

Senior Center NICEVILLE

ACTIVE RECREATION FOR 55 AND OVER

EVENT LEASE FEES

The Senior Center is available for groups and events outside of the operating hours of Monday – Friday, 8:30 a.m. – 5:30 p.m. and limited to the hours of 8:00 a.m. – 10:00 p.m. unless otherwise agreed upon in advance.

Some setup during operating hours may be allowed in the afternoon/evening of the day prior to the event with advance approval. Setup time is an additional fee. All setup of chairs and tables is the responsibility of the leasing party.

Please note that sales tax will be applied to all charges except tax exempt groups and all prices are subject to change without notice.

AREA	PUBLIC FEES	MEMBER FEES
Courtyard	\$800 full day/\$400 half day	\$640 full day/\$320 half day
Room 1/Room 2 (per room fee)	\$250 full day/\$125 half day	\$200 full day/\$100 half day
Game Room	\$400 full day/\$200 half day	\$320 full day/\$160 half day
Café & Social Room	\$200 full day/\$100 half day	\$160 full day/\$80 half day
Catering Kitchen	\$100 full day/\$50 half day	\$80 full day/\$40 half day
Game Room, Café, Social Room & Catering Kitchen	\$500 full day/\$250 half day	\$400 full day/\$200 half day
Outdoor Grill Island (no Courtyard)	\$150 full day/\$75 half day	\$120 full day/\$60 half day

No furniture may be moved in the Café or the Social Room.

All area rentals include access to the restroom and tables and chairs (as available).

CLEANING FEES

Courtyard	\$50
Room 1/Room 2 (per room fee)	\$50
Game Room	\$75
Café & Social Room*	\$150
Game Room, Café, Social Room & Catering Kitchen	\$200

All area rentals require a cleaning fee.

Additional cleaning fees may be required if materials such as glitter, confetti, etc. are used for decorations.

ADDITIONAL FEES

Damage Deposit	\$100 (additional \$300 if game room is included)
Early Hours	\$100
Manager on Duty Fee	\$200 full day/\$100 half day
Returned Check Fee	\$25

Damage Deposit: This deposit is required for use of the building and is to be paid in cash or with a separate check from the other fees when the lease is signed. The deposit will be refunded if the building is left clean, secure and damage free. The City of Niceville reserves the right to adjust the amount of the damage deposit required.

Early Hours: If you require building or Courtyard access before the hour of 8:00 a.m., an additional fee of \$100 will be assessed. This must be arranged prior to the day of the event.

Manager on Duty: This fee is required for all rentals as a city employee must be on site for all events and groups.

Revised 12/11/18

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ACTIVE RECREATION FOR 55 AND OVER EVENT LEASE APPLICATION

Name of Event: _____

Date of Application: _____ Date of Event: _____

Date: _____ Open: _____ a.m./p.m. Close: _____ a.m./p.m.

Date: _____ Open: _____ a.m./p.m. Close: _____ a.m./p.m.

Note: Total scheduled time to include set-u and take-down.

Contact Person: _____ Organization: _____

Daytime Phone: _____ Evening Phone: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____

Senior Center Member: Yes No Expected Attendance: _____

Tax Exempt: Yes No Tax Exempt #: _____

Space Requested (please check all that apply):

Courtyard Social Room Café Room 1 Room 2 Game Room Catering Kitchen

Will you be bringing food in? Yes No

Caterer Name: _____ Caterer Phone: _____

Equipment (please mark quantity needed):

_____ 6' round tables _____ chairs _____ Outdoor AV system
_____ 8' x 3' rectangular tables _____ DVD player/TV (music)

OFFICE USE ONLY

Usage Fees: \$ _____ Damage Deposit Paid: \$ _____

Cleaning Fee: \$ _____ Date Paid: \$ _____

Additional Fee: \$ _____ Check #: _____

Sub-total Fees: \$ _____ Down Payment Paid: \$ _____

Taxes (6.5%): \$ _____ Date Paid: \$ _____

Total Charges Due: \$ _____ Check #: _____

_____ Balance due: \$ _____

_____ Date Paid: \$ _____

_____ Check #: _____

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SENIOR CENTER REGULATIONS

The City of Niceville's Senior Center is available for community use. When not required for use by the City of Niceville, this facility may be made available for use by the public and local groups and organizations, subject to the following regulations:

1. Use of the Senior Center is by reservation only. Reservations can be made during the hours of 8:30 a.m. – 5:30 p.m., Monday through Friday, by contacting the Senior Center Manager, Julie Mooney, at (850) 279-6436. A reservation can be made for up to twelve months in advance. Individuals or groups wishing to use the Senior Center must fill out the required paperwork with the Senior Center Manager before the date is secured on the calendar. Evidence of insurance coverage may be required in some instances. **The damage deposit and a minimum of one half of the fee is required when the contract is signed. The balance must be paid at least two (2) weeks prior to date of function. (A Senior Center member MAY NOT rent the Senior Center for a non-member. If this situation exists, a non-member fee will be applied.)**
2. The facilities constructed with taxpayer's money are intended for recreation use only. While recreation is a broad term, it can never include the use of these facilities to produce income for an individual or profit-making organization. Accordingly: No person shall solicit, sell, or offer to sell goods or services in this Senior Center. As used in this paragraph, "person" means an individual or a profit or a non-profit organization.
3. If a scheduled meeting, class, or event is cancelled, the Senior Center staff should be notified immediately, so that the room(s) can be made available to other groups. The Senior Center staff must receive notice of intent to cancel at least 24 hours prior to event in order to issue a refund. A 10% processing fee will be assessed.
4. City staff is responsible for the placement of chairs, tables, and other furniture for use by the Lessee, under the direction of the Lessee on the application form. The Lessee shall and will indemnify and save harmless the City of Niceville, its officers, agents, and employees against any and all loss, damage, and/or liability that may be suffered, caused by, arising out of, or in any way connected with the use by the Lessee of the premises, or any part thereof, or the exercise of the rules, or provisions granted herein. If you have leased this facility, please make everyone in your group aware of the fact that if tables, plants, chairs, etc. need to be relocated, you must make this request to the City staff. You may not move any of the furnishings or greenery yourself.
5. The Lessee and anyone in that individuals group may utilize only those areas assigned to them and reserved for them in the Community Center.
6. At the discretion of the City Manager, security personnel may be required for an event. When required, the City Manager will determine the number of security officers needed. The Lessee will pay the necessary costs for the security service.
7. City of Niceville personnel, on official business, shall have access to the building at all times.
8. The Lessee shall not damage, or allow to be damaged, the said premises or any fixture, or personal property located herein; in the event of any damage thereto, the Lessee shall promptly restore the premises or property to its original state, or repair, or pay the City of Niceville for such damages. Any missing property, or furnishings such as, but not limited to, equipment, furniture, and sound system, incidental to a rental will be replaced, or paid for by the Lessee to the satisfaction of the City. The person signing the application assumes full responsibility and assures that no damage or loss will occur to the meeting space, furnishings, or equipment.

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9. The Lessee shall not drive any nails, tacks, pins, tape, or other objects into the floor, wall, ceiling, doors, windows, woodwork, or any other parts of said premises, nor change in any manner, nor move any fixtures on said premises. No alteration or change to the premises shall be made. This includes, but is not limited to the furniture in the social room, the billiard table, artwork, and the furniture in the café. The Lessee shall not use any type of tape on any painted surface. Any costs due to repairs will be assumed by the Lessee. Due to the fact that movement of the billiard table can cause different levels of damage, the cost to repair or realign the billiard table can range from \$200 - \$1,000 and is solely the responsible of the Lessee.
10. The Lessee will promptly remove all decorations, displays, and equipment used by the Lessee, prior to end of the reserved time slot, on the day the Senior Center is used. Arrangements must be made in advance with suppliers for all equipment, furniture, or supplies to be picked up on the day of the event. Rental companies will pick up rental items at night for an additional fee, and this will need to be coordinated with the Senior Center Manager. A fee will be added for leaving said items in the building after the closing time.
11. Lease times are between 8:00 a.m. and 10:00 p.m. with cleanup done by the end of the reserved time slot. Garbage should be placed in dumpster, and the building should be secured, before the building is vacated.
12. No drugs, or other controlled substances are allowed in the Senior Center or on the premises.
13. Under Federal Law, smoking is prohibited in the building. Smoking must be done outside and at least 10 feet away from the building.
14. No pets or animals are allowed in the Senior Center, with the exception of service animals.
15. The Lessee must abide by all Federal, State, and local laws, regulations, and ordinances.
16. No event, meeting, or entertainment may be held for the purpose of advancing any doctrine or theory subversive to the United States of America.
17. The City Manager may deny use of the Senior Center at his discretion. Any event that the City Manager deems contrary to the mission of the Center and the City of Niceville may be denied.
18. City programs have priority.
19. Attendance to any meeting or event must not exceed the following maximum capacity: Courtyard – 150 persons, Room 1 – 54 persons, Room 2 – 54 persons, Game Room – 85 persons, Social Room – 30 persons, Café – 55 persons, Entire Building: 321 persons.
20. No gambling or games of chance are allowed in this building or on this property. This includes bingo.
21. Violation of any of the established policies or rules will result in the loss of all present and, possibly, future privileges.

The applicant has read the Senior Center Regulation, understands, and agrees to abide by the above regulations.

Applicant's Signature: _____ Date: _____

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STATE OF FLORIDA, COUNTY OF OKALOOSA
LEASE OF THE CITY OF NICEVILLE COMMUNITY CENTER

This lease agreement entered into this date between the CITY OF NICEVILLE, FLORIDA, a municipal corporation, LESSOR, and the LESSEE signing this lease agreement, for valuable consideration mutually agree as follows:

I. PROPERTY AND TERMS

This lease pertains to the Niceville Senior Center and is for the term and rental sum contained in the Reservation, Application and Senior Center Regulations attached hereto and incorporated herein.

II. HOLD HARMLESS AGREEMENT

The LESSEE shall use reasonable care and make reasonable diligent efforts to avoid any harm, injury or loss of property to any person using these premises during the term of this lease and agrees to indemnify and hold harmless the LESSOR from any and all liability, sums and costs, including attorney fees and all other fees incidental to defend any loss or damage the LESSOR may suffer as a result of claims, demands, costs or judgments resulting from the LESSEE'S use of the premises.

III. ASSIGNMENT AND SUBLETTING

LESSEE shall not assign, transfer or sublet its rights, title or interest in this lease and the lease property without LESSOR'S prior written approval.

IV. CAPACITY OF LIMITATIONS

The LESSEE shall not exceed the capacity of 321 persons on the lease premises at any one time.

V. COSTS AND EXPENSES

The LESSEE shall pay upon demand all LESSOR'S reasonable expenses and costs incurred in enforcing the LESSEE'S obligation under this lease including legal costs, charges and/or expenses, including reasonable attorney's fees incurred by LESSOR in any pre-litigation negotiation, litigation and/or appeal in which the LESSEE causes the LESSOR to become involved or concerned.

LESSEE: _____ WITNESSES: _____

By: _____

LESSOR: CITY OF NICEVILLE WITNESSES: _____

By: _____