



## **ORANGE CITY FACILITY (Building) USE REQUIREMENTS**

Please read the following rules and regulations carefully. By signing the reservation form, the applicant agrees to abide by the rules and regulations for use of a City owned/operated facility. An activity will be terminated for non-compliance of the conditions for issuance of the facility use permit or if a responsible City official determines it is in the best interest of the City. Failure to comply with the terms of this application will result in forfeiture of applicable deposits. The following rules apply:

1. Applicant must comply with all applicable City, County, State and Federal laws and regulations.
2. Applicant must be an Orange City resident, non-profit organization or Orange City community oriented event.
3. Special Events / Festivals shall follow regulations listed in the Special Event procedure. This permit is not to be used for fund raising events or events that the general public will be invited to attend.
4. Application must be submitted a minimum of 30 working days prior to event and a maximum of 180 calendar days. All required fees, security deposits, authorizations, and other requirements shall be completed prior to issuance of permit.
5. All applications are subject to Leisure Services' approval. Appeals will be addressed to the City Manager or designee in writing within 5 working days after the Leisure Services decision has been rendered. The City Manager's decision shall be final.
6. No smoking. No alcoholic beverages. No sales of any kind.
7. No cooking facilities available.
8. A facility use fee must be paid in advance of the event, as established by City Council. Lessee may cancel this agreement and receive a full refund of charges and deposits if written cancellation is provided to the Leisure Services 5 business days prior to the scheduled event. Refunds shall be returned to the primary applicant within 15 calendar days of receipt of cancellation notice.
9. A security deposit shall be required as established by City Council. The security deposit shall be returned to the primary applicant within 15 calendar days of verification that no damage has occurred to the facility or furnishings and that required clean up was completed.
10. Noise level must be minimal, as per City Code –Chapter 10 Miscellaneous - Noise Ordinance.
11. Contents of room shall not be disturbed, the applicant must restore contents of room to original placement.
12. All lights must be turned off, all portable appliances unplugged and the thermostat returned to posted settings (air 78 – heat 69) before leaving.

13. All trash is to be placed in garbage bags and discarded in appropriate outdoor receptacles.
14. All floors must be broom swept and mopped clean of any spills; walls and windows as found upon arrival; expenses incurred due to any cleaning required by City personnel will be deducted from deposit.
15. Applicant responsible for unlocking and locking of doors and disarming/arming security alarm system upon entering/exiting facility.
16. The key must be checked out from Leisure Services only by the person(s) listed on the application, no more than 3 days prior to the scheduled event. A picture ID will be required each time the key is checked out. The key must be returned to Leisure Services no later than 3 working days immediately following each event.
17. A Certificate of Insurance is required. Applicant will submit said Certificate listing the City of Orange City as the co-insured, for general liability insurance in the amount of \$1,000,000. This Certificate of Insurance must be submitted to Leisure Services prior to pickup of the key for the event. The City reserves the right to waive this requirement on a case by case basis.
18. Facility use permits are not transferable, are revocable, and may be revoked at the discretion of Leisure Services or a City representative with 24 hours notice, or without notice if the safety and health of the public is threatened, notwithstanding any other terms or conditions of the permit to the contrary.
19. If an authorized agent of the City terminates an activity for cause, no refund of fees or deposits would be warranted or considered.
20. No person, group, or association shall be excluded from use of a City facility because of race, color, creed, or national origin. No organization that discriminates on the basis of race, color, creed or national origin shall be authorized use of a City facility.

Lessee/Applicant Signature: _____ Date: _____
Title: _____
Organization: _____
Address: _____ _____
Phone: _____