



City of Winter Park Winter Park Community Center Rules and Standards for Use

General Information

- A. Office hours are Monday- Friday 8am to 8pm 407-599-3275
- B. Offices are located at 721 West New England Ave Winter Park, Fl 32789
- C. Available hours for rental are 8am to midnight or availability base on program use.
- D. Events must be concluded, cleaned up and exit premises by Midnight. Music must be off by 11:00pm. Failure to comply with noise ordinance (Sec. 62-92 & 62.97) will result in loss of deposit and city ordinance enforcement.
- E. All rentals receive one hour courtesy for setup and decoration prior to your rental time. Rentals require two hours minimum time period with the exception on the kitchen when used as a commissary.
- F. All rental rooms are listed on the contract and must be rented for the same time frames, including kitchen.
- G. Kitchen used for commissary purposes requires a community Center Agreement with a 1 hour minimum inspection fee.
- H. All Commissary use of the kitchen requires a Commissary Agreement with the City and Department of Business and Professional Regulation License.
- I. The Building is closed on city holiday's Thanksgiving, ½ day on Christmas Eve, Christmas Day or City Observed Holiday.
- J. The rental of the Community Center rooms or Amphitheater does not include the rental or use of Shady Park.
- K. Other events may take place in the building or in the park without notice.
- L. The Park amenities and /or landscaping may change without notice.

Event Booking and Payment

- A. Courtesy hold will require a rental application.
- B. Courtesy hold will expire without notice on the 7th day.
- C. All changes to your rental must be made in writing, additional fees may apply. Reservation will not be considered firm until a contract is signed & deposit has been received.
- D. All rental fees are in accordance with the City of Winter Park current fee schedule.
- E. Failure to pay fees as outline according to City fee schedule within 14 days of the event will result in cancellation of the function.
- F. Rental fee are due 30 days prior to event. Rental fees are non-refundable without 30 day notice.
- G. Checks may be accepted up to 30 day prior to event and should be made payable to the City of Winter Park
- H. Money Order, Master Card & Visa credit cards are accepted.

- I. Additional charge for credit card request by phone will be added to your fee.

Deposits

- A. A refundable deposit will be required for all rentals and dictated by the current fee schedule.
- B. The deposit or a portion of the deposit will be retained by the city for the reasons listed below.
- C. In the event of damage the amount deducted from the deposit will be determined by the cost of materials and hours for labor needed for the repair. Additional billing may occur depending on the extent of damages.
- D. Deposits are not applied toward your rental balance.
- E. Deposits are required for all reservations.
- F. City approved fee waivers must also provide a deposit.
- G. Deposits are refundable 4-6 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as, but not limited to:
 - Damage to building, equipment, property or excessive cleaning
 - Use of tape will be allowed on designated areas.
 - Use of tacks, staples, nails on walls and furniture is prohibited.
 - Use of confetti or glitter inside or outside is prohibited.
 - Entering rental rooms prior to time specified on contract.
 - Failure to vacate facility at time specified on contract
 - Smoking inside facility is strictly prohibited.
 - Misrepresentation of the organization or type of event.
 - Failure to remove all items from building.
 - Exceeding posted maximum room capacities.
 - Use of rooms that are not specified on contract. (Recreational rooms are not a part of rentals)
 - The throwing of rice is strictly prohibited. (Bird Seed/Sunflower Seeds may be substituted but not inside building)
 - Failure to provide proper alcohol sales permit when selling alcohol.

Cancellation

- A. Cancellation for any reason will result in the loss of fees based on fee schedule.
- B. Cancellation must be made in writing.
- C. Cancellation or date changes will result in fees based on current fee schedule.

Continuous Use Rates

- A. Definition- a group which reserves the same facility at least 6 times in six months on one contract.

- B. Continuous Groups will not be schedule on Friday's after 6:00pm and Saturday's after 2:00pm.

Event Policy

- A. The person signing the contract is responsible for the orderly conduct of attendees.
- B. The City is not responsible for any item left in building.
- C. Candle or alcohol burning equipment must be placed in a non-combustible container, well supported base with flame protection and Non-combustible table mats.
- D. Maximum occupant loads are mandated by Fire Marshal and posted in each room.
- E. City property or equipment may be utilized only with permission of city personal.
- F. LP gas, propane, or hay is not permitted inside building or within 10 feet of building.
- G. Clean up should include placing all papers in trash cans, tables, etc. and picking up litter indoors & removing all customer belonging from building.
- H. All function must be concluded and premises cleared by midnight.
- I. Vandalism breakage or possible hazard condition should be reported to city personal.
- J. Alcoholic beverage cannot be served outside beyond the Community Center Sidewalk/patio. The Patio area is considered part of the building.
- K. Alcohol cannot be served in internal rooms that are coinciding in program activities.
- L. The selling of Alcohol directly or indirectly will require the hiring of a Winter Park Off Duty Police Officer. This must be approved by the City and meet all state required guidelines.
- M. College club organizations which serve alcohol must hire Winter Park Off Duty Police Officer to attend events.
- N. All questions concerning alcohol beverage should be directed to the Alcohol and Tobacco Beverage Division of the State of Florida.
- O. Events that are open to the public and charging admission must hire a Winter Park Police Off Duty Officer.
- P. The customer must reserve the Off Duty Police Officer through the Winter Park Police Department and provide proof of confirmation within seven days of the event.
- Q. Teen parties must have 1 adult chaperones in attendants for every 20 persons attending. The representative who will sign the contract must be over the age of 25years old
- R. Overnight storage of rental equipment must be approved by City staff and comply with fee schedule.
- S. The Community Center is a smoke free facility.
- T. The use of the gymnasium for activities other than athletics is prohibited.
- U. Use of fog machines is prohibited
- V. The City of Winter Park reserves the right to cancel any events or rentals.

