

Bellevue Community Center
5615 SE 110th Place
Bellevue, FL 34420
Community Building Use Agreement

It is the desire of the Commission that the Community Center be available to help bring the community together and provide space for enrichment programs, meetings, and events. The following policies apply.

Rental Information:

1. Hours of operation for the Bellevue Community Center are as follows:
 - Monday - Thursday 8 am to 5 pm for non-profit use providing free community activities.
 - Monday – Thursday 6- 10 pm available for community rentals
 - Friday – Sunday 10 AM -10 PM community rentals
2. Applicants must be at least 18 years old and attend the scheduled event. Proof of age and residency will be required.
3. Applicants must designate begin and end times for the event. Set up and clean must be included within that time frame.
4. Applicants are added on a “first come, first served” basis. If another applicant wants the same date and time and the first applicant has not paid any deposits or fees, the first applicant will be called and advised that they must put a deposit down to guarantee their reservation. The date is not considered reserved until the deposit is paid.
5. The security deposit is due when the Community Building Use Agreement paperwork is processed.
6. Deposits and rental payments may be made by personal check, money order, certified check, cash, or credit card. Checks and money orders must be made payable to the City of Bellevue. The use of a credit card adds a 2% processing fee to the total bill.
7. Taxes for the rental must be paid at the time fees are paid, unless a copy of the organization’s Florida State sales exempt tax certificate accompanies the payment.
 - a. If the rental is for a non-profit organization, payments for the rental must be provided by cash, a company card, or a check, with the organization’s name listed. A personal card cannot be used to process payments for a non-profit event.
8. Depending on the type of event, the applicant may be required to obtain an alcohol permit, or insurance naming the City as an additional insured.
9. Keys may be obtained at the City Hall office 24 hours prior to use during regular City Hall operating hours (Monday through Thursday from 7:00 am to 6:00 pm). If the facility is rented during a holiday or weekend, the key shall be obtained the last workday prior to the event during operating hours. The rental fee must be paid before the key will be released.
10. The City must be notified of cancellations 1 week in advance of rental or rental fees will be applied and deducted from the deposit.
11. The City will maintain the original application, with a copy provided to the applicant.
12. The City of Bellevue will deal directly with the renter only, and no other party including caterers, rental companies, family members, etc. unless advances arrangements for a designee are made in writing.

Use Information:

13. Early check-in or facility access will not be permitted by the renter or any sub-contractors, decorators, caterers, etc. The facility is available from 10:00 am – 10:00 pm the date of the renters event.
14. The facility rental fee provides for designated rental space lighting, heating, and air conditioning, as well as restrooms, tables, and chairs, only. The City will ensure the room is clean in advance of the renter occupancy. The City recognizes that “clean” is a subjective term. The renter should familiarize themselves with the general cleanliness of the facility and can expect the space they rent to be comparable.
15. The City will make tables and chairs available to renters up to the number it keeps on hand at the facility; however, the City will not set up nor arrange the tables and chairs. It is the renter’s responsibility to set up tables and chairs and leave them according to rules and regulations.
16. The renter is responsible for ensuring that their event does not exceed the maximum capacity of 80 as stated in the building. The renter may not bring in additional chairs or tables to accommodate a number of persons more than such capacity. All tables, chairs, décor, etc. must be removed the same day immediately following the event.
17. Food and non-alcoholic beverages are allowed.
18. Alcoholic beverages *may* be allowed inside the building, but in accordance with Chapter 10 of the City Code, a permit to serve must be obtained during the reservation process.
19. Smoking or the use of electronic cigarettes, also known as “vaping devices”, in the building is prohibited and only allowed in a smoking designated area. The smoking area must be left clean with all butts properly disposed of in ashtrays.
20. The applicant is responsible to open the building for the event as well as lock and secure the premises after the event.
21. Nothing may be affixed or hung on the walls of the city’s Community Buildings. Please hang decorations on the bulletin board strips only. Simple non-adhesive decorations are permitted. All supplies and property must be removed at the end

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- of each use. A portion, or all, of the \$100 deposit may be kept should damage to the walls, and or building, be found after your event.
22. Renters may arrange the room as needed. The renter is required to return the building to its original condition.
 23. The floor must be cleaned immediately in the event of a spillage and swept if littered with excess debris.
 24. All tables and chairs must be cleaned off and returned to their original location.
 25. Each applicant is responsible to bring all items needed for their use and post-event cleaning of the building, including but not limited to all paper products (coffee filters, paper towels, paper plates, and toilet tissue), garbage bags, and cleaning supplies. The City is not responsible for items left at/in a Community Building.
 26. The facility building must be left in a clean and neat fashion. The renter needs to wipe off tables, and chairs and clean up spills or debris on the floor. Renters are responsible for the removal of all trash at the end of the event. Excess garbage should be emptied into the outdoor garbage cans at the facility.
 27. Disturbances caused by loud music or disorderly conduct may lead to immediate expulsion from the building by a City law enforcement officer, forfeiture of deposits, and denial of future use.

