergency situation or natural disaster (ex: a hurricane is projected to impact the area during your scheduled event), there is a possibility that your event will need to be cancelled or rescheduled. You will be notified as soon as it is foreseeable.

Once the contract has been signed, any changes must be made in person at the Parks & Recreation Office by the applicant only!

Clean-up Policy

It is the responsibility of the user noted on this agreement to make sure the facility is cleaned. **If the facility is not cleaned within the time provided, the user/organization may forfeit their privileges of use and may be required to pay additional fees as needed to restore cleanliness to the facility.** All trash on floors, counter tops, table tops, in restrooms and in garbage receptacles is to be placed in plastic bags and disposed of in the garbage receptacle outside. All tables and seating are to be wiped off. All floors are to be swept and any areas where spills occur are to be cleaned and mopped. All spilled food articles, beverages and trash are to be removed at the end of the event. No grease is to be dumped in the sinks; it should be bagged and disposed of in the garbage receptacle outside. All boxes should be broken down and disposed of in the garbage receptacle outside.

Special Requests

For any request(s) that are not covered in this rental agreement, please contact the Parks and Recreation Office for a Special Request Form. Requests will be approved or denied by the Parks and Recreation Director.