

Kimberly Hayes, City Manager
200 SW 1ST Street
Lake Butler, FL 32054
386-496-3401 Office
khayes@cityoflakebutler.com



Melissa Hendrix, Mayor
200 SW 1ST Street
Lake Butler, FL 32054
386-496-3401 Office
mhendrix@cityoflakebutler.co

The Hal Y. Maines Community Center and Townsend Green Building Rental Rules

- A refundable key and cleaning deposit of \$125 is due when the keys are picked up at City Hall before the reserved time (the day before by 4:45pm). (\$50 for Key. \$75 for Cleaning).
- To receive a full refund of the rental, I must cancel prior to 30 days of the reservation.
- I understand that the rental prices of the Community Center and Townsend Green Buildings are subject to change due to price increases that are set by the City Commission.
- Tables and chairs that are removed from the storage closet are to be cleaned and returned to the closet before leaving.
- I understand that the building is to be cleaned after my event, which includes cleaning the kitchen area thoroughly including the refrigerator, stove and countertops. I understand that the bathrooms are to be cleaned including the sinks, toilets, and countertops. I understand that all walls must be wiped down in the kitchen area, and all other areas within the building after my event. Cleaning of the floors will be done by City staff. Upon cleaning, I understand that all tape, etc. used for my decorations are removed and no damage to the facility has occurred. I understand that any damages to the equipment, appliances, walls, floors, building etc. will be repaired or replaced at the renter's expense.
- I understand that ALL trash MUST be removed from the building and placed in a dumpster. Close lids on dumpster and close gates to the dumpster area after.
- RESERVATIONS OF THE COMMUNITY CENTER & TOWNSEND GREEN BUILDINGS WILL BE AVAILABLE ON OCTOBER 1ST OF EACH YEAR AND WILL ONLY BE MADE FOR THE FOLLOWING CALENDAR YEAR (JANUARY 1ST – DECEMBER 31ST), AND MUST BE MADE IN-PERSON AT CITY HALL.
- I agree to enter the building only at the start time of the reservation and will be exiting after cleaning up at the set end time of the reservation.
- Inflatable Bounce Houses, Water Slides, or any similar items are NOT PERMITTED. You will be asked to remove them if they are set up on the premises.
- Under NO circumstances should any of the décor be removed from the walls. Decorative plants and trees are not to be removed from the premises. There are to be no holes in walls or ceiling.
- THE USE OF ALCOHOL AT THE COMMUNITY CENTER OR TOWNSEND GREEN BUILDING IS NOT PERMITTED BY RENTERS OR THEIR GUESTS.

The person making the reservation agrees to be held responsible for any damage that occurs and understands that alcohol is not permitted by the renters or guests.

FULL DAY RESERVATIONS (Fridays – Sundays) ARE FROM 9am to 12am

HALF DAY RESERVATIONS ARE (Mondays – Thursdays) 9am to 4pm OR 5:00pm to 12am

RESERVATION DATE & TIMES _____ / _____ / _____ to _____

RESPONSIBLE PARTY SIGNATURE

X

DATE _____

EMAIL ADDRESS _____ PHONE _____

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The Hal Y. Maines Community Center and Townsend Green Building Key Deposit

Today's Date _____

Reservation Date _____

Reservation Name _____

Name of Person Picking up the Key _____

Phone Number _____

Microphone Needed? ____ YES ____ NO

WIFI Password for Community Center: LakeGuest

This deposit of \$125 is required for the rental of the Maines Community Center or the Townsend Green Building. It can be paid by cash, check, or credit card. The key must be returned, and our staff inspect the facility for damage and cleanliness prior to a refund being issued. If you paid this deposit with cash or a check then your refund will arrive by mail within 7-10 business. If you pay by credit card, the refund will be processed immediately. However, receiving it promptly is up to the card's financial institution. Most often within 7-10 business days.

Address to send the refund if paid by cash or check:

RENTAL PAID ____/____/____ **RECEIPT NUMBER** _____

KEY DEPOSIT PAID ____/____/____ **RECEIPT NUMBER** _____

KEY NUMBER _____

KEY RETURNED ____/____/____

DEPOSIT REFUNDED ____/____/____

*After hours the key must be put in the drop box
found at the back of City Hall in the drive thru.*