

FORT WHITE COMMUNITY CENTER

17579 SW STATE RD. 47
FORT WHITE, FL 32038

RULES AND REGULATIONS FOR USERS

1. THERE SHALL BE NO ALCOHOLIC BEVERAGES ALLOWED IN THE BUILDING OR IN THE PARKING AREA.
2. THERE SHALL BE NO TOBACCO PRODUCTS ALLOWED IN THE BUILDING.
3. NO WEAPONS ARE ALLOWED INSIDE THE BUILDING OR BROUGHT ONTO THE GROUNDS.
4. WHEN DECORATING PLEASE USE: Adhesive strips or Scotch tape. NO DUCT TAPE, STAPLES, PINS, TACS etc.. ALL DECORATIONS AND FIXTURES ARE TO BE REMOVED AND DISCARDED.
5. NO FURNISHINGS MAY BE REMOVED FROM THE BUILDING.
6. THE RENTER IS RESPONSIBLE FOR ALL TRASH IN BUILDING AND ON THE GROUNDS.
****ALL TRASH MUST BE DEPOSITED IN THE DUMPSTER****
7. THE OVEN IS FOR WARMING ALREADY PREPARED FOODS ONLY. IT IS NOT TO BE USED FOR COOKING.
8. NO FOOD ITEMS MAY BE STORED IN FACILITY WITHOUT PERMISSION AND ONLY WITHIN 24 HOURS OF PLANNED EVENT.
9. You will be responsible for, but not limited to the following:
 - Cleanliness of the facility space used
 - Cleanliness of any restrooms used
 - All trash placed in dumpster
 - All lights are to be turned off
 - Air Conditioner must be returned to original setting.
 - All doors must be locked upon exiting the building****YOU MUST LEAVE FACILITY AS YOU FOUND IT****
10. NO GRILLS, BARBEQUES, SMOKERS, OR ANY OTHER EQUIPMENT THAT GENERATES HEAT AND/OR SMOKE WILL BE USED IN THE FRONT OF THE BUILDING.
****ALL GRILLING AND COOKING IS TO BE DONE AT THE BACK OF CENTER, ON GRASSY AREA SURROUNDING CEMENT PATIO****
11. ANY DAMAGE TO THE FACILITY IS THE RESPONSIBILITY OF THE PERSON SIGNING THE RENTAL AGREEMENT.

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RESERVATIONS/DEPOSITS/RENTAL FEES

1. FOR RESERVATIONS PLEASE CALL FORT WHITE TOWN HALL (386) 497-2321.
2. A DEPOSIT OF \$125.00 SHALL BE PAID WITHIN TEN DAYS OF ORIGINAL BOOKING DATE IN ORDER TO RESERVE YOUR FUTURE EVENT.
3. A **RENTAL FEE OF \$200.00 PER DAY (9am to 12pm)** IS DUE TEN DAYS PRIOR TO EVENT.
4. DEPOSITS WILL NOT BE RETURNED UNTIL AN INSPECTION OF THE FACILITY IS MADE AND KEYS HAVE BEEN RETURNED. LOST KEY WILL RESULT IN FORFEITURE OF DEPOSIT.
5. THE RENTER IS REQUIRED TO SIGN FOR KEY CHECK OUT WITH THE UNDERSTANDING THAT THERE IS A \$25.00 ADDITIONAL CHARGE FOR KEYS NOT RETURNED BY 12 NOON THE DAY FOLLOWING THE EVENT.

Failure to abide by the rules and guidelines set forth in this agreement will result in forfeiting all or part of the deposit.

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RESERVATION & RENTAL AGREEMENT

NAME OF RENTER _____

NAME OF GROUP _____

PURPOSE OF EVENT _____

DATE OF EVENT _____

TIME OF EVENT _____ TO _____

AMOUNT OF DEPOSIT TO BE PAID.....\$ _____

AMOUNT OF RENTAL TO BE PAID.....\$ _____

TOTAL AMOUNT DUE\$ _____

DATE DEPOSIT PAID _____ ACCEPTED BY _____

RENTAL PAYMENT DUE BY _____

NAME OF RESPONSIBLE INDIVIDUAL _____

ADDRESS _____

TELEPHONE NUMBER _____ RES _____ WORK _____

X _____

NAME OF RESPONSIBLE INDIVIDUAL

_____ **Key Sign Out Sheet**

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Liability Waiver and Release

On behalf of myself and my executors, administrators, heirs, next of kin, successors and assigns, I, _____ of _____
(print your name & your business if applicable)

hereby,

1. Waive, release, and discharge Fort White Community Center and Columbia County Board of County Commissioners and its officers, agents, and employees from any and all liability for the death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me or my organization/business named above (if applicable), and
2. Indemnify and hold harmless Fort White Community Center and Columbia County Board of County Commissioners and its officers, agents and employees from any and all liabilities and claims made by other individuals (including visitors) or entities as a result of any of my actions or the actions of any participant, or any agent, employee, or member of my organization business named above (if applicable).

I, understand, on behalf of myself and my organization/business named above (if applicable)

(initial) (a) acknowledge that I have read, understand, and will abide by the Liability Waiver and Release as described herein,

(initial) (b) affirm that this release and waiver shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

(initial) (c) acknowledge that he/she/they are familiar with the rules and regulations of the Fort White Community Center and agrees to abide by the same. See attached rules and regulations.

(initial) (d) Leaser shall use the community building for lawful purposes only and shall observe all ordinances in connection with the building.
**Parties understand that the use of the community center is a privilege and not a right. The Town of Fort White reserves the right to refuse or terminate use of the building when believed to be in the best interest of the Fort White Community Center.

Date _____

SINGATURE OF RESPONSIBLE INDIVIDUAL