

TOWN OF JUPITER
2020 APPLICATION AND PERMIT FOR USE OF JUPITER CIVIC CENTER

(561) 741-2400 | http://www.jupiter.fl.us/FacilityRentals

- 1. Please read, complete and submit in person page 1 & 2 to Jupiter Community Center, 200 Military Trail.
2. Please read and keep pages 3+ for your records.
3. Your application will not be accepted unless it is completed and proper documentation is attached.
4. For multiple rental days, please list each PAID RENTAL day in the table provided below. (2 days max/month/household)
5. Failure to comply with all rental policies will result in security deposit deductions.

Event Contact Information: (In case of an emergency, please list at least 2 phone numbers.)

Name _____ E-Mail: _____
Address: _____ City _____ State _____ Zip _____
Phone #1 _____ Phone #2 _____

Table with 6 columns: Please print clearly, Date #1, Date #2, Date #3, Date #4, Date #5. Rows include Date of Event, Purpose, Time Guests Arriving, Time Leaving Facility, # Of Guests.

SUMMARY:

This lease is a permit for single day use of the Jupiter Civic Center, in addition to, safeguarding the physical wellbeing of a local historic building and surrounding sensitive environment. It is the responsibility of the Applicant to ensure all businesses, guests and vendors are in compliance of all rules and rental policies. Failure to comply will result in security deposit deductions. The rules, policies and rental procedures may be changed without notice by the Town of Jupiter.

BY SIGNING BELOW I ACKNOWLEDGE THAT I AGREE TO ACCEPT THE JUPITER CIVIC CENTER AS IS AND AGREE TO THE TERMS AND CONDITIONS SET FORTH AS OUTLINED IN THE JUPITER CIVIC CENTER LEASE.

Applicant Name – Signature

Date

Applicant Name - Printed

Sponsoring Business Information

Business Name _____
Owner Name _____
Owner Signature: _____

Notary Commission Seal

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20__ by:

Personally Known _____
Produced Identification _____
Type of ID _____



TOWN OF JUPITER FACILITY RENTAL VENDOR REGISTRATION

Name _____ Date of Rental _____ Facility Name _____

Complete name, date & facility then check this box and return if you are not using any contracted vendors for your event.

Renters may use their own vendors; however, these vendors must pre-register with the Town of Jupiter at least 60 days prior to the rental date. Currently there is no fee for a vendor to register with the Town of Jupiter. It is the Applicant's responsibility to notify each vendor of this registration requirement.

Please refer all new vendors to the Town of Jupiter [Facility Rentals Website](#) to complete the registration process.

Please note that NOT all vendors will need to register. Only those vendors you have a written contract/ agreement should register including any sub-contracted vendors your event planner, caterer, etc. contracts with.

Please list all vendors/sub-vendors who you have, or intend to, enter into a written contract/agreement with regards to your rental. Please provide all information requested per vendor.

Should you have any questions please call 561-741-2400 or email bonniec@jupiter.fl.us.

If this information is not completed when the lease is submitted please email to bonniec@jupiter.fl.us or you may drop it off at the Jupiter Community Center, 200 Military Trail, Jupiter, 33458 at least 60 days prior to your rental date.

Vendor Name	Vendor Type	Contact Name	Contact Phone	Contact Email

EXAMPLE:

Vendor Name	Vendor Type	Contact Name	Contact Phone	Contact Email
Tasty Treats	Catering	Jane Smith	555-5555	Catering@xxxxxx.com
Mobile Mike	DJ	Mike Benton	555-1234	djmike@mmmmm.com

KEEP FOR YOUR RECORDS

Table of Contents

Applicant Qualifications 4

Purpose of Rental..... 4

Rental Fees..... 4

Payment 4

Rental Hours..... 4

Reserving a Date 5

Security Deposit 5

Cancellations & Refunds and Date Changes 5

What’s Included 6

Rental Equipment 6

Cleaning, Damages, Repairs & Deductions 6

Keys 7

Alcoholic Beverages 7

Decorations 7

Fire Sprinkler/Alarm System 8

Fires on the Beach..... 8

Occupancy..... 8

Public Viewing..... 8

Fundraisers..... 8

Hurricanes, Acts of Nature..... 9

Beach & Gate Access..... 9

Food Trucks/Rented Amusements, ETC..... 9

Turtle Season 9

Catering Notice 9

Parking 9

Liability..... 10

Vendors..... 10

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THIS APPLICATION IS MADE WITH THE EXPRESS UNDERSTANDING THAT ANY LEASE ISSUED SHALL BE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS, WHICH ARE MADE A PART HEREOF:

PURPOSE OF LEASE: To provide Town policies and procedures for the rental of the Civic Center.