Decorations/Equipment:

28. **All decorations must be free-standing or affixed to the corkboard strips only. The renter shall not affix decorations to walls, doors, windows, light fixtures, etc.**
29. The use of live plants is permitted if placed around walls so as not to obstruct exits and doors. Moisture-proof mats or pads are required under each container.
30. No burning of any kind can take place in the facility including candles, incense, mosquito repellent coils, etc.
31. **Under no circumstances shall the renter apply dance wax, meal, or any other substance to the floor for any purposes.**
32. The use of fog machines, dry ice, etc. is prohibited. If confetti is used, ALL of it must be cleaned up and properly disposed of by the renter before leaving the facility. Confetti or glitter left to be cleaned up by the City will result in a cleaning fee charged against the security deposit.
33. Any extension cord exceeding 8 ft must be a heavy-duty UL-approved cord.
34. No large exhaust fans may be placed on floors near exits.
35. All of the renters, or the renter's subcontractor's equipment, must be removed from the building at the end of the event. The City is not responsible for any item left in the building, nor will the City store the renter's or subcontractor's equipment.

Refund Information:

36. The applicant is responsible for any costs incurred by the City of Bellevue as a result of misuse of the facility by individuals in attendance, including but not limited to, clean-up, repair, damage to the interior, exterior, or grounds, and the necessity for police supervision. The City shall not be liable for damages to personal property (including theft of loss) or personal injuries resulting from the use of the facility.
 - a. If damages to the facility exceed the amount of the security deposit, the renter shall be liable to City for costs related to the same and shall reimburse the City for associated costs of repairs within 30 days of receipt of invoice.
37. The key shall be returned on the first work day following the event. The key may also be deposited in the utility payment box in front of City Hall immediately after the event.
38. Following post-event inspection of the Community Building, a refund determination will be made. The security deposit or portion thereof will be refunded when the City of Bellevue finance department processes payables, approximately 1 to 2 weeks after the event date.
39. The deposit refund will be issued and mailed, to the renter/applicant listed on the Community Building Use Agreement.

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Fees:

40. The following fees will be applicable for the use/rental of the Bellevue Community Center Building effective August 2021:

- a. Reservation / Cleaning / Trash / Key Deposit: \$100.00
A deposit will be required before the reservation will be made on the calendar and may be refundable in whole or in part after final inspection and return of keys.
- The deposit will be forfeited at the rate of \$25.00 per half hour required to clean the facility.
 - The deposit will be forfeited if the key is not returned.
 - The deposit will be forfeited if the door is left unlocked.
 - The forfeiture of a deposit may also result in the denial of any future use.

- b. Weekend/Private Rental Fees*:
Friday/Saturday/Sunday
- | | |
|---|---|
| <u>Residents / Non-Profits:</u>
\$150.00 for all-day use 10 AM -10 PM
Non-profits must provide proof of non-profit status | <u>Non-Residents:</u>
\$300.00 for all-day use 10:00 AM – 10:00 PM |
|---|---|

- c. Weekdays:
Monday/Tuesday/Wednesday/Thursday
(Available in 4-hour blocks)
- Free Community Programs
Free community programs offered by non-profits, businesses, or individuals – no cost to utilize the Community Center but will be required to follow all rules listed in the agreement. Those that do not follow rules and regulations will be denied future use.
- Low Cost Community Programs
Low cost community programs offered by non-profits, businesses, or individuals when attendees are only charged the cost of materials, will not be charged a fee to utilize the center but will be required to follow all rules listed in the agreement. Those that do not follow rules and regulations will be denied future use.
- Other
Business meetings, classes, and other uses will be charged \$40.00 for 4-hour block. The host will be required to follow all rules listed in the agreement. Those that do not follow rules and regulations will be denied future use.

*All rental fees will include a 6.5% sales tax. If tax-exempt, a copy of the tax-exempt certificate must be produced

I have read and understand the terms of the Agreement for Use. I understand that the existing rates for Lake Lillian Community Center will be paid to the City of Bellevue. I also understand that there will be a pre/post-use inspection of the building.

Applicant: _____ Contact Info (cell number): _____
Printed Name

Email Address: _____

Address: _____ Bellevue Resident: _____ Verification: _____

Organization: _____ Profit / Non-Profit: _____

(Copy of Non-Profit Status Attached)

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Type of event _____ Date/Time of Use: _____ From _____ to _____

Alcoholic Beverage Permit Required: _____ Alcoholic Beverage Permit Processed: _____

Deposit Amount Due: _____

Rental Fees Due: _____

Signature / Acknowledgement of Key

For Office Use Only:

Pre-Use Check: _____

Post Use Check: _____