

PORT ST. LUCIE COMMUNITY CENTER

2195 S.E. Airoso Blvd., Port St. Lucie, FL 34984

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FACILITY RENTAL GUIDELINES

(Revised January 2016)

AVAILABLE FACILITIES

The Port St. Lucie Community Center offers the following facilities on a rental basis:

1. Assembly Room - max. capacity 560 people (theater style), 400 people (banquet style)
2. Meeting Rooms
3. Kitchen / Food preparation area (Cat. 1) or full use of the kitchen (Cat. 2) - if available
4. Outside plaza area

*Lobby is considered common area and not rental space. Parking is included in the rental.

FEES

The City of Port St. Lucie Parks & Recreation Department assesses usage fees according to a City Council approved fee schedule:

1. All fees are based on one of two hourly facility rate schedules. The Parks & Recreation Director or his/her designee will make determination of the applicable rate schedule after review of a group's application. Groups requesting the non-profit rate schedule will be required to provide documentation verifying their non-profit status.
2. Additional fees may also be assessed for the serving of alcohol, services and/or equipment required by the group or deemed necessary by the Parks & Recreation Director or his/her designee.
3. Facility rental fees are due at the time of the reservation confirmation, at which time **fifty percent (50%) of the fees will be collected. The remaining fifty percent (50%) will be due 10 days prior to the rental date.** If fees are not paid prior to 10 days before the rental, the Parks & Recreation Department reserves the right to cancel said reservation without a refund. If balance is paid within 10 days prior to rental, payment must be cash, credit card, money order or cashier's check.
4. If a reservation is cancelled within 30 days for rentals in rooms ABCD and the Multipurpose Room, or within 10 days before the rental for any other room, there will be NO REFUNDS of any fees, unless the City cancels the rental. Any changes to a Saturday All Day rental must be made up to three months in advance.
5. Fees will not be waived unless approved through the City Council.

RESERVATION/PERMITS

1. Request for use of the Port St. Lucie Community Center facilities must be received 15 days in advance unless approved by the Parks & Recreation Director or his/her designee. Approval for use will be on a first-come, first-served basis and depends upon space availability. All permitting will occur through the Parks & Recreation Director or his/her designee.
2. Each group will be permitted to reserve space once per month. Groups may request additional use of the facility, but it is up to the discretion of the Parks & Recreation Director or his/her designee.
3. Reservations for facility use can be made up to one year in advance. Groups meeting monthly will be issued a permit for up to one full year. Monthly meeting groups must apply for renewal of their permit two months before the end of their current permit, at which time the first month's balance will be collected.

4. Monthly contracts may be requested for a period of two to 12 months. The first month's balance is due at the time of reservation confirmation. Monthly balance is due one month in advance. If paid after the first rental of the month, the payment must be cash, credit card, money order or cashier's check.

PROCEDURES AND REQUIREMENTS

1. A representative of the group requesting a permit must meet with the Parks & Recreation Director or his/her designee prior to any approval for the use of the building.
2. An application for permit to use the facility must be completed and signed by the group contact.
3. If the request is approved, the permit will be signed by the Parks & Recreation Director or his/her designee and a copy will be provided to the group.
4. A representative of the group will be required to meet with the Parks & Recreation Director or his/her designee 10 days prior to the event to review policies and finalize plans.
5. Renters may be responsible to either have general liability insurance or purchase it through the City of Port St. Lucie. The following are some criteria, while in no way meant to be inclusive, that could determine whether a renter may be required to have general liability insurance or purchase it through the City of Port St. Lucie, at the City's discretion:
 - a. All re-occurring rentals that do not involve some form of Community Service during the event.
 - b. Any rental that involves some type of physical or strenuous activity at their event.
 - c. All rentals that will have an attendance of more than 50 people.
 - d. Any rental wishing to have alcohol.
6. Documentation of the following, as applicable, must be supplied to the Parks & Recreation Director or his/her designee at least 30 days prior to the event:
 - a. General Liability Insurance must name the City of Port St. Lucie as additional insured based on the activity and/or number of participants. If an alcohol permit is requested, a Host Liquor Liability endorsement must be included in the General Liability Policy.
 - b. Individuals or groups that serve alcohol will be required to have one police officer from the time the event starts until a half-hour after the event ends. The remainder of the required officers will need to be present during the time that alcohol is served and until a half-hour after the event finishes. The number of police officers is based on the number of participants or the type of activity.
7. Facility reservations in the Auditorium and the Multipurpose Room for Friday, Saturday, and Sunday, are considered "weekend use" and are subject to a four hour minimum and additional staffing charges, if needed. Saturday is subject to an "All Day" rental fee which includes the entire auditorium, and exceptions will be made if the room is available within three months of the date requested. Facility use on these days can be scheduled up to 1 a.m. The smaller rooms will be available up to normal business hours or during the times that the Auditorium or Multipurpose Room is rented. Normal weekend facility hours are Friday and Saturday, 8 a.m. – 11 p.m., and Sunday, 8 a.m. – 8 p.m.
8. Facility fees (50%) are due on the day of the permit application to bind the use agreement. Facility fees for monthly groups are due one month in advance.
9. If deemed necessary by the Parks & Recreation Director or his/her designee, a group may be requested to submit in writing details of their organization, explanation and nature of event, agenda, the number of guests expected, and any special needs or requirements. We reserve the right to deem any activity inappropriate for the Community Center.
10. Approval for use of the Community Center will be on a first-come, first-served basis and will depend upon space availability.
11. No one organization will be granted the use of the facilities for more than three consecutive days per week. Groups may request additional use of the facility, but it is up to the discretion of the

