



**CITY OF TREASURE ISLAND  
RECREATION DEPARTMENT  
120 108th Avenue  
Treasure Island, Florida 33706  
Telephone (727)547-4575, ext. 237**

RULES AND REGULATIONS GOVERNING USE OF

CITY HALL AUDITORIUM AND COMMUNITY CENTER AND ADJACENT GROUNDS

**APPLICANTS:** Users are requested to read and fully understand the terms set forth in the contract. It is a contract between the user and the City of Treasure Island. Individuals and/or Groups using a facility shall assume full public responsibility and in signing contract, agree to absolve the City of Treasure Island, its officers, employees and agents of all liability, claim or damages incurred by participants or spectators of the activity.

Individual groups will be responsible for any items lost, stolen, broken or damaged during their period of use and will be charged for repairs or replacement of the item at current cost prices. All items brought into the facility must be taken out or disposed of (liquor bottles, trays, table clothes, decorations, etc.).

Control will be stressed by those in charge of the function and safety precautions will be maintained at all times. Damage to the facility will be assessed to those in charge of function.

**PAYMENTS:**

**CASH OR CHECK PAYMENTS:** A security deposit will be required for persons paying with cash or by check at the time the contract is made. The balance of the fee will be paid two weeks prior to the date of the activity. The deposit will be forfeited if the reservation is cancelled within 30 days of activity date. The security deposit will be returned within fifteen (15) business days after the activity date provided that all the rules and regulations were adhered to and the facility was left in an acceptable manner.

**CREDIT CARD PAYMENTS:** Applicants paying by credit card will be required to pay fifty percent of the rental fee plus tax at the time of contract. The remaining balance and any overtime fees will be charged

to the credit card within thirty (30) days of the event date. Credit card information will be kept on file with the City of Treasure Island until after the event date to confirm no overtime fees or damage to the facility. A receipt will be mailed to the applicant on date of payment. Applicant is responsible for notifying the Recreation Department of changes in credit card information as soon as possible as the card on file must be current.

**FACILITY HOURS:** Facilities will be open for use by Recreation Department staff. The rental time begins when facility doors are requested to be opened and recreation staff is required to be on-site. Rental is for the interior of the city facility, which does not include adjacent parks, waterways, docks, etc...

All groups and individuals must be out of the facility before 12:00AM. Permission to remain on the premises after 12:00AM must be received by the staff member on duty. Should the group not receive permission and stay longer than the scheduled departure time, the group will be charged for the additional time through the credit card payment or deduction from their security deposit.

**DECORATIONS:** Table decorations are permitted. **NO** decorations, streamers, balloons, etc...are permitted to be attached to walls, ceilings, sprinkler heads in the Community Center and Auditorium.

**NO BIRD SEED, RICE OR CONFETTI SHALL BE THROWN ON CITY PROPERTY.**

All decorations including crepe paper, fabrics, artificial palms, flowers, etc. shall be fireproofed.

**NO Fog or Smoke machines will be permitted during function as machines can set off sprinkler system and fire alarms.**

**RENTAL EQUIPMENT:** The Recreation Department shall be notified, within seventy-two (72) hours of event, of all rental equipment being brought into their facility. Renters must notify the Recreation Department of the delivery time of rental equipment. Rental equipment must be removed on the day of the function, or picked up no later than 10:00 a.m. on the next business day.

**AC and LIGHTS:** AC temperatures and lights maintained by recreation staff only. Facility doors are to remain closed while air conditioning is running.

**OPEN FLAMES:** There shall be no open flames, such as candle sticks, propane tanks, rosettes in oil, oil flame burner or flammable gases used to operate moveable equipment, etc. in any place of assembly. Sterno's and candles in glass containers may be used upon approval of the Recreation Department, ONLY.

**ALCOHOLIC BEVERAGES**: Alcoholic beverage will only be permitted if given away or if a special permit is received from the DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO to sell alcohol. A copy of this state permit, must be given to the Recreation Department within twenty-four (24) hours of the scheduled function. **A Certificate of Insurance naming the City of Treasure Island as an additional entity in an amount no less than One Million Dollars is required for all applicants charging for alcoholic beverages.**

**RENTAL TIMES**: The established rental fee is for 6 hours. This allows adequate set-up and clean-up time. The time begins when the recreation staff is scheduled to arrive as stated on the rental contract.

