



CITY OF ALACHUA

SWICK HOUSE RENTAL REGULATIONS

1. City recreation facilities are available for rental to groups, clubs, individuals and organizations upon approval by the Director of Parks and Recreation, or designee. This approval may be based upon whether or not the proposed activity provides a positive public service and meets a legitimate public need.
2. Programs, events, activities and classes sponsored by the City of Alachua will have priority over all other requests. All other rental events may be scheduled on a date that does not conflict with a City event.
3. If the City deems necessary, the renting organization or individual may be required to provide comprehensive general liability insurance in an amount specified by the Compliance and Risk Management Department. If insurance is required, the City of Alachua must be listed as Additional Insured and an original copy of the insurance certificate provided.
4. The renting organization is responsible for the conduct of its participants, workers and guests. The City reserves the right to restrict access to any group or individual.
5. The renting organization or individual will be monetarily responsible for any damage that occurs during the course of the rental.
6. Because of the public nature of City facilities, any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any renting organization or individual. Neither should any fixed part of the facility be disarranged in any manner.
7. Facility decorations and Equipment Use During Rental Periods:
 - ◆ The renting organization shall neither erect nor operate on the premises, without consent of the Director of Parks and Recreation, or designee, any machinery or equipment operated by electrical or other power.
 - ◆ The renting organization shall not use upon the premises any substance of an explosive or highly flammable nature.
 - ◆ The renting organization shall not install any wires or electrical appliances without consent. Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is **NOT** allowed.
 - ◆ Do not hang objects or decorations from the ceiling that may damage the ceiling.
 - ◆ Use of the Swick House fireplace is not permitted.
 - ◆ Candles are not permitted in the Swick House.
8. The City Parks and Recreation Department will furnish lights, heat, water, and ventilation. Any special lights or lighting effects or fixtures shall be provided and paid for by the renting organization, and require pre-approval by the Department Director.
9. The renting organization or individual is responsible for obtaining all necessary licenses and permits, and for paying all taxes, which may be required.
10. The sale of food, drinks, or other items are prohibited unless the Director grants an exemption.
11. The City of Alachua shall not be responsible for items left by guests, workers, employees, or representatives of the special event rental.
12. Use of Tables and Chairs During Rental Period:
 - ◆ There are a limited number of tables and chairs at the facility that are available for use during the rental period.
 - ◆ Under no circumstances will tables or chairs be removed from the facility. The renting organization or individual must furnish any additional tables or chairs that are needed to accommodate the rental.
 - ◆ If additional tables and chairs are to be brought in by the individual group that is renting the facility, it must be done during the time allotted for the rental. Nothing may be brought in and/or stored at the facility prior to the start of the rental period. The same applies for the conclusion of the rental also.
13. All activities must comply with posted occupancy limitations. Any event that exceeds building capacity may be terminated without notice. No fees will be refunded for time lost due to non-compliance of this policy.
14. **Alcoholic beverages are not permitted unless approved by the Parks and Recreation Director.**
15. Inflatables and other Amusement Rides
 - ◆ If a bounce house or inflatable device, rock-climbing wall, dunk tank or any other type of amusement ride will be erected at your event, a Certificate of Liability Insurance will be required from the structure's owner. The Certificate must name the City of Alachua at 15100 NW 142nd Terrace, Alachua, FL 32615 as an "Additional Insured". Specifically, the certificate must contain the statement "Additional Insureds include the City of Alachua, its Elected Officials, Appointed Officers and Employees". The liability insurance must provide a minimum threshold of \$1,000,000 per occurrence with \$2,000,000 General Aggregate coverage. Said Certificate shall be attached to "City of Alachua Application for Facility Use."
16. No animals will be permitted in the building without prior written consent from the City.

17. Security Requirements During Rental Periods:

- ◆ Security required during a rental period is at the discretion of the Department of Parks and Recreation.
- ◆ If any activity requires a security presence, police officers will be supplied by the City of Alachua Police Department based on circumstances of the event in question.
- ◆ Fees charged for officers will be based on rates determined by the Alachua Police Department. The cost of required officers will be due in advance by the renter.