PROCEDURES: The following are the Town’s procedures for renting the Jupiter Civic Center.

POLICY: The following are the Town’s polices for renting the Jupiter Civic Center.

APPLICANT QUALIFICATIONS

- a. It is the intent of the Town of Jupiter to provide a facility that can be rented to business owners and civic minded organizations who reside within the Town’s municipality.
b. Any rental of the facility must be made by an incorporated Town of Jupiter business (must provide a current Business Tax Registration from the Town of Jupiter, not the County Business Tax Registration), a chartered civic organization within the Town, or other public, educational, or government entity.
c. Applicant must be at least 21 years old.
d. The applicant will be required to provide proof of identity, age and business ownership.
i. All Applicants must show a State issued driver’s license, or a State issued identification card.
ii. In the case of a private business, a copy of the Town of Jupiter business registration will be required with lease. The Civic Center lease must be signed by the Jupiter business owner whose name appears on the Town of Jupiter Business Tax Receipt.
iii. For educational entities the principal must sign lease for all compensated rentals.
iv. For chartered civic groups, the president must sign lease along with established by-laws/charter.
v. Governmental agencies must have director or department head sign lease and provide business card.

2. PURPOSE OF RENTAL

- a. Renting of the facility is intended for recreational and leisurely activities.
i. It is not the intention of the Town for the rental to be used as a way to gain direct or indirect monetary benefit to any person, business, or group, other than for charitable causes. (See Fundraisers)
ii. All applicants may be denied the rental of the facility for good cause by the Town.

3. RENTAL FEES

- a. In Season | November – April,.....\$490 per day, (including tax \$522.83)
b. Off Season | May – October.....\$390 per day (including tax \$416.13)
c. Security Deposit.....\$700

4. PAYMENT

The Town of Jupiter accepts cash, check, MasterCard, Visa and American Express for rental payments.

- a. No credit card payments can be accepted over the phone.
b. Complimentary rentals are being re-examined on a case by case basis.
c. Waiver of rental fees must be approved by management and should not be automatically assumed it will be granted.

5. RENTAL HOURS (9 AM – Midnight)

All rentals at the Civic Center, including 2 consecutive day rentals, CAN BEGIN, INCLUDING SET UP, NO EARLIER THAN 9:00 AM and must end, including clean-up, NO LATER THAN MIDNIGHT. No exceptions to this time frame so plan your event accordingly.

6. RESERVING A DATE

Reservations are accepted in person at the Jupiter Community Center located at 200 Military Trail, Jupiter. Normal operating hours are Monday-Friday, 8:00 AM-8:00 PM and on Saturdays, 8:00 AM – 4:00 PM. Community Center contact phone number is 561-741-2400.

- a. To reserve a date you must be at least 21 years old and own an **incorporated** Town of Jupiter Business.
- b. **If you don't have a business** within the Town of Jupiter you may have an incorporated Jupiter Business owner sponsor you. The Jupiter business owner must sign page 1 under Business Information. If the document is not signed in front of a Town of Jupiter employee then the business owner's signature must be notarized on page 1 otherwise the lease will not be accepted. The person signing the lease must be the same person whose name appears on the Town of Jupiter Business Tax Receipt otherwise the lease will not be accepted.
- c. **A copy of the Town of Jupiter Business Tax Receipt is required** with the lease submittal and payment or the lease will not be accepted.
- d. The facility is not available for rental on the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Thanksgiving Day, Christmas Eve, and Christmas Day.
- e. A completed lease and full rental payment must be received at the time of booking.
- f. Dates will not be saved without a completed lease and rental payment.
- g. Reservations will be accepted at the Jupiter Community Center, 200 Military Trail, Monday-Friday, 8:00 AM – 8:00 PM and on Saturdays from 8:00 AM – 4:00 PM.
- h. A date is considered reserved when the applicant has received a rental receipt for payment.
- i. Reservations must be placed at least one week in advance of requested rental date.
- j. Reservations are limited to two per month by any one individual, organization or business.

