

**POLICY GUIDELINES
FOR
COMMUNITY CENTER AND TOWNSEND GREEN BUILDING
USE AND RENTAL**

GENERAL:

The City Council of the City of Lake Butler provides these guidelines for the purpose of assisting and providing direction to the staff for rental and use of the Community Center by the general public.

Any organization or person renting and/or using the Community Center shall comply with the alcohol prohibition within the building and/or the grounds. Exceptions are granted to the NE Florida League of Cities and to service clubs, based in Lake Butler, if the following conditions are met:

- (a) the club is in good standing with their parent (national) organization
- (b) the club has liquor liability coverage equal to \$2,000,000 each occurrence, \$500,000-damage to rented premises, \$2,000,000-personal injury, \$4,000,000-general aggregate and \$4,000,000-products
- (c) the club is hosting a social event or an event for charitable giving
- (d) general compliance with Florida statutes

CLEANING

Each organization or person renting the community center shall return the building to its original clean condition with chairs being placed on the tables.

Failure to do so will result in a minimum of \$50.00 cleaning charge.

PAYMENT OF RENTAL FEES/SCHEDULE

Rental of the Center shall be according to the schedule of fees as established by the City Commission from time to time.

The Center is rented on a first come, first served basis. To avoid confusion, no rental shall be scheduled until payment is received.

ORGANIZATION/FUNCTIONS PARTIALLY EXEMPT

Agencies or organizations renting at a reduced rate according to the schedule of fees established by the City Commission:

- (a) Department of Corrections for governmental use
- (b) Masonic Lodge

- (c) University of Florida Extension
- (d) Scout Troops
- (e) Union County Schools
- (f) Union County Government
- (g) Local service clubs when engaged in charitable fundraising

(h) Other 501(C)(3) organizations which benefit Lake Butler and/or Union County

Discounted rental is to assist the above groups in their governmental, charitable or fraternal cause provided the group(s) are requesting rental on an occasional basis and located inside Union County.

CHURCH USE IN EMERGENCY BASIS

If a local church experiences a disaster (fire, flood, wind damage, etc.) that results in extensive damage that prevents use of their normal meeting facility, they may be allowed to utilize the Community Center on a temporary basis upon request to and approval by the City Manager.

GOVERNMENTAL USE

State and local governments may utilize the community center for emergency situations as approved by the City Manager.

LONG TERM RENTALS

Individuals or organizations who rent the facility for specific dates over extended periods of time shall be guaranteed those rental dates for a period not to exceed 60 calendar days. Other parties desiring to rent the facility on one of these scheduled days will not be able to do so within a time period of 60 days from the point of their application or request. If the date requested is beyond this 60 day period, the second rental may occur and the long term rental is superseded for this date. The long-term renter shall be credited with each of these dates for scheduling a later date. This shall be true with one exception; one date per month shall be fixed and unchanged within the current 60-day period.

Adopted by Lake Butler City Commission on May 11, 2015

Schedule of Fees

1/2 day rental, Monday- Saturday	\$175.00
Full Day Rental, Sunday	\$225.00

Full Day Rental, Monday-Thursday	\$200.00
Full Day Rental, Friday	\$225.00
Full Day Rental, Saturday	\$250.00
*Partial Exemptions, Monday-Friday	\$75.00
*Partial Exemptions, Saturday-Sunday	\$125.00
Employee	\$50.00
Cleaning Deposit	\$50.00
Key Deposit	\$25.00

*Partial Exemptions include:

- (a) Department of Corrections for governmental use
- (b) Masonic Lodge
- (c) University of Florida Extension
- (d) Scout Troops
- (e) Union County Schools
- (f) Union County Government
- (g) Local service clubs when engaged in charitable fundraising
- (h) Other 501(C)(3) organizations which benefit Lake Butler and/or Union County

Adopted by Lake Butler City Commission on August 28, 2015