Parks & Recreation Director or his/her designee.

12. Requests for use of the Community Center must be made by a person who is over the age of 18 years.
13. The operational plans and procedures for an event shall not interfere with the normal operations of the facility.
14. A promoter must have all required local, state, and federal licensing if retail sales will occur

WHAT THE COMMUNITY CENTER PROVIDES

1. Use of a specially designated space and public areas.
2. Use of existing electrical and water utilities.
3. Kitchen rental includes use of equipment therein (see page seven for full details).
4. Tables and chairs set up (with appropriate fees) as specified on the permit.
5. Audio-Visual equipment (with appropriate rental fees).
6. At least one staff member on duty during the function to assist with situations as they arise.
7. Tables and chairs are included with the rental and are subject to availability.

WHAT THE GROUP IS TO PROVIDE

1. Any additional equipment that is not provided by the Community Center at the group's expense.
2. When the renter pays for set-up, a detailed room set-up diagram must be received by Parks & Recreation at least two days prior to the function. Failure to provide a set-up diagram will result in a default room set-up that may not be changed on the day of the event.
3. The ability to complete room changes if the group decides to change the requested set-up on the day of the event.
4. The ability to move any equipment brought in by the group.
5. Post-function: removal of all additional equipment from the facility at the conclusion of the function and depositing all trash into trash dumpster in the rear of the facility. Any spills on the floors must be mopped.
6. If the group is tax exempt, they must provide a copy of the tax exemption form EVERY TIME the group applies for a rental permit.
7. It is the responsibility of each group to provide documentation to verify non-profit status to be eligible for reduced rates (501(c) (3) Non-Profit status form). Groups who cannot provide such documentation must pay applicable fees or apply for a variance to this requirement by submitting a letter to the Parks & Recreation Director or his/her designee for approval.
8. *For all retail sales, a complete listing of all vendors being utilized will be required 10 days prior to the rental.*

DAMAGE AND DEPOSITS

1. After the rental permit expires and no damage fees have been assessed, the damage deposit will be refunded. A check will be issued by the Finance Department. This process can take up to four weeks. The check will be mailed or, upon request, can be picked up at the Community Center. If all fees are not paid 10 days prior to the rental, the refund of damage deposit may be delayed.
2. Damage fees are assessed in the following situations or as deemed necessary by the Parks & Recreation Director or his/her designee:
 - a. Removal of carpet stains requiring more than standard extraction techniques.
 - b. Stains on walls.
 - c. Broken furniture and/or equipment.
 - d. Defacement of any part of the interior or exterior of the building.
 - e. Damage created by improper use of equipment or non-compliance of facility rules.
 - f. Equipment found to be missing as a result of a group using the building.
 - g. Police called for emergency / disturbance.
3. Damage fees are based on replacement or repair costs incurred by the City, and may exceed deposit amount. *The City may take legal action to recover these costs.*
4. A post-function walkthrough will be required. The Community Center staff will visually inspect the

building immediately following the function with a member of the group, if one is available. Within three business days, the Parks & Recreation Director or his/her designee will contact the group to discuss any damage noted during the walkthrough or additional damage found and what course of action will be taken.

5. The City of Port St. Lucie Parks & Recreation reserves the right to withhold the damage deposit until such time as the balance due the City for the rental event is paid in full.

