

FACILITY REGULATIONS

The Parks and Recreation Department requires a damage deposit for every building rental. This deposit is refundable only if no damages are done to the City property, no additional clean up is required and if ALL facility regulations have been followed. The key is to be returned to the Parks and Rec office during regular business hours the first business day after your event.

Depending on the building you are renting, and if alcohol is present at your event, your damage and clean-up deposit will be no lower than \$200 and no higher than the rental fee for the building you are renting. If it is found that any facility regulations were violated, if there is damage or excessive cleanup, your damage deposit may not be returned to you.

YOU HAVE ACCESS TO THE BUILDING AT 9AM THE MORNING OF YOUR RENTAL UNTIL 1AM THAT EVENING. With the exception of the Sr. Center, see individual information sheet. Buildings are usually set-up for your rental early on the day of your rental. **DO NOT** assume that you may go into the building a day/night early for **any reason** without making prior arrangements.

Litter resulting from your use of the building will be put in trash receptacles provided for you in each building. Litter on the outside of the building will be put in outside dumpsters or in garbage cans. Failure to do so will result in losing your damage deposit.

SMOKING IS PROHIBITED IN ALL CITY OF AUBURNDALE BUILDINGS. Non-compliance with this policy will be cause for termination of your event and loss of your damage deposit. If you are serving alcohol and have not made proper notification to Parks & Recreation staff, your deposit may not be returned to you.

Use of birdseed is prohibited; in lieu of birdseed you may use rice. Rice is not harmful to birds and unlike birdseed does not have an adverse effect on City landscape.

The Parks and Recreation Department reserves the right to require the renter to pay for Special Duty Police Officers and Event Staff when deemed necessary. The renter must reserve the officers thru the Parks & Recreation office and payment of the officers is made with the Parks and Recreation Office. Special Duty Police Officer rates are **\$35 per officer per hour**; Parks & Recreation Event Staff rate is **\$25 per staff person per hour**. Every building with the exception of the Recreation Hall, Women's Club and the Historic Depot, requires that **two** Police Officers and **two** Staff persons be present. These three buildings require only one Police Officer and one Parks & Rec. Staff person.

*In the event you need to change a date or building, after you have made the reservation, you may do so at no additional charge for the first occurrence. All subsequent changes thereafter will incur a \$20 charge for each occurrence.

Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment from the buildings. Equipment listed for each rental building is the equipment to be used in that building.

Please remove all personal belongings the day of your rental. The City of Auburndale assumes no responsibility for personal property, such as decorations, flowers, food, etc., that is left in the buildings after 1am when your rental is completed.

There is absolutely no propane cooking inside the building.

The Rental fee includes the normal set-up of the facility by the Parks and Recreation staff.

Please return the building diagram one week prior to your event. If no diagram is returned the building will be set at the discretion of our staff using the number of people you indicated on your contract.

****BETWEEN THE WEEK OF THANKSGIVING AND THE FIRST WEEK OF JANUARY BUILDINGS WILL BE DECORATED FOR THE CHRISTMAS HOLIDAY.** *Decorations are not to be moved or taken down during your rental. Doing so will result in the loss of your deposit.*

CITY ORDINANCES PROHIBITS OUTDOOR CONSUMPTION OF ALCOHOLIC BEVERAGES.

If the building you rented is the Lake Ariana Park Clubhouse or the Lake Ariana Park Yacht Club you have rented the building **ONLY. The park is a public area.

The capacity of the buildings is as follows:

Facility	Dining/Chairs only	
Civic Center	277	350
Recreation Hall	80	80
Senior Center	200	200
Ariana Park Yacht Club	135	135
Ariana Park Clubhouse	240	240
Woman' Club	80	80
Historic Depot	50	50