



# CITY OF ALACHUA

## SWICK HOUSE RENTAL REGULATIONS

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### **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 142<sup>nd</sup> 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."

### **INAPPROPRIATE FACILITY USE**

- ◆ Any unlawful behavior or mischievous act while using the City's facilities can result in eviction. Misconduct, rowdiness, damage or destruction of City property or failure to leave the premises in a satisfactory condition may be sufficient reason to refuse future use of the facility to offending Applicant. The City will hold the Applicant responsible for damage including repairs and/or replacement.
- ◆ All damages must be reported to City Staff immediately.
- ◆ Use of the Swick House fireplace is not permitted.
- ◆ Candles are not permitted in the Swick House.

### **SETUP AND USE RESTRICTIONS**

- ◆ Do not use glue, tape, tacks, nails, pins or any other fasteners that may damage the walls.
- ◆ Do not hang objects or decorations from the ceiling that may damage the ceiling.
- ◆ It is only those tables and chairs located within your rented space that are available for your use unless you request additional tables and chairs on Application.
- ◆ Smoking is not allowed within the building.
- ◆ No animals will be permitted in the building without prior written consent from the City.
- ◆ All groups must limit activities to assigned space.
- ◆ Contents of the building belong to on-going programs and are not intended for use by renters.
- ◆ All items, including those brought in for decoration, setup and food service must be removed before Applicant vacates the premises. No overnight storage is permitted without prior written consent from the City.

### **COVERED SHELTERS**

- ◆ 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.
- ◆ Alcoholic beverages are allowed only within the shelter or premises Applicant has rented.

***\*Please Note: Unless reserved, covered shelters are available to the general public for use. Some cleanup should be expected prior to the event.***

### **FACILITY CLEANUP**

Before departure, Applicant is responsible for cleaning duties in all applicable rented spaces. It is the sole responsibility of the Applicant to ensure all cleanup duties have been completed before departure from the facility. The Applicant is to remove all bagged garbage and put in The Applicant is required to pay the full cost of materials, labor, replacement, repairs and damages (over and above the deposited funds) regardless of the amount. If damages occur and are less than the deposited amount, the difference will be refunded.

## APPLICANT CLEANUP CHECKLIST

### REMOVE ANY DECORATIONS SETUP FOR YOUR EVENT

#### TABLES AND CHAIRS

- ◆ Thoroughly wipe down all tables, chairs & any other hard-surfaces used.
- ◆ Only those tables & chairs located in your rented space are available for your use. Do not rearrange furniture from other areas for your event.

#### KITCHEN

- ◆ 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.

#### RESTROOMS

- ◆ Check each bathroom stall and dispose of debris and garbage.

#### FLOORS

- ◆ Sweep all floors used from your event.

#### GARBAGE

- ◆ Pick up all garbage in rooms used.
- ◆ Check garbage receptacles outside that may have been used during your event.
- ◆ Empty trash receptacles and place bags in on site dumpster.

### 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

#### CLEANING SUPPLIES YOU MAY NEED TO BRING WITH YOU:

- ◆ Large Garbage Bags
- ◆ Multipurpose cleanser
- ◆ Paper towels, cleaning cloths, sponge

#### SUGGESTIONS ON OTHER ITEMS THAT MAY BE HELPFUL TO BRING WITH YOU:

- ◆ Dish washing soap
- ◆ Foil or plastic wrap
- ◆ "Take away" food containers, plastic bags
- ◆ Pots & pans needed for food preparation
- ◆ Plates
- ◆ Cups for hot & cold beverages
- ◆ Flatware, knives & cooking utensils
- ◆ Napkins
- ◆ Can opener

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

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Date