7. SECURITY DEPOSIT

The \$700 security deposit payment is due when the Civic Center keys are picked up for the actual event. The security deposit fee is not the rental fee, it is a separate payment. The \$700 security deposit can be paid:

- a. **IN CASH:** A refund check will be mailed to the designated recipient within 2-3 weeks of the completion of your event. Upon returning the keys, please specify name and address of person to receive security deposit refund by check.
- b. **CREDIT CARD:** Visa, MasterCard & American Express are accepted. **A \$25 PROCESSING FEE WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT REFUND. THE \$675 BALANCE WILL BE REFUNDED BACK TO THE INITIAL CREDIT CARD within 4-5 business days after your event. NOTE:** If it's determined there are cleaning deductions it will delay your refund 3-5 weeks.

8. CANCELLATIONS, REFUNDS & DATE CHANGES

To cancel and/or change a reservation, written notification is **required** from the **Applicant**. You may email written notification to bonniec@jupiter.fl.us, mail or drop off written notification to Jupiter Recreation Department, ATTN: Bonnie Caroline, 200 Military Trail, Jupiter, FL 33458, or fax to 561-745-1533. Unless otherwise noted by the Applicant, refunds will be returned to the Applicant within 7-14 days. **Refunds and date changes are subject to the following:**

- a. Cancellations received 90 days prior to the rental date will be charged a 15% penalty fee.
- b. Cancellations received 60 days prior to the rental date will be charged a 30% penalty fee.
- c. Cancellations received 31 days prior to the rental date will be charged a 40% penalty fee.
- d. Cancellations received 30 days or less to the rental date will not be eligible for a refund.

9. WHAT'S INCLUDED

The appliances are checked weekly and after each rental. The Town will not refund any portion of rental fees if appliances are not working. For an accurate count of tables and chairs, it is recommended that you visit the building the Wednesday prior to your event from 12:30-1:30 PM.

- a. Approx. 14 – 5' Round Tables
- b. Approx. 6 – 6' Rectangular Tables
- c. Approx. 100 chairs
- d. 2 Standard Refrigerators,
- e. 1 Freestanding Range*

***SPECIAL NOTE** per PBC Fire Rescue, cooking or frying on top of the stove with meats, oils, fats, greases, butters, etc. is STRICTLY PROHIBITED. Cooking in oven is only permitted with door in fully closed position. NO broiling or frying is permitted at this location.

- f. Commercial Ice Machine
- g. Separate Male/Female restrooms
- h. Beach Access
- i. 6 ceiling fans
- j. 1 large wall exhaust fan
- k. **Not Available: A/C** (Portable a/c equipment is **NOT** permitted on site.)
- l. **Not Provided: Cleaning Services**

10. RENTAL EQUIPMENT

No portable cooling and/or heating units are permitted. In addition, you are not permitted to rent tables and chairs at this facility. If the facility does not meet your needs as is - then do not rent it. **Failure to completely vacate the facility including, but not limited to, any rental tables and chairs on your paid rental date WILL result in absolute total loss of your ENTIRE \$700 security deposit.**

11. CLEANING, DAMAGES, REPAIRS & DEDUCTIONS

The Applicant is solely responsible for cleaning the facility **BEFORE** leaving the premises. Applicant's \$700 security deposit will be reduced or withheld in its entirety if staff determines that a rental resulted in lease violations and/or damage to the facility and grounds. Assessed damage deductions are non-negotiable. The facility will be inspected very early the morning after each rental by a Town of Jupiter Parks & Public Works Division employee to ensure:

- a. ALL cleaning requirements have been met as outlined in the Compliance, Waiver and Key Return document.
 - i. The chairs and tables must be cleaned and neatly replaced on the south wall of Civic Center.
 - ii. All equipment, decorations, food, drinks, etc., must be removed from the building by the time you leave the facility on the day of your paid rental unless you have it rented for the next day.
 - iii. All assessed deductions are non-negotiable and will be final. THERE ARE NO EXCEPTIONS TO THIS POLICY.
 - iv. All inside and outside trash receptacles must be emptied into the parking lot dumpster located on the northwest side of the Civic Center. Please do not put inside trash bags in the outside deck garbage cans.
 - v. The appliances and restrooms must be cleaned prior to leaving the premises.
 - vi. Floor must be swept including restrooms. (You may want to bring your own brooms/mops.)
 - vii. All doors and windows must be locked and secured upon departure.
- b. The Applicant has fully vacated the facility as required. You are NOT permitted to return to the Civic Center to finish cleaning - even if the facility is not rented. The only exception is if you have paid for two consecutive days.
- c. There is no damage/vandalism as a result of the Applicant's rental. The Town reserves the right to retain all or part of the deposit should it become necessary to repair damages.
- d. The facility is ready for the next rental beginning at 9:00 AM.

12. KEYS

Key pick up and return will be handled through the Jupiter Recreation Department, 200 Military Trail, Jupiter, FL 33458. 561-741-2400. Normal operating hours are Monday-Friday, 8:00 AM-8:00 PM; Saturdays, 8:00 AM-4:00 PM. In the event of a holiday, normal operating hours will be adjusted. Please make note of any holidays that may affect your ability to pick up or drop off the key.

- a. Rentals for Monday-Thursday:
 - i. **Pick up** on the morning of the rental, no earlier than 8:00 AM and no later than 8:00 PM.
 - ii. **Return** the following business day after the rental, no earlier than 8:00 AM and no later than 8:00 PM.
- b. Rentals for Friday, Saturday and Sunday:
 - i. **Pick up** on the Friday before the rental, no earlier than 8:00 AM and no later than 8:00 PM.
 - ii. **Return** the following business day after the rental, no earlier than 8:00 AM and no later than 8:00 PM.
- c. Failure to comply with the key return policy will result in a penalty of \$30 per business day and will be deducted from your security deposit.
- d. If keys are lost to the Civic Center a standard \$300 deduction will be taken from the \$700 security deposit. This fee covers staff time; locksmith labor costs and all lock and duplicate key set replacements.

13. ALCOHOLIC BEVERAGES

Alcoholic beverages are permitted at the Civic Center in plastic or aluminum containers.

- a. Town Ordinance, Section 14-73, 14-74, "No person shall deposit or leave litter in any park, ocean front beach, ocean or other body of water within the town."
- b. Town Ordinance, Section 14-76, states, "No person shall bring or possess any glass container into any park or ocean front beach recreation area in the town."
- c. Distribution and consumption of alcohol is not permitted off Civic Center grounds.

14. DECORATIONS

We are extremely lucky to have a facility that is located directly on the beach. Other than a few restrictions, this historical facility is a flexible and affordable location while still being able to accommodate a wide range of ideas, set ups and styles. This is exactly why it is **extremely important for everyone** to do their part and remove all decorations completely including nails, tacks, pins, tape, fishing line, etc. The Town of Jupiter reserves the right to amend these rules at any time.

Decorating restrictions are as follows:

- a. The rental of tables and chairs, in addition to or in place of, is not permitted at this location.
- b. All rentals at the Civic Center, including 2 consecutive day rentals, CAN BEGIN, INCLUDING SET UP, NO EARLIER THAN 9:00 AM and must end, including clean-up, NO LATER THAN MIDNIGHT. No exceptions to this time frame so plan your event accordingly.
- c. Everything (decorations, equipment, food, cakes, drinks, etc.) **MUST** be removed from the Civic Center and premises before you leave on the day of your paid rental unless you have paid for 2 consecutive rental days. You are **not permitted**, under **any** circumstances, to come back the next day, even if the facility is not rented, to clean up, remove decorations, equipment, food, etc. *****Failure to comply WILL result in total loss of your \$700 security deposit.*****
- d. **The use of balloons in Carlin Park is PROHIBITED.**
- e. **Palm Beach County Sea Turtle Protection Ordinance.** Every year beginning March 1st and running through October, sea turtles come ashore to lay eggs on Palm Beach County's beaches. Unfortunately, artificial lighting visible from the beach often causes sea turtles to become disoriented, preventing them from finding their way back to the ocean. As a result, under no circumstances should the applicant add lighting to the Civic Center that can be seen, directly or indirectly, from the beach. This includes interior lighting as well as exterior lighting in the sea grape area south of the building, along the walkway up to the facility and around the porch. Failure to comply may result in fines from numerous agencies that patrol the beach at night.
- f. **Use of Fabric/Material Decoration Restrictions**
As required by law fabric/material used in public spaces for draperies, curtains, and similar hanging textiles, must be certified as flame retardant with a NFPA 701 certification. In addition, any gathering of material must be less than 12" wide with a minimum spacing of 10' in between gatherings. Decorations/fabric/material must be at minimum 24' away from any fire sprinkler heads. Do not hang anything directly on fire sprinkler equipment, (thicker pipes running East/West) including pipes, or block the flow of water from fire suppression equipment.