Should the event run past the initial six (6) hour limit, renters will be charged a fee of \$100/hour plus applicable sales tax for every hour over the initial six hours. **ALL overtime must be paid in advance with the balance two (2) weeks prior to the rental date.**

The rental time concludes when the last person exits the facility - included are the wedding party, guests, caterers, bands, etc.... The renter is responsible for the arrival and departure times of guests and caterers, entertainment, etc. Renters shall notify their caterers of the scheduled arrival time. The Recreation Department must be notified within forty-eight (48) hours of any time change. NO one other than the person listed on the rental contract will be permitted to schedule setup or event times.

**FLOOR PLANS**: Floor plans are to be submitted to the Recreation Department two weeks prior to the event date. An approved copy of the floor plan should be given to the caterer in order to avoid conflicts regarding the set up of tables and chairs for function. Recommended floor plans as distributed by the Recreation Department are preferred and meet the Fire Marshall requirements.

**FLORIDA CLEAN INDOOR AIR ACT**: As of October 1, 1985 the "Florida Clean Indoor Air Act" came into effect.

*Section 4 Prohibition*

*No person may smoke in a public place or at a public gathering except in designated smoking areas.*

*Section 5 Designation of smoking areas - The person in charge of a public place may designate smoking areas.*

*Any person who violates section 4 of this act is guilty of a non-criminal violation as provided for in S.775.08 (3), Florida statutes, punishable by a fine of not more than \$100.00 for the first violation and not more than \$500.00 for each subsequent violation.*

All Caterers shall park their vehicles in the facility parking lot. NO

Caterer shall park on the Community Center patio, sidewalk or grass. A driveway is located outside the Community Center kitchen for deliveries and pickups, ONLY.

**PARKING PASSES:** The community center parking lot is metered. The Recreation Department will distribute parking passes for the metered lots based on the number of participants indicated on the contract. **The event organizer and/or contact person on application is responsible for distributing the parking passes to the guests, event participants, volunteers, caterers, DJ's, etc.. Parking passes are to be placed on the vehicle dashboard visible by parking enforcement. The City of Treasure Island is not responsible for persons receiving parking tickets and not abiding by this rule or parking illegally in the lot or grounds of the community center.**

**PAINTINGS, CITY SEAL and HOLIDAY DECORATIONS:** All paintings and the City Seal shall remain on the Community Center and Auditorium walls. The paintings and the City Seal shall not be removed for any reason. Paintings are hung from August through May of each year

The City decorates for the holidays from November through January of each year. Decorations will not be removed from the facilities and renters will be responsible for any damage to the decorations

Spotlights shall not be rearranged. Any renter found moving spotlights will be charged for rearranging and repairs, if needed.

**CITY EQUIPMENT:** City of Treasure Island equipment and supplies used by a renter must be left in the condition it was received. Any equipment taken, misplaced or damaged will be charged to renter/person in charge of the function.

**CLEANUP:** The recreation staff shall set-up and clean up the facility prior to and after each function. The individual/organization is responsible for removing all personal belongings, from the facility, at the conclusion of the function. **A CLEAN UP FEE of \$50 plus tax per hour will be assessed for facilities left in an unacceptable condition which requires staff to spend additional man hours cleaning up after the function.**

**MISCELLANEOUS RULES AND REGULATIONS:**

No glass containers are permitted in city parks, roadways, sidewalks, etc..

No commercial use of City property is permitted without a permit from the City.

No temporary structures are permitted without written authorizations from the Community Improvement Department.

NO eating, drinking or loud disturbances outside of city facilities.

Compliance with the City's noise ordinance shall be adhered to at all times.

Children are required to have adult supervision while on city property.

The recreation staff member, on duty, is in absolute charge and shall be obeyed. The renters shall report any problems to the Recreation Department at (727)547-4575, ext 237.

All rules and regulations are subject to change without notice. The most recent copy of the rules and regulations governing the facilities will be enforced.

**Failure to comply with any of these rules may result in forfeiture of security deposit or additional charges.**