18. The renting organization shall be responsible for cleaning up the facility following use, unless arrangements have been made with the Parks and Recreation Director.

19. The Parks and Recreation Department reserves the right to end or cancel any facility rental without prior notice.

20. Renter may not convey, assign or other subcontracting of the facility without the express, written approval of the City.

21. Permission is required for the renter to operate concession on the premise. Each request will be handled on a case-by-case basis. Nothing may be sold without the written permission from the City of Alachua. Any additional selling of goods or services must have written approval from the City of Alachua.

22. Time Considerations During Rental Period:

- ◆ If a facility rental exceeds the amount of time designated on the rental contract, the damage deposit may be used to cover this additional expense.
- ◆ Times listed in the facility rental contract must include set-up and clean up. A rental is considered “continuous” if there is no break in the hours of use.
- ◆ Renters must be aware that the facility MUST be vacated and cleaned by the time their rental period ends.

23. Rentals prior to 8:00am or after 9:30pm are not permitted in City of Alachua facilities, unless approved by the Parks and Recreation Director.

24. City facilities are designated “Non-Smoking”. As a courtesy to others, please restrict smoking to designated areas outside of the facilities.

25. Users are to remain in assigned area(s) and are responsible for supervising all participants in their program so as not to interfere with other on-going activities/programs. Renter is responsible for the conduct of participants and spectators of the contracted event. Renter is responsible for any damage caused by participants and spectators of said event.

26. The storage of any items at the facility the day before the rental event and the day after the event will not be provided. No materials may be stored in reference to the rental, unless approved by the Parks and Recreation Director.

27. Failure to adhere to any of these conditions may result in immediate cancellation of the existing agreement, forfeiture of the security deposit, and restriction from future use of other City facilities.

28. All organizations are required to set up, remove, and clean the facility they have rented unless prior approved arrangements have been assigned with the Department Director.

29. The name of the individual or group whose name appears on the Swick House Rental Agreement will be held responsible for all damages incurred during the use of the facility, except for normal wear and acts of nature.

30. Covered Front Porch and Back Porch

- ◆ Outside facilities should be left clean after each event for the next patron’s use.
- ◆ Loose garbage should be picked up from the ground, tables and facility and placed in outside dumpster.
- ◆ All personal belongings and decorations are to be taken down and removed from the shelter immediately after the event.

APPLICANT CLEANUP CHECKLIST

- ◆ Wipe down all countertops
- ◆ Clean out warming oven if it was used for your event.
- ◆ Sink must be cleaned and free of food debris. Be sure to empty strainers.
- ◆ Be sure to remove all food brought in for your event from counters & refrigerator.
- ◆ Wipe out microwave and refrigerator, if used.
- ◆ Check each bathroom stall and dispose of debris and garbage.
- ◆ Sweep all floors used from your event.
- ◆ Pick up all garbage in rooms used.
- ◆ Empty trash receptacles and place bags in on site dumpster.

CLEANING SUPPLY SUGGESTIONS YOU MAY NEED TO BRING WITH YOU:

- ◆ Large Garbage Bags, paper towels, cleaning cloths
- ◆ Dish washing soap and sponge
- ◆ Foil, plastic wrap, “Take away” food containers, plastic bags
- ◆ Foil Pans/Bowls needed for food preparation
- ◆ Plates, napkins, flatware, knives, cooking utensils, cups for hot & cold beverages

CHECK ALL DOORS AND WINDOWS TO BE SURE THEY'RE CLOSED AND LOCKED

CHECK WARMING OVEN IN KITCHEN TO ENSURE IT HAS BEEN TURNED OFF

TURN OFF LIGHTS

The undersigned hereby acknowledges receipt and acceptance of the City of Alachua Facility Rental Regulations and shall observe the laws/rules and policies/procedures set forth in the Facility Rental Regulations and by the City of Alachua and the State of Florida.

Signature of Authorized Representative

Date