15. FIRE SPRINKLER ALARM SYSTEM

The Civic Center is monitored by a fire sprinkler alarm company. If you, or one of your guests, set the alarm off as a result of inappropriate actions you will be charged for the service/monitoring call (a \$250 fine) to reset the alarm system. See 15.d for more information on decorations.

16. FIRES ON THE BEACH

Fires are **NOT** permitted on or in Palm Beach County beaches and parks. This activity is restricted under PALM BEACH COUNTY ORDINANCE 2004-002, Section 6. This includes all beaches in Jupiter, Carlin Park and at the Civic Center.

17. OCCUPANCY

Fire Code limits parties to 225 persons; **seating capacity is approximately 100**. There are only tables and chairs for approx. 100 guests. When chairs and tables are set up there is no space for additional tables and chairs.

18. PUBLIC VIEWING

Every Wednesday from 12:30 – 1:30 PM is a scheduled public viewing of the facility. Wednesday public viewings will not be cancelled due to rentals however cancellations may be subject to holidays and unforeseen circumstances. Whenever possible public viewing cancellations will be noted on the Civic Center online calendar.

19. FUNDRAISERS

Only Jupiter based civic groups/organizations, Jupiter based non-profits/501(c)3 organizations and Jupiter based public schools will be permitted to host fundraising events at the Jupiter Civic Center.

- a. Requests for free Civic Center rentals for fundraisers will no longer be permitted.
- b. All groups must submit organizational paperwork and [Fundraising Affidavit](#) with the Civic Center lease.
- c. In the event of a Jupiter based public school the principal will be required to sign the lease or application.
- d. A civic group is an organized, chartered group of people who are joined together to network with each other and serve the community. (i.e., women's clubs, Lions Club, Toastmasters, churches, garden clubs, Friends of the Library, and, Rotary clubs are all examples of civic groups.)
- e. Jupiter based civic groups/organizations, Jupiter based non-profits/501(c)3 organizations and Jupiter based public schools will not be required to have a Jupiter business sponsor if their event is an organization function. If you do not meet the fundraising criteria your lease will not be accepted and any payments refunded. Only groups specified may receive any type of benefit or payment in connection with any fundraising activities or events held at a Town facility, either in the form of direct/indirect monetary gain, trade, discounts and/or any other goods or services.
- f. Fundraising request from individuals or business will not be approved.
- g. All facility rules and policies apply to all fundraising events.
- h. All fees apply unless specifically waived by the Town Manager and/or the Town Council.
- i. If your event is open to the general public then the 501©3 must provide a certificate of insurance (COI) naming the Town as additionally insured.
- j. If your organization is approved to host a fundraiser an officer from the organization must complete a fundraising disclosure and submit it with the appropriate facility rental application. Failure to comply, or disclose all event information, may result in cancelation of your rental.
- k. Incomplete information will delay the approval/processing of your application and may result in loss of your requested date/time.
- l. Dates will not be held without a disclosure form, payment, and lease.

20. FOOD TRUCKS/RENTED AMUSEMENTS, ETC.

Food trucks, rented amusements, etc. are not permitted to operate at the Civic Center or in Carlin Park. This includes bounce houses, food trucks, etc.

