

**FELDA COMMUNITY CENTER
RENTAL PAPERWORK
1100 CR 830, Felda, FL 33930**

- ❖ **Photo ID** with current home address is required in order to get County Resident rate.
- ❖ Rental Fee Schedule for Hendry County Residents and Non Hendry County Residents – See Page 3. Completed rental packet must be reviewed and approved by the Rental Coordinator, prior to obtaining insurance. There are places that need to be signed before the event can be paid for.
- ❖ **Pay at the Clerk's office in the Courthouse, ask for Christina. Show your approved paperwork when making payment.** The Rental Coordinator does not accept payments.
- ❖ Renters may reserve and use the center for a maximum of two (2) times per fiscal year.
- ❖ Felda Community Meetings are held every 3rd Saturday of each month, no events are scheduled on that Saturday.
- ❖ No events are to be scheduled for Sundays, due to congestion and conflict with the church next to the center.
- ❖ Events are scheduled one per weekend, due to lack of manpower.

Procedures for Rental of the Felda Community Center:

- 1) Fees/deposit can be paid by cash, cashier's check, money order or personal check, made payable to the Hendry County Board of County Commissioners (Hendry County BOCC), and **must** be received **at least 15 days** prior to the event.
- 2) Security Deposit and Rental Fee and Tax can be paid on the same check or money order.
- 3) All rental paperwork, event insurance and paid receipt must be turned in and completed, **at least 15 days prior** to the date of event.
- 4) Facility key will be given to renter no earlier than the Thursday before the event. Return of key to be within two working days after the event (the next Monday or Tuesday).
- 5) An Inspection Checkoff List will be completed before and after facility use.
- 6) Finance will reimburse deposit if area is clean and ready for the next renter, there has been no smoking in the building and no damages are done to the facility. Request for reimbursement will be forwarded to the Clerk's office after return of key. Reimbursement check will be mailed to you.

The Hendry County Board of County Commissioners reserves the right to cancel any scheduled event.

Hendry County Administration
640 S. Main St., LaBelle, FL 33935
Phone 863-675-5246

FELDA COMMUNITY CENTER AND EMERGENCY SHELTER
RULES AND REGULATIONS

THE BUILDING IS NOT TO BE OCCUPIED ANY LATER THAN 12:00 A.M.

NO EVENTS WITH AN ADMISSION CHARGE ARE PERMITTED AT ANY COUNTY FACILITY, EXCEPT FOR CHARITABLE OR COMMUNITY EVENTS WHERE AN ADMISSION FEE IS CHARGED AS A FUNDRAISER. PROOF MUST BE PROVIDED (newspaper article, flyer, etc.)

THE COMMUNITY CENTER IS PROVIDED FOR USE BY THE CITIZENS WHO RESIDE WITHIN HENDRY COUNTY AT THE RESIDENT RATE. INDIVIDUALS WHO DO NOT RESIDE WITHIN THE COUNTY MAY RESERVE THE FACILITY, AT THE NON-RESIDENT RATE. PHOTO ID WITH CURRENT HOME ADDRESS IS REQUIRED TO OBTAIN RESIDENT RATE.

THE INDIVIDUAL RESERVING THE FACILITY AND SIGNING THE RESERVATION FORM SHALL BE PRESENT AT ALL TIMES AND WILL BE RESPONSIBLE FOR COMPLIANCE WITH THESE RULES AND REGULATIONS.

THE MAXIMUM OCCUPANCY OF THE FELDA COMMUNITY CENTER IS 201 PERSONS.

A TOTAL RENTAL FEE IS REQUIRED TO BE PAID. ALSO, A DAMAGE DEPOSIT IS REQUIRED FOR USE OF THE PREMISES. THIS DEPOSIT IS MANDATORY AND MAY BE REFUNDED AFTER THE EVENT. IF THERE IS ANY DAMAGE OR EVIDENCE OF SMOKING, EVIDENCE OF ANYTHING ATTACHED TO THE WALLS, ANY OTHER DAMAGE, OR THE BUILDING HAS NOT BEEN CLEANED, YOUR DEPOSIT WILL NOT BE RETURNED.

INFLATABLES (bounce houses, castles, etc.) ARE NOT ALLOWED ON COUNTY PROPERTY. PYROTECHNICS ARE NOT ALLOWED ON COUNTY PROPERTY.

