



Jupiter Civic Center Compliance, Waiver & Key Return

Note to Staff

This form is to be completed for **anyone** picking up a key for the **Civic Center**. (Includes renters who already have a security deposit on file, employee rentals, etc.) If you have questions do not hesitate to contact me at ext. 2314.

Key Pick Up Instructions

1. Confirm rental in Rectrac.
2. Staff **completes** section 1.
3. Renter **completes** sections 2, 3 & 5.
4. Attach Rectrac receipt and place in green folder by keys.

Key Return Instructions

1. Replace key in key holder.
2. Staff **completes** section 6.
3. Confirm refund information, #2.
4. Place in upstairs mailbox.

1. Key Pick Up Info (Completed by Staff)

Today's Date: _____ Date of Rental: _____

HH Resv Name: _____

Name Picking Up Key: _____

Contact Phone: _____

Key # _____ Date Key is Due Back: _____

6. Key Return Info (Completed by Staff)

Date: _____ Key #: _____

Notes: _____

2. Compliance Deposit Refund

Visa/MasterCard Amex Deposit on File No Deposit Req'd Refund to Household in Rectrac

Check to alternate Name/Address: _____

3. Compliance Deposit Refund

A signed copy of this document is required to pick up the Civic Center keys. The applicant, and third parties, hereby agrees to, and acknowledges the following key points from the Civic Center Rental Agreement:

Please **READ** and **CHECK EACH** box below: (A copy of this document will be provided.)

- I have read and understand, the **CIVIC CENTER APPLICATION AND PERMIT FOR USE AGREEMENT**, and the penalties I will incur if I am in violation of any said policies. I also understand that these policies will apply to my event even if I have not read said policies and if I have not been made directly aware of each policy by staff. This includes, but not limited to, a \$250 fine for blocking of fire suppression equipment with decorations/drapery, and violating the no outside rentals policy.
- You may enter the Jupiter Civic Center no earlier than 9:00 A.M. on the date of your paid rental.** You must leave the premises, including clean-up, as close as possible to the time specified on the Civic Center lease agreement. **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.** If you are in violation, all assessed deductions are non-negotiable and will be final. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**
- The cleaning inspection is conducted by a 3rd party and failure to comply with the Civic Center Application and Permit for Use Agreement will result in deductions to my compliance deposit. Deductions will be made in the amount deemed necessary to cover all costs of clean up, labor, repairs and any other unforeseen conditions. If deductions are necessary, this will delay the balance of my security deposit, if any, up to 30 days. Deductions are non-negotiable.
- The appliances in the Civic Center are there for your convenience. If there is a malfunction with any appliance there will be no rental fee adjustment. Under no circumstances should an individual take it upon themselves to have an appliance repaired without prior approval by the Town of Jupiter.

3. Compliance, cont'd

- You are responsible for set up and clean-up of the Civic Center on the date of your rental which includes:
 1. The chairs and tables must be cleaned and neatly replaced on the south wall of Civic Center.
 2. 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.
 3. All assessed deductions are non-negotiable and will be final. THERE ARE NO EXCEPTIONS TO THIS POLICY.
 4. 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.
 5. The appliances and restrooms must be cleaned prior to leaving the premises.
 6. Floor must be swept including restrooms. (You may want to bring your own brooms/mops.)
 7. All doors and windows must be locked and secured upon departure.
 8. It is recommended that you bring additional trash bags, toilet paper, brooms, mops, cleaning supplies and WD40.
- DO NOT ATTACH OR BLOCK THE FIRE SPRINKLER SYSTEM WITH ANY DECORATIONS OR DRAPERY.** It is in DIRECT violation of fire & building codes. Violators will be fined in accordance with the Palm Beach County Fire Rescue fine.
- No rental equipment of any kind is permitted in the facility OR on the grounds; including portable a/c units, bounce houses, food trucks, dunk tanks, tables, chairs, etc.
- All personal property placed on, or in the facility, shall be at the risk of the applicant. 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."
- If you choose to pay the Civic Center Compliance Deposit by credit card you will have the option to be refunded via check at no charge or returned to the credit card for a \$25 processing fee. This fee will be deducted from the \$400 security deposit therefore decreasing your overall security deposit refund to \$375.
- Civic Center refunds will be sent via mail and may take anywhere from **2-3 weeks**. Credit card refunds may take 5-10 days. The exception to these time frames will be rentals with non-compliance deposit deductions.
- Carlin Park closes 1 HR before dusk. The north gate is generally left open for Civic Center access once the park closes. In the event that all gates are locked please call the 561-799-4445.

4. Waiver

I ACKNOWLEDGE, BY SIGNING BELOW, THAT I, AND ANY THIRD PARTY USERS, AGREE TO ACCEPT FACILITY AS IS AND HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THIS ENTIRE DOCUMENT AND AGREE TO ABIDE BY ALL. This Agreement shall not be deemed a lease of the licensed premises by TOWN but rather a license granted to LICENSEE by TOWN to use and occupy the licensed premises under the terms and conditions stated herein. No leasehold interest in the licensed premises is conferred upon LICENSEE under the provisions hereof. In the event that LICENSEE fails to pay according to the rental policy, then LICENSEE acknowledges that TOWN may terminate this Agreement and all rights granted to LICENSEE herein to use the licensed premises will immediately terminate. TOWN and its officers, agents and employees reserve the right, at any time, to enter upon and have free access to any and all parts of the licensed premises. TOWN reserves the right to preclude or interrupt any act or use of equipment by LICENSEE within reasonable judgment.

5. Signature

Today's Date: _____

Printed Name: _____

Signature: _____