FACILITY RULES

1. Approved alcohol permit and general liability insurance must be obtained for alcoholic beverage consumption.
2. Based on activity and participants, more staff or off-duty police officers may be required at the renter's expense, with or without alcohol permit. The Parks & Recreation Department reserves the right to add or request off-duty police officer(s) at any time during the renter's event at the renter's expense.
3. Decorations must meet the approval of the Parks & Recreation Director or his/her designee in advance. Decorations must be freestanding or tabletop. Nothing may be hung from the walls or ceilings, unless approved by the Parks & Recreation Director or his/her designee. Lobby furniture may not be moved.
4. The Community Center is a non-smoking and drug-free facility. Use of tobacco products is NOT permitted in the facility. Patrons who wish to use tobacco products may do so outside of the facility.
5. Children must be supervised by an adult throughout the time that they are in the building, unless they are in a supervised program.
6. Please leave the facility and its contents in the same condition in which you found them. Please place all trash in the trash dumpster outside the facility.
7. The group will be responsible for the replacement or repairs of any part of the building or its contents therein, which become broken, defaced, or damaged as a result of the rental.
8. The group contact is required to attend all meetings and remain on premises until all members have left and will walk through the rental area with staff prior to leaving the facility.
9. No admission may be charged unless specified in writing at the time the permit is signed.
10. A certificate of insurance, security, and additional requirements may be required for some events, programs, activities, and meetings.
11. If an event continues after scheduled ending time without approval by management, the group shall be subject to appropriate overtime rates and charges. Facility hours are 8 a.m. to 10 p.m. Monday through Thursday and up to 1 a.m. on weekends (Friday, Saturday, and Sunday) in the Auditorium. These are normal operating hours and will only be extended with the approval of the Parks & Recreation Director or his/her designee. No rental will be held past 1 a.m.
12. Rental times must include the set-up and breakdown times.
13. Storage space is not available for groups using the facility.
14. Once a contract is signed and completed with the Parks & Recreation Director or his/her designee, payments may be made at the front desk during office hours, or they can be mailed to the facility.
15. Parking is allowed in designated parking spots only.
16. The Center is under the exclusive control of the City of Port St. Lucie Parks & Recreation Department. City employees have the authority and will enforce all rules and regulations governing the use of the Center.
17. Persons using the facility shall obey all posted signs.
18. No persons shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the Center.
19. The City of Port St. Lucie will not be responsible for any property that is left on the premises by an individual or group using the Center.
20. Any activity in the Center will be conducted according to applicable laws, rules, regulations, and City Ordinances.
21. Please know that the Community Center is not available for rentals on the following city-

recognized holidays:

- New Year's Day
- Thanksgiving Day
- Christmas Eve (after 5 p.m.)
- Christmas Day

For those City-recognized holidays not listed above, rentals are available at the "All Day Rental Fee in the Entire Auditorium" rate plus an additional fifty percent (50%) overtime rate; the smaller rooms are available for rental only if the Auditorium is already booked, and the associated cost for this is an additional fifty percent (50%) overtime rate.

22. No pets are allowed within the facility with the exception of guide dogs, unless prior approval is obtained from the Parks & Recreation Director or his/her designee.
23. Courtesy and safety are mandatory. Equipment abuse, profanity, and fighting are unacceptable behavior and may result in expulsion from the facility.
24. The renter may wish to obtain a DJ for various events or parties. Please note that fog machines are not permitted in the facilities.
25. No retail sales will be permitted in areas other than the specific areas of the rental.
26. Absolutely no weapons are to be brought in the Community Center.
27. At the discretion of the Parks & Recreation Department staff or the Police Officers present at a rental, a rental may be cancelled without refund or pro-rating of fees if the rental participants do not adhere to the Center rules.
28. Use of any type of lit candles in the Community Center is strictly prohibited. Only candles used for ceremony purposes may be allowed and must be pre-approved by the Parks & Recreation Staff.
29. This entire facility is under video surveillance 24 hours a day.
30. All required fire exits may not be blocked. All exits must be kept clean and unobstructed.
31. The outdoor marquee sign will be used only for City-sponsored programs, events and/or information, Parks & Recreation programs and/or events and non-profit/private events with high draw potential and that are open to the public. The marquee will not be allowed to represent political or other statements which may be considered controversial. The Parks & Recreation Department shall have final approval over the wording and images displayed on the outdoor marquee signs.
32. When available a rental group may be allowed as a courtesy access to the rooms rented earlier than their contract time. This courtesy time is in no way guaranteed and can change at any time.
33. Paid set-up by staff is contingent upon the actual rental start time and the room may not be fully set up until actual start time of contract.

