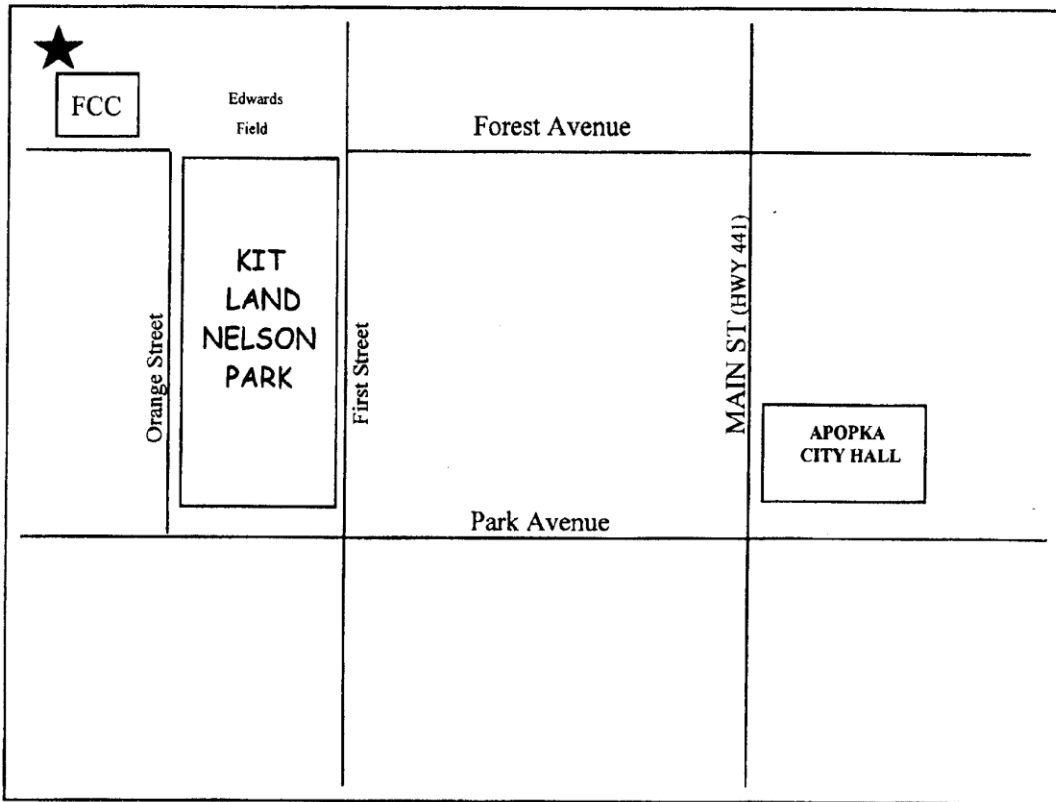


Facility Use Request Forms  
for  
**FRAN CARLTON CENTER**  
11 N Forest Avenue • Apopka



For booking information, contact:

Parks and Recreation  
407-703-1784

# CITY OF APOPKA FRAN CARLTON CENTER - FACILITY USE AGREEMENT

|   |                          |
|---|--------------------------|
| TYPE OF EVENT: _____  | <i>Official Use Only</i> |
| RESERVATION DATE: _____<br>TIME: From: _____ To: _____ (Must include set-up and clean-up time)  |                          |
| NUMBER OF GUESTS IN ATTENDANCE: * _____ (Maximum 200)<br><i>*NOTE: If at any time during the event the number of actual attendees exceed 10% of the number indicated above, the event is subject to being closed by the City.</i>   |                          |
| A review of this Facility Use Agreement will be conducted by the Apopka Police Department (APD), and if it is determined that police presence is required for your event, the cost to you will be \$30.00 per hour, per officer, with a four (4) hour minimum. I fully understand and agree to this requirement, if deemed required by APD: _____ (Initial) |                          |

**PLEASE PRINT LEGIBLY:**

RESPONSIBLE PARTY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
STREET / P.O. BOX CITY STATE ZIP CODE

PHONE NUMBERS OF RESPONSIBLE PARTY: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

I \_\_\_\_\_, being the responsible party, assume all risks and hazards incidental to the use of the above named facility and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Apopka, its employees, and/or representatives for any claim arising out of the use of City facilities and equipment. I take full responsibility for any damages that might occur from my use of City property and understand that I will be billed for the replacement or repair cost for equipment found missing or damaged as well as for additional clean up if necessary.

I further agree that, by my signature below, I am responsible for the actions of those attending my event and should a false fire alarm be pulled by an attendee during my event, resulting in the response by the Apopka Fire Department, my deposit IN FULL will be forfeited, and future use of the facility may be denied.

