

# Town of Jupiter Community Center Rental Policies

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# Jupiter Community Center

## General Rental Policies

The contents of this document may be revised without notice. If printed please check the website for any updated versions. Any changes to the rental policies will apply to any future and pre-existing rentals.

### General Facility Rental Policies

1. The Town of Jupiter has first priority to its facilities and reserves the right to deny, cancel and/or relocate events and meetings as needed.
2. The Town reserves the right to deem any activity inappropriate.
3. The Town reserves the right to amend usage policies at any Town of Jupiter facility as deemed necessary.
4. Facilities will be closed on holidays and will not be available for rental unless pre-approved by Recreation staff.
5. The operational plans of an event, and the event itself, shall not interfere with the normal operations of the Community