KITCHEN RENTAL GUIDELINES

The kitchen is only available for rental when renting the
banquet room

Kitchen Rentals will fall under two categories:

Category 1 - Preparation/Warming

The usage of all prep areas on the outer perimeter of the kitchen,
Usage of the dishwashing machine, ice machine, and warming box.

Cost: \$11.35/hour, \$107.85 Damage Deposit, four-hour minimum.

Category 2 - Cooking - usage of the entire kitchen

Cost: \$27.75 per hour (six-hour minimum) or \$339.75 for "All Day Kitchen Rental."
\$539.20 flat fee Damage Deposit. A copy of the renter's caterer's license along with the general liability insurance that lists the City of Port St. Lucie as the additional insured will be required 10 days prior to the event.

KITCHEN RULES

1. Please leave the kitchen and its contents in the same condition in which you have found them.

- Please place all trash and garbage in the trash dumpster outside the facility.
2. Children under 16 are not permitted in the kitchen at any time.
 3. The group will be responsible for the replacement or repairs to any part of the kitchen or equipment therein, that has become broken, defaced or damaged as a result of the rental.
 4. Damage fees are based on replacement or repair costs incurred by the City, and may exceed deposit amount. *The City may take legal action to recover these costs.*
 5. A pre- and post- walkthrough will be required. The Community Center staff will visually inspect the kitchen immediately following the function with a member of the group. Within three days, the Parks & Recreation Director or his/her designee will contact the group to discuss any damage noted during the walkthrough or additional damage found and what course of action will be taken.
 6. During the usage of a **CATEGORY 2** rental, all members using the kitchen facility and handling any and or all food items, should follow procedures as required by the Department of Health and Environmental Services.
 7. All food items must be removed at the end of the function. No food items may be stored for pick-up at a later date.
 8. The City assumes no responsibility for the preparation and service of any food items.
 9. The Center is under the exclusive control of the City of Port St. Lucie Parks & Recreation Department. City employees have the authority and will enforce all rules and regulations governing the use of the kitchen and its equipment.
 10. It is the responsibility of the rental group to provide their own cooking, serving and eating dishes, paper products, utensils, and all other items.

AUDIO AND VISUAL EQUIPMENT FEES

ITEM	CIVIC/NON-PROFIT FEES	PRIVATE FEES
LCD Projector	\$50	\$50
Black Table Linens	\$6 per linen	\$6 per linen
Black Table Skirts	\$10 per skirt	\$10 per skirt
TV/VCR/DVD	\$5.95	\$11.90
American Flag	N/C	N/C
Piano	\$5.95	\$11.90
Easel	N/C	N/C
Podium	N/C	N/C
Coffee Makers	N/C	N/C

- Florida 6.5 percent (6.5%) sales tax applies to all set-up and equipment usage fees.
- Equipment reservation: equipment can be reserved when available. Please contact the office for more information.

ROOM FEE SCHEDULE *(Revised May 2012)*

CIVIC/NON-PROFIT FEES

Requirements: Groups must be non-profit, organized, with regular meetings and proper documentation.

ROOMS	SET-UP FEES	RENTAL W/OUT KITCHEN (per hour)	RENTAL WITH KITCHEN* (per hour)	DAMAGE DEPOSIT	ROOM SIZES
ABCD (Entire Auditorium)	\$89.25	\$47.75	\$59.10	\$323.50	
ABCD All Day Rental Fee	\$89.25	\$570.75	\$706.60	\$323.50	8300 sq. ft.
AB	\$65.52	\$41.55	\$52.90	\$141.55	5580 sq. ft.
A	\$35.60	\$29.70	\$41.05	\$113.25	3540 sq. ft. 46'x60'
B	\$29.70	\$23.75	\$35.10	\$56.65	2040 sq. ft. 34'x60'
C	\$23.75	\$17.80	\$29.15	\$56.65	870 sq. ft. 29'x30'
D	\$23.75	\$17.80	\$29.15	\$56.65	870 sq. ft. 29'x30'
BCD	\$41.80	\$35.60	\$46.95	\$113.25	3780 sq. ft.
CD	\$29.70	\$23.75	\$35.10	\$56.65	1740 sq. ft.
Meeting Room E	\$11.90	\$11.90	N/A	N/A	33'x15.5'
Meeting Room F	\$11.90	\$11.90	N/A	N/A	511 sq. ft.
TOT Room	\$23.75	\$17.80	N/A	\$56.65	24'x33'
Multi-Purpose Room	\$29.70	\$23.75	N/A	\$56.65	34'x47'
Game Room	N/A	\$17.80	N/A	\$56.65	
Outside Plaza Area			\$115.50 per day		