**Positively NO ALCOHOLIC BEVERAGES are allowed in City facilities or on City property!** Security deposits will **not be returned** if this ordinance is violated and future use will be jeopardized.

I understand that no changes to this agreement will be allowed within 45 days of the event. Cancellations must be in writing, and are subject to the cancellation policy.

SIGNATURE OF RESPONSIBLE PARTY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Authorized Signature

### FOR OFFICIAL USE ONLY

| FEE  | AMOUNT PAID / METHOD OF PAYMENT | DATE PAID | BALANCE DUE |
|--|---------------------------------|-----------|-------------|
| DEPOSIT: \$ _____<br><small>(Refunded 2-3 weeks after event)</small> | \$ _____ / _____                | _____     |             |
| ____ HOURS @ \$ ____ = \$ _____                                      | \$ _____ / _____                | _____     | \$ _____    |
| SALES TAX: (6.5%) \$ _____   | \$ _____ / _____                | _____     | \$ _____    |
| <b>TOTAL RENTAL FEE: \$ _____</b>                                    | \$ _____ / _____                | _____     | \$ _____    |

|   |                    |
|---|--------------------|
| FACILITY USE FEES MUST BE PAID IN FULL BY: _____    | PAID IN FULL _____ |
| DEPOSIT REFUNDED: \$ _____ CK DATE: _____ CK# _____ | DATE MAILED: _____ |

APD REVIEW: OFFICER REQUIRED: Y / N / # of \_\_\_\_\_ OFFICER(S) REQUIRED \_\_\_\_\_

# FRAN CARLTON CENTER FACILITY

## FACILITY USE REGULATIONS

1. By City Ordinance, there is absolutely **NO ALCOHOL** permitted in any City facility or on City property, including the parking lot. **SECURITY DEPOSITS WILL NOT BE RETURNED IF THIS ORDINANCE IS VIOLATED AND FUTURE USE COULD BE JEOPARDIZED!**
2. The Fran Carlton Center facility is an administrative office of the Apopka Recreation Department. Items in the lobby area, and on the lobby walls, **may not be removed at any time** for your event.
3. Renters and guests are not permitted to enter any of the offices or office area.
4. By Fire Code, all City Public buildings are designated a **NO SMOKING FACILITY**.
5. The Fran Carlton Center maximum capacity is 200 people (or 100 per side).
6. **THE FACILITY IS AVAILABLE FOR SINGLE DAY RENTALS ONLY**. We do not allow the facilities to be booked on a regular basis (weekly, monthly), with the exception of City-sponsored classes or events.
7. The User shall not use **NAILS, THUMB TACKS, MARKERS, PAINT OR ANY OTHER ITEM THAT WILL LEAVE A PERMANENT MARK**. The tape used may not be the kind that takes paint off of the walls. **NOTHING** may be attached to the ceiling or ceiling tiles, or hung from the ceiling.
8. The Fran Carlton Center facility is for **PRIVATE EVENTS ONLY**. No fund raising activities may take place without the express permission of the City.
9. The microwave oven may be used **ONLY** for the heating and warming of food items. **COOKING IS NOT PERMITTED DUE TO FIRE CODE!**
10. The User must supply their own extension cords, garbage bags and dish towels. Facility clean up includes emptying all garbage cans and placing the garbage into the outside dumpster. The User must replace all garbage bags with new 50 gallon size bags.
11. The User agrees to seek assistance from the City staff member if there is doubt concerning any rules, regulations or procedures.
12. Pursuant to City Code, Section. 58-8(I), mechanized amusement rides or games (including bounce houses) are prohibited from city parks and recreation areas.

