

RULES & REGULATIONS
FOR THE TOWN OF LADY LAKE
COMMUNITY BUILDING

(The rules and regulations listed below are in accordance with Town Ordinance No. 2012-11.)

1. Applicants must be at least 18 years of age and be in attendance at the scheduled use or event. Applicants may reserve dates in advance that do not conflict with any other events if they want to hold a date in the future. Applicants are added on a “first come, first served” basis. If another applicant wants the same date and time and the first applicant has not paid any deposits or fees, the first applicant will be called and advised that they must put a deposit down to guarantee their reservation.
2. The renter is responsible for any costs incurred by the Town as a result of misuse of the facility by individuals in attendance, including but not limited to, clean-up, repair, damage to interior, exterior or grounds, and necessity for police supervision. The Town shall not be liable for damages to personal property (including theft or loss) or personal injuries resulting from use of the facility. The renter may be required to obtain insurance naming the Town as an additional insured.
3. All fees (key deposit, security deposit, and hourly rent) must be paid (by cash, check or money order) at least 10 days prior to the date of the event. If not received within this time frame, the reserved time will be released.

<u>FEES</u>	
Resident (lives within Town limits of Lady Lake)	\$15.00 per hour* plus 7% sales tax**, plus \$125 Deposit (\$100-Bldg, \$20-Key, \$5-Non-refundable Admin Fee)
Non-Resident	\$25 per hour* plus 7% sales tax, plus \$125 Deposit (\$100-Bldg, \$20-Key, \$5-Non-refundable Admin Fee)
Commercial Use (for profit use such as classes, etc.)	\$50 per hour* plus 7% sales tax, plus \$125 Deposit (\$100-Bldg, \$20-Key, \$5-Non-refundable Admin Fee)
*Include time for set-up & clean-up in hourly rental reservation.	
**If tax exempt, a copy of the tax exempt certificate must be produced.	

4. Following an inspection of the Community Building, a refund determination will be made. The \$20.00 key deposit will be refunded if the key is returned within 24 hours of use. The \$100.00 security deposit will be refunded if the facility is returned to the Town as presented. The \$5.00 administration fee is non-refundable. The renter will receive a refund check when the Town of Lady Lake Finance Department processes payables, approximately 2 to 3 weeks after the event date.
5. Keys may be obtained at the Town Hall Clerk’s Office within 24 hours prior to use during regular Town Hall operating hours. If the Community Building is rented during a holiday or weekend, the key shall be obtained the last workday prior to the event during regular Town Hall hours and returned to by 9:00 a.m. the first work day following the event. The key may also be deposited in utility payment drop box in front of Town Hall immediately after the event. Town Hall is open from 7:30 a.m. to 6 p.m. Monday through Thursday, and is closed Friday, Saturday, and Sunday.
6. The renter may arrange the room as needed. However, after the event, the tables and chairs must be returned to their original configuration, according to the diagram displayed on the bulletin board inside the building. All extra chairs and tables must be returned to the storage room. All pictures and decorations must be returned to their original place.
7. The renter is required to return the Community Building to its original condition. The renter needs to wipe off the tables and counters, and clean up spills or debris on the floor. Renters are responsible for the removal of all trash at the end of the event. Excess garbage should be emptied in the outdoor garbage cans directly behind the Community Building.

8. Simple non-adhesive decorations are permitted, but removal of all decorations is required at end of use. Decorations may not be used that have to be attached with push pins, tape, staples, etc. Nothing may be affixed to the walls, tables or floor that will leave any type of mark.

9. The sale, purchase, consumption, or possession of alcoholic beverages is prohibited in or around the Community Building.

10. The use, sale, possession or purchase of illegal drugs is prohibited in or around the Community Building. No person who is under the influence of drugs will be permitted in or around the property.

11. Smoking is prohibited on the grounds, in the building, or on the parking lot of the Community Building or Library.

12. The hours of operation for the Community Building are from 7:00 a.m. to 11:00 p.m.