

TOWN HALL FACILITY USE POLICY

The City of DeBary has adopted the following policies regarding the use of its indoor facilities. Please read the following rules and regulations carefully. By signing this policy, the applicant agrees to abide by the rules and regulations for use of a City owned/operated facility. Failure to comply with the terms of this policy will result in forfeiture of applicable deposits. The following rules apply:

1. Use by the City of DeBary shall take precedence in scheduling.
2. Individuals or organizations placing applications for use in this facility shall be classified as one of the three listed groups for the purpose of charges for the facility. Reservations will be made on a first come, first served basis. Proof of residency and organizational status may be required.
 - a. Category I – Non-profit organizations operating within the City of DeBary
 - b. Category II – Non-profit organizations operating outside of the City of DeBary
 - c. Category III – All private rentals by the general public including birthday parties, weddings/receptions, Sweet 16 or Quinceneras, baby showers, family reunions, etc. , and any other individual or organization that does not fall into Categories I or II.

Waiver of fees and deposits may be issued on a case-by-case basis for DeBary community, civic, or non-profit organizations requesting to conduct community-wide events or programs which have open enrollment, registration or attendance by the general public.

HOA's are subject to one free rental per calendar year and must pay applicable fees and deposits after the one free rental use.

Only one application of reservation can be made at any given time.

3. Pursuant to Section 6-5 of the City of DeBary Code of Ordinances governing "Possession of open containers: It is unlawful within the incorporated limits of the city for any person to purchase, use, offer for sale, possess, consume or carry in any cup, glass, can or other open or unsealed container, any alcoholic beverage on the public streets, sidewalks, alleys or rights-of-way or in or upon any parking area or other area outside of an adjacent to the licensed premises of a vendor of alcoholic beverages. (Ord. #3-96 and 2, 2-6-96).
Only beer and wine are permitted by the City of DeBary for consumption inside the facility. In accordance with the Florida Division of alcoholic beverages and tobacco guidelines a one day alcohol permit is required if sold during the event and the City may require a portion of the total proceeds. (See #8) Proof of general insurance may be required.
4. Events that by size or nature may create a nuisance impact to surrounding properties or roadways may not be permitted. Doors must be kept closed at all times, so as to contain the noise inside the building.
5. Use of this facility shall require deposits and fees to offset cleaning, operating and maintenance costs. All required fees, security deposits, authorizations, and other requirements shall be completed prior to use of facility. Application must be submitted in a timely fashion in order to complete all required paper work. Functions will be denied if required paperwork and payments cannot be made 24 hours prior to the event, or 48 hours prior to if the event falls on a Sunday.
6. Permission to use the facility is subject to approval by the City Manager whom also reserves the right to cancel any event should circumstances warrant such action.
7. Certain events and programs may require insurance coverage co-naming the City of DeBary as an additional insured. Limits of insurance coverage will be determined by City staff.

8. If admission is to be charged, the City will require payment of 15% of the total gate and/or concession proceeds received above the minimum fees and charges for use of the facility.
9. Do not pour anything other than liquids down the sink. All areas are to be wiped clean and floor must be swept.
10. There are a minimum number of fold-up chairs and tables available. Please check and wipe down chairs and tables if needed before returning to storage areas. It is the guest's responsibility to set up, break down and return all chairs and tables to their proper storage area after use.
11. Under no circumstances are there to be any staples, tape, glue, nails, tacks, etc applied to any of the chairs, tables or wall surfaces. All tables must be covered with tablecloths, vinyl, or cloth. Tables are 10 feet in length.
12. This is a SMOKE FREE facility. Absolutely no smoking in any part of the facility is permitted. Designated smoking areas are available outside.
13. All trash is to be placed in garbage bags and discarded in appropriate outdoor receptacles.
14. All users must be out of the facility and off the property by 11pm. Any exceptions to this policy must be approved by the City Manager.
15. All users will be responsible for expenses in connection with damages to the facility.
16. 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.

Applicant Signature _____

Date _____