NOTHING IS TO BE ATTACHED TO THE WALLS OR HUNG FROM THE CEILING. NO HOLES ARE TO BE MADE IN THE WALLS. NOTHING IS TO BE ATTACHED TO THE WALLS BY TAPE, TACKS, SCREWS, STAPLES, CUP HOOKS, ETC., OR BY ANY METHOD. NO DUCT TAPE IS TO BE USED ON THE WALLS OR FLOORS. DO NOT USE STAPLES TO FASTEN ANYTHING TO THE TABLES. PLEASE REMOVE ALL DECORATIONS, INCLUDING TAPE AND RIBBONS USED TO FASTEN THEM TO THE TABLES, CHAIRS OR ANYTHING ELSE.

ANIMALS AND BIRDS IN THE AREA CAN MAKE A MESS. ALL TRASH, FOOD WASTE, ETC. MUST BE SECURED OR REMOVED FROM THE PREMISES. THERE IS NO DUMPSTER, PLEASE PLACE THE GARBAGE ON THE SIDE OF THE SIDE ROAD (NOT CR 830) IN THE GREEN CONTAINERS FOR THE GARBAGE TRUCK CREW TO DISPOSE OF IT. **IF ANY BAGS OF GARBAGE ARE UNABLE TO BE SECURED IN THE CONTAINERS, PLEASE TAKE IT/THEM OFF SITE.** THE GARBAGE TRUCK CREW WILL LEAVE THE EMPTY GREEN CANS. THE PICK UP IS DURING THE WEEK.

A BLUE RECYCLE CONTAINER IS AVAILABLE FOR USE FOR CANS AND BOTTLES. PLEASE DO NOT PLACE FOOD INTO THE RECYCLE CONTAINER.

NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE BUILDING OR ON THE GROUNDS, BY REQUEST OF THE COMMUNITY ASSOCIATION.

NO DRINKING ALCOHOL
NO TOMAS ALCOHOL

NO SMOKING IN BUILDING
PROHIBIDO FUMAR EN EDIFICIO

MUSIC AND OTHER NOISE MUST BE CONTAINED WITHIN THE CONFINES OF THE BUILDING, AS IT IS IN A RESIDENTIAL AREA.

I HAVE READ THE ABOVE RULES AND REGULATIONS, AND AGREE TO FOLLOW THEM. ANY RULE NOT FOLLOWED WILL RESULT IN THE FORFEITURE OF PART OR ALL OF THE DEPOSIT.

Renter's Signature

Date

Witness

FELDA COMMUNITY CENTER AND EMERGENCY SHELTER

FEE SCHEDULE

The following person is to be contacted for the purpose of rental of the premises. She is responsible for scheduling the use of the center, collecting the rental fees and deposits, and making pre- and post-event inspections.

Adminstration

863-675-5246, 8:00 a.m. – 5:00 p.m., Monday through Friday

FEE SCHEDULE

	<u>RESIDENT</u>	<u>NON RESIDENT</u>		
Rental Fee	\$ <u>300.00</u>	<u>800.00</u>	Account Code 2I	001-0018-347.30-00
Tax 6.7%	\$ <u>20.10</u>	<u>53.60</u>	Account Code O3	001-0000-208.70-00
Deposit	\$ <u>200.00</u>	<u>500.00</u>	Account Code K3	001-0000-220.00-00
TOTAL	<u>\$520.10</u>	<u>\$1,353.60</u>		

Cleaning charge** \$100.00

** If trash is not properly disposed of or if there are excessive spills or the building is not cleaned thoroughly, part (\$100.00) or up to all of the security deposit may be withheld.

Rental Coordinator Signature _____ Date _____

WAIVER OF LIABILITY: The renting individual or organization, its officers and members shall, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend Hendry County, its agents and employees from all suits and actions, including attorney’s fees and all costs of litigation and judgment of every name and description brought against Hendry County as a result of loss, damage, injury to person or property by reason of occurrence at the event or activity or at the location during the date(s) described on the application.

Applicant(s) Signature

Date

Witness

FELDA COMMUNITY CENTER AND EMERGENCY SHELTER

APPLICATION

Name of Applicant _____

Name of Organization _____

Physical Address of Applicant(s) _____

Mailing Address of Applicant(s) _____

Home Phone _____ Work Phone _____

Cell Phone _____

Purpose of Reservation and number of People _____

_____ **Maximum Occupancy is 201 persons**

Date Requested _____ times from _____ to _____

I/We hereby acknowledge receipt of a copy of the Rules and Regulations for the use of the Felda Community Center and Emergency Shelter, and acknowledge that I/We understand and will abide by the said rules and will be responsible for the facilities and grounds for this period of time.

