

## **GUIDELINES FOR CENTER RENTAL AND USE**

1. **Alcohol is not permitted inside the center or on park grounds (including the parking lots). Alcoholic beverages found on the property will result in the loss of your full deposit.**
2. **Smoking is not permitted inside the center or within 50 feet of the center's entrances.**
3. The community center is available for rent between the hours of 8 a.m. and 11 p.m. The rental fee is \$40 per hour, plus a \$250 refundable deposit\*, plus additional insurance. Your rental is for the building only. You will be allowed to use the outside area for your event, but remember the playground and pavilion(s) will remain open to the public. \*The damage/cleaning deposit may be forfeited by the renter pending the post inspection.
4. You must meet with staff at the center the week of your event to conduct the pre-inspection and walkthrough. Staff will call you the week of your event to set up your meeting time.
5. Enter through the door with the keypad using your personal code. The code is only valid for the day and time of your rental. Your code will be emailed to you prior to your event date.
6. The kitchen may be equipped with a sink, refrigerator, ice machine\*, and a microwave\*; there is no stove available at any site. Only hot plates and crockpots are permitted for warming food. \*Buckingham Community Center does not have an ice machine. Suarez Hall does not have a microwave.
7. Tables and chairs provided are for indoor use only.
8. **Candles, sternos, and smoke/fog machines are not permitted** for use in the centers. Smoke and open flames will set off the fire alarm.
9. Do **NOT** use staples, screws, duct tape and tacks on the tables, on site interior / exterior, fences, and trees. Failure to do so may result in the loss of your deposit. Confetti and glitter are not permitted onsite.
10. Please use caution when unloading and restacking the tables and chairs on the racks. When reloading the chairs on the racks, all chairs must face the same direction, with the front of the chairs facing upwards, rounded top of chairs toward the back of the rack.
11. The A/C is programmed to run in the building. Please leave the fan on "AUTO" so that the thermostat can do its job. If you want to lower the A/C please use the arrow down button. Please do not reprogram.
12. **Cancellation Policy:** Cancellations may be completed in-person, over the phone, or by emailing [bwemer@leegov.com](mailto:bwemer@leegov.com) by the original renter. Proper ID or receipt number is required. A non-refundable \$10 cancellation fee will be applied to facility rental transfers or cancellations received at least 72 hours prior to the facility rental date and time. No refunds will be made for cancellations made less than 72 hours prior to the facility rental date and time.

## **EMERGENCY INFORMATION**

**The center does not have a phone available; please ensure you have access to a cell phone and your permit available for authorities.**

**Call 911 for ambulance, fire, or police emergencies.**

For A/C, heat, locksmith, plumbing or electrical issues, please call (239) 533-2987.

## **CLOSING THE CENTER AFTER YOUR RENTAL**

1. Remove any tape and decorations from the tables, walls, and ceiling.
2. Clean up any food, drink, or other spills on the tables, counters, sinks, and/or floors. A push broom, dustpan, wet mop, mop bucket, paper towels, and cleaning spray are available for you to use.
3. Return all tables and chairs neatly to their storage areas. Do not allow children under 16 to stack tables and chairs. Please do not block any doors while doing this. Improper stacking or placement of tables and/or chairs may result in a forfeit of \$50 from your \$250 deposit.
4. Sweep the floors and spot mop prior to leaving.
5. Empty all inside trash cans and put the garbage in the dumpster outside. If there is an excess of trash that will not fit in the dumpster you must take it with you. Replacement bags are available to you with the other cleaning supplies.
6. Turn off all fans and lights.
7. Reset the A/C program back to 76 degrees (use the arrow up button) before exiting the building.
8. Check the center to ensure nothing has been left behind.
9. Check to make sure that all exterior doors are closed, locked, and secure.
10. Exit through the door with the keypad. Close the door tightly and pull on it to ensure the auto lock engaged.
11. Clean up all outside grounds used during the event.
12. You will forfeit \$50 of your deposit for the following:
  - a. Improper stacking and placement of tables and/or chairs
  - b. Leaving plastic flower petals, confetti, streamers, or other trash
  - c. Dirty surfaces, such as bathrooms, counters, stage, etc.

We hope you have a successful event and that you will keep  
**LEE COUNTY PARKS & RECREATION** in mind for future events.