21. HURRICANES, ACTS OF NATURE

The Town of Jupiter reserves the right to cancel any rentals due to, but not limited to, any act of nature (i.e. hurricanes, beach erosion, encephalitis, etc). During hurricane season please keep your contact information up to date. If your rental date is during hurricane season (June 1st–November 30th) there is a real possibility that your event will be disrupted by a hurricane. (See [Hurricane Brochure](#)) If your reservation is cancelled by the Town of Jupiter, you may either reschedule or receive a full refund without penalty. The Town of Jupiter is not liable for any penalty fees, loss of deposits, ect., incurred by lessee from 3rd party vendors in which any acts of nature require an event to be cancelled at the Civic Center.

22. BEACH & GATE ACCESS

The boardwalk to the Civic Center is open to the public for use. Therefore, on occasion, you will have individuals visit your party mistaking it for a restaurant or snack bar. Please feel free to post a sign on the Civic Center stating "PRIVATE PARTY." You are not permitted to stop individuals from using the beach access point. The Civic Center parking lot gate on the north end of the Civic Center parking lot is **NOT** public access. You do not have access to this gate and is a violation of fire and building codes to access or block this area. Your event will run the risk of being shut down if you are in violation.

23. TURTLE SEASON (See Also Decorations)

From March 1st through October 31st there is limited outside lighting permitted along the shore line and this includes the Civic Center. Low lying deck lights have been added for your safety.

- a. This is in compliance with State and County ordinances and no exceptions will be made for outside lighting during these months. ([Turtle Nesting Brochure](#))
- b. Under no circumstances should the applicant add outside lighting to the Civic Center that can be seen directly or indirectly from the beach. Failure to comply with this ordinance may result in fines from numerous agencies that patrol the beach at night.

24. CATERING NOTICE

Caterers need to be aware that the Civic Center is not equipped with a catering kitchen or any special amenities to accommodate catering needs. It is not intended for caterers to cook an entire meal at this location. In addition, per PBC Fire Rescue, cooking or frying on top of the stove with meats, oils, fats, greases, butters, etc. is **STRICTLY PROHIBITED**. Cooking in oven is only permitted with door in fully closed position. **NO** broiling or frying is permitted.

25. PARKING @ CIVIC CENTER

Palm Beach County Parks & Recreation manages Carlin Park and many times during the year large events are booked across the street that may impact parking for Jupiter Civic Center events. For updated information regarding special events in Carlin Park contact Palm Beach County Parks and Recreation Department's Special Events Division at (561) 547-2173 periodically prior to their event. Since reservations are booked sometimes a year or more in advance, it is impossible to prevent all parking issues at Carlin Park so please note the following:

- a. **The Applicant accepts this as a known risk in renting the Jupiter Civic Center.**
- b. The Town of Jupiter & Palm Beach County Parks & Recreation will not be able to designate any special parking for Jupiter Civic Center applicants as all parking in Carlin Park is public parking.
- c. The Town of Jupiter and Palm Beach County will not be held responsible for refunds, damages, or other hardships incurred by the Applicant as a result of such an event.
- d. Please park in designated parking spaces only as tickets may be issued for those illegally parked.
- e. No car should be left overnight in the park or it will be subject to towing or tickets.
- f. Carlin Park closes at dusk. Typically, the north entrance to Carlin Park is left open for Civic Center rentals and guests.

26. LIABILITY

Applicant and all members & guests of the party will comply with all statutes, laws, ordinances, rules and regulations of the Federal, State, County and Town governments applicable to the use of the facility. Applicant shall indemnify and hold harmless the Town of Jupiter from and against any and all loss, cost, (including statutory liability and liability under Workmen's Compensation Laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by Applicant and all other persons which arise from, or in any manner grow out of, any act or neglect on or about the facilities provided hereunder by Applicant and all members of its party, their agents, employees, customers, invites, contractors and subcontractors.

27. VENDORS

The Town of Jupiter requires a vendor (businesses providing services onsite) to register with the Recreation Department when **entering into a signed contract** with an individual who is renting a Town of Jupiter facility. Renters may use their own vendors; however, **vendors must register at least 60 days prior to the rental date**. Currently there is no fee for a vendor to register with the Town of Jupiter. It is your responsibility to notify each of your vendors of this registration requirement. Please refer all new vendors to the Town of Jupiter Facility Rentals website to complete the registration process. <https://www.jupiter.fl.us/223>