PRIVATE RENTAL FEES (For all groups not meeting the requirement for the Civic/Non Profit fee schedule)

ROOMS	SET-UP FEES	RENTAL W/OUT KITCHEN (per hour)	RENTAL WITH KITCHEN* (per hour)	DAMAGE DEPOSIT
ABCD (Entire Auditorium)	\$118.95	\$59.60	\$70.95	\$323.50
ABCD All Day Rental Fee	\$118.95	\$713.40	\$851.40	\$323.50
AB	\$89.25	\$53.65	\$65.00	\$141.12
A	\$53.65	\$41.55	\$52.90	\$113.25
B	\$41.55	\$35.60	\$46.95	\$56.65
C	\$35.60	\$29.70	\$41.05	\$56.65
D	\$35.60	\$29.70	\$41.05	\$56.65
BCD	\$71.45	\$47.50	\$58.85	\$113.25
CD	\$41.55	\$35.60	\$46.95	\$56.65
Meeting Room E	\$17.85	\$23.75	N/A	\$28.35
Meeting Room F	\$17.85	\$23.75	N/A	\$28.35
TOT Room	\$35.60	\$29.70	N/A	\$56.65
Multi-Purpose Room	\$41.60	\$35.60	N/A	\$56.65
Game Room	N/A	\$29.70	N/A	\$56.65
Outside Plaza Area			\$144.65 per day	

- All fees are subject to the Florida Department of Revenue sales tax according to Chapter 12A-1.001.
- **Weekend use:** Rental of the auditorium on **Friday, Saturday and Sunday** is subject to a **four-hour minimum**, plus additional staff may be required. Weekend use available upon request until 1 a.m.
- **Alcohol Permit** is required for consumption of **any** alcoholic beverages. Off-duty police officer(s) is required, as well as **Alcohol Liability Insurance** (see page two, section 4a and b).
- **Game Room:** Two-hour minimum only with rental of Meeting Rooms E or F.
- **NO FEES WILL BE WAIVED UNLESS APPROVED BY CITY COUNCIL.**
- ***Usage of the Kitchen:**
 - **Category 1 (Preparation and Warming only): \$11.35 per hour, \$107.85 Damage Deposit, four-hour minimum.**
 - **Category 2 - Cooking (Full usage of the kitchen):** Must use a licensed caterer and must provide general liability insurance. **\$539.20 flat fee Damage Deposit, \$27.75 per hour (six-hour minimum) or \$339.75 for "All Day Kitchen Rental."**
 - **Kitchen rental must be in conjunction with room rental.**

Meeting Room Capacity Chart

MAIN BANQUET HALL

Room	Dimensions	Square Footage	Ceiling Height	Classroom	Theater	Banquet w/o Dance Floor	Banquet w/ Dance Floor	Expo
Rooms ABCD	138 x 60	8300 SQ FT	17	249	560	400	320	64 6 x 2 tables
Rooms AB	93 x 60	5580 SQ FT	17	180	420	320	200	56 6 x 2 tables
Room A	46 x 60	3540 SQ FT	17	108	252	160	104	32 6 x 2 tables
Room B	34 x 60	2040 SQ FT	17	96	176	120	64	24 6 x 2 tables
Room C	29 x 30	870 SQ FT	17	36	60	48	32	8 6 x 2 tables
Rooms D	29 x 30	870 SQ FT	17	36	60	48	32	8 6 x 2 tables
Rooms BCD	63 x 60	3780 SQ FT	17	168	308	200	128	36 6 x 2 tables
Rooms CD	29 x 60	17440 SQ FT	17	72	132	80	56	16 6 x 2 tables

BOBBY GINN WING

Room	Dimensions	Square Footage	Ceiling Height	Classroom	Theater	Banquet w/o Dance Floor	Banquet w/ Dance Floor	Expo
Room E	33 x 15.5	511 SQ FT	8.5	36	48	24	16	9 6 x 1 tables
Room F	33 x 15.5	511 SQ FT	8.5	36	48	24	16	9 6 x 1 tables
TOT Room	24 x 33	792 SQ FT	8.5	48	84	56	40	13 6 x 2 tables
CEOC Room	28 x 35	980 SQ FT	8.5	42	79	40	48	13 6 x 2 tables
Multipurpose Room	34 x 47	1598 SQ FT	8.5	84	112	72	88	18 6 x 2 tables