NO DRINKING ALCOHOL

NO SMOKING IN BUILDING

NO TOMAS ALCOHOL

PROHIBIDO FUMAR EN EDIFICIO

YOU ARE RESPONSIBLE FOR THE CONDUCT OF YOUR GUESTS.

Date

Applicant's Signature

Date

Applicant's Signature

I have discussed the Rules and Regulations with the applicant(s) and hereby acknowledge receipt of the rental fee and damage deposit as described within the rules.

Date

Rental Coordinator

HENDRY COUNTY

DEPOSIT REIMBURSEMENT REQUEST FORM

I, _____ of _____
(Name) (Organization, if any)

(Mailing Address)

do hereby request reimbursement of \$_____ paid. I understand that this reimbursement is subject to inspection of the facility, its contents and the grounds for cleanliness, damages or losses.

Event: _____

Event Date _____ Event Location _____

Lessee or Participant Signature

Date

OK to reimburse \$_____ Deposit

Retain \$ _____ because _____

\$ _____ of the deposit to be deposited into revenue account

_____.

Rental Coordinator

Date

Please leave the Felda Community Center and grounds in better condition than you found them. Please report any problems or issues to the Rental Coordinator when you return the facility key. For any urgent problems or issues that may come up during your rental, call **863-675-5246** from 8:00am to 5:00 pm Monday through Friday. The Center should be swept clean and mopped with the Damp Mop, which is kept in the kitchen cabinet closest to the exit door. Please use clean water in the buckets. **DO NOT** use bleach on the concrete flooring, it will take off the protective coating. Please remember to clean the kitchen countertop, tables and chairs, as well as the bathroom counters. The aim is to leave the Community Center ready to rent to the next renter.

ANIMALS AND BIRDS IN THE AREA CAN MAKE A MESS. ALL WASTE NOT SECURED INSIDE A GREEN CONTAINER WITH A LID MUST BE HAULED OFF AND DISPOSED OF PROPERLY, IN ACCORDANCE WITH HENDRY COUNTY ORDINANCE #88-9 AS AMENDED.

A BLUE RECYCLE CONTAINER IS AVAILABLE FOR USE FOR EMPTY CANS, PLASTICS AND GLASS. **PLEASE DO NOT PLACE FOOD INTO THE RECYCLE BIN.**

THE FELDA COMMUNITY ASSOCIATION HAS REQUESTED that the tables and chairs stay set up on the floor and **not** be folded and stacked. If you take chairs or anything else outside of the building, please bring it/them back in before you leave. If you do not find the Center clean, please call the above office number. Coordinator is available Monday through Friday from 8:00 a.m. to 5:00 p.m., except for lunch. If there is no answer, please leave a detailed message with a call back number.

After clean up, please leave all 3 a/c thermostats set at 82 degrees.

Please turn off the fans in the kitchen and over the stage; and, as you exit, turn off the lights and lock the door.

Please return the facility key to the Rental Coordinator within 2 working days.

Thank you for your cooperation.

HENDRY COUNTY
FACILITY USE INSURANCE REQUIREMENTS

Required liability coverage recommended by Hendry County's insurance carrier (Public Risk Management/World Risk Management).

All groups or individuals are required to obtain liability coverage for their specific activities to be conducted on County property at a minimum of \$100,000 per person per occurrence for bodily injury liability and property damage liability coverage (including premises and operations), combined single limit, \$100,000 for fire damage liability and \$50,000 for damage to premises rented, on a per occurrence basis. The policy must show Hendry County as an additional insured. Events where alcohol will be consumed must provide host liquor liability.

Policies can be obtained at the insurance company or agency of the individual's or group's choice. Most local insurance agencies and online agencies can provide the policy.

Policy must list the Certificate Holder as:

HENDRY COUNTY BOCC
PO BOX 2340
LABELLE, FL 33975

The physical address of the Felda Community Center is:

1100 CR 830
Felda, Florida 33930

**HENDRY COUNTY DOES NOT ENDORSE ANY PARTICULAR INSURANCE COMPANY,
NOR DOES IT REQUIRE YOU TO USE A SPECIFIC COMPANY. THE CHOICE IS YOURS.**