**SIGNATURE BELOW ACKNOWLEDGES YOU HAVE READ,  
UNDERSTAND AND WILL ABIDE BY THIS AGREEMENT:**

---

**Signature**

**Date**

---

**Authorized Signature**

**Date**

# FRAN CARLTON CENTER FACILITY

## BOOKING AND REFUND POLICY

1. The facility may be reserved only after the Facility Use Agreement has been completed and a deposit of \$200.00 has been collected. The user understands that this will be held as a security deposit to cover damages incurred.
2. In order to receive non-profit/reduced rates, the user must provide a letter on agency letterhead from the organization director/pastor of the agency requesting facility use, along with the organization's non-profit certificate from the State of Florida.
3. Facility use fees may be paid by cash, check, or credit/debit card.
4. All fees MUST be paid in full fourteen (14) days prior to the date of the event. **No changes will be allowed after final payment (date or time).** Facility Use Agreements with outstanding balances within fourteen (14) days of the date of the event are subject to cancellation, and cancellation fees will be assessed, in accordance with the Cancellation Fee Policy.
5. Cancellation Fee Policy: Renter must submit written notice of cancellation at least fourteen (14) days prior to the reserved date. Fees for uses canceled fourteen (14) or more days in advance will be refunded all fees paid, less a \$20.00 cancellation fee. Cancellations made less than fourteen (14) days are subject to a \$50.00 cancellation fee.
6. The facility use fee begins at the time of set up for the event and concludes after clean up at the conclusion of your event. Please take this into consideration as you schedule your facility use time. **The facility must be vacated at the time posted on the Facility Use Agreement. Any portion of time over the time posted on the Facility Use Agreement will be charged the hourly rate plus sales tax.**
7. Damage deposits will be returned within 3 weeks following your event.

**NOTE: No one will be allowed in the Fran Carlton Center before the allotted time stated on the agreement.**

**SIGNATURE BELOW ACKNOWLEDGES YOU HAVE READ,  
UNDERSTAND AND WILL ABIDE BY THIS AGREEMENT:**

---

**Signature**

**Date**

---

**Employee Signature**

**Date**

# FRAN CARLTON CENTER FACILITY

## FACILITY MAINTENANCE REGULATIONS

***Failure to comply with any or all of these rules will result in the forfeiture of any or all of the damage deposit.***

**A city staff member will be present to supervise your event, however it is not the employee's responsibility to set-up or move any furniture or equipment. They are here for event supervision ONLY. We do not remove any items such as gymnastic mats or ballet bars prior to your rental. No items may be moved without the approval of the city staff member, and then all items must be returned to their original location after the event. Your maintenance responsibilities include:**

1. Count tables and chairs prior to and after the event.
2. Clean all tables and chairs with soap and water.
3. Stack all tables on the table cart and place chairs along front of window. Stack all remaining chairs on the chair cart.
4. Remove all decorations including tape, or any other type of adhesives used.
5. Remove all of your items from the refrigerator. Wipe all kitchen counters and clean all spills including in the refrigerator.
6. Remove all debris from the floors in the community room, kitchen, lobby, hallways and all counters including restrooms.
7. Sweep and damp mop all floors; to include kitchen, community rooms, lobby and restrooms.
8. Empty garbage cans and put in the dumpster located in the parking lot. Replace with new garbage bags.

**SIGNATURE BELOW ACKNOWLEDGES YOU HAVE  
READ, UNDERSTAND AND WILL ABIDE BY THIS AGREEMENT**

---

**Signature**

**Date**

---

**Employee Signature**

**Date**

RENTERS NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Sample

CITY OF ALOPKA  
FACILITY CLEAN UP CHECKLIST

|    |   |                          |  |
|----|---|--------------------------|--|
| 1  | Count tables and chairs prior to and after the event.   | <input type="checkbox"/> |  |
| 2  | Clean all tables and chairs with soap and water.  | <input type="checkbox"/> |  |
| 3  | Place chairs along front of windows and stack chairs remaining chairs on the chair cart, or in the closet.                    | <input type="checkbox"/> |  |
| 4  | Stack all tables on the table cart.   | <input type="checkbox"/> |  |
| 5  | Remove all decorations including tape, or any other type of adhesive used.  | <input type="checkbox"/> |  |
| 6  | Remove all of your items from the refrigerator. Wipe all kitchen counters and clean all spills including in the refrigerator. | <input type="checkbox"/> |  |
| 7  | Remove all debris from the floors in community rooms, kitchen, lobby, hallways and all counters including restrooms.          | <input type="checkbox"/> |  |
| 8  | Sweep all floors, to include the kitchen, community rooms, lobby and restrooms.   | <input type="checkbox"/> |  |
| 9  | Empty garbage cans and put in the dumpster located in the parking lot. Replace with new garbage bags.                         | <input type="checkbox"/> |  |
| 10 | Mop the floors, to include the kitchen, community rooms, lobby and restrooms.   | <input type="checkbox"/> |  |

MISCELLANEOUS INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sample

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
SIGNATURE OF STAFF ATTENDANT

\_\_\_\_\_  
PRINT NAME

DEPARTURE TIME: \_\_\_\_\_

PARKING

ENTRANCE

LOBBY

KITCHEN

WOMEN'S  
RESTROOM

MEN'S  
RESTROOM

ACTIVITY ROOM

SIZE: 65 ft x 70 ft  
(Approximately 4,500 sq ft)

FLOOR PLAN  
SCALE: 1/8" = 1'-0"

PARKING

**FRAN CARLTON CENTER  
11 N FOREST AVENUE**