Ruby Ball Amphitheater General Usage Guidelines

- ✓ Available time slots are 8am to 10am, 11am-1pm, 2pm-4pm or *5pm-7pm the *5pm-7pm time frame is not available between Mid October and April 1. The 8am-10am & 11am-1pm time frame on Sunday's must be approved by City staff based on the type of event.
- ✓ Music/amplified sound must comply to City noise ordinance. Failure to comply with noise ordinance (Sec. 62-92 & 62.97) will result in loss of deposit and city ordinance enforcement.
- ✓ All rentals, with the exception of weddings, receive a courtesy hour for setup and decoration prior to your rental time.
- ✓ Wedding functions will receive one hour courtesy for rehearsal prior to wedding date. This rehearsal must be scheduled on a weekday only. This courtesy hour will be based on availability and cannot be reserved until two weeks prior to the rental date. This courtesy hour is not staffed and city equipment is not provided.
- ✓ All personal equipment and decorations are to be provided by customers.
- ✓ The set up function and removal for all equipment must take place within the rental time frame.
- ✓ Personal sound equipment may not be connected to City equipment.
- ✓ All rentals will include two cord microphones and stereo.
- ✓ Alcoholic beverage cannot be served or consumed outside beyond the stage (The stage area is considered part of the building)
- ✓ The serving of Alcohol beyond the stage area will require the hiring of a Winter Park Off Duty Police Officer. Approval for alcohol beyond the stage area must be granted by the City and meet all state required guidelines.
- ✓ The customer must reserve the Off Duty Police Officer through the Winter Park Police Department and provide proof of confirmation within seven days of the event.
- ✓ Smoking is not permitted on the stage area.
- ✓ Alcohol cannot be served in areas beyond the stage area without approval.
- ✓ Rental Amphitheater does not include the rental or use of Shady Park.
- ✓ Other events may take place in the building or in the park without notice.
- ✓ The Park amenities and /or landscaping may change without notice.
- ✓ City property or equipment may be utilized only with permission of city personal.
- ✓ LP gas or propane or hay is not permitted inside building or within 10 feet of building.
- ✓ Clean up should include placing all papers in trash cans, tables, etc. and picking up litter indoors & removing all customer belongings from the building.
- ✓ Vandalism breakage or possible hazard condition should be reported to city personal.
- ✓ The City of Winter Park reserves the right to cancel any events or rentals.

Deposit

Deposits are refundable 4-6 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as, but not limited to:

- Damage to stage area, equipment, property or excessive cleaning
- Use of tape will be allowed on designated areas.
- Use of tacks, staples, nails on walls and furniture is prohibited.
- Use of confetti or glitter inside or outside is prohibited.
- Entering stage area prior to time specified on contract.
- Failure to vacate facility at time specified on contract
- Smoking on stage area is strictly prohibited.
- Failure to remove all items from the stage area.

Cancellation

- ✓ Cancellation for any reason will result in the loss of fees bases on fee schedule.
- ✓ Cancellation must be made in writing.
- ✓ Cancellation or date changes will result in fees base on current fee schedule.
- ✓ All events cancelled due to inclement weather will be refunded the rental fee.
- ✓ If a wedding or event was not completed ½ of the deposit will be retained

Commissary General Usage Guidelines

- ✓ User must have state license
- ✓ Inspection required one hour rental plus a Commissary Agreement from the City.
- ✓ Kitchen must be cleaned prior to end of rental. Cleaning will include:
 - The trash bags removed and taken to dumpster
 - Floors mopped
 - Counters wiped off
 - Refrigerator /freezer cleaned out
 - Sink, oven, microwave and warmer completely cleaned
- ✓ User is responsible for any damage to equipment.

- ✓ First time users will need to complete a Use Tutorial with staff prior to using kitchen and sign acknowledgement that they have been trained on proper use and will held responsible for any damages caused by negligence, misuse, or otherwise.

Deposit

Deposits are refundable 4-6 weeks after the event unless the deposit or a portion of the deposit is retained due to violation of contract rules and regulations such as, but not limited to:

- Damage to kitchen, equipment, or property.
- Use of tacks, staples, nails on walls and/or furniture.
- Entering kitchen area prior to time specified on contract.
- Failure to vacate facility at time specified on contract
- Failure to remove all items from the kitchen area.
- Deployment of Fire Suppression System
- Failure to sufficiently clean kitchen as listed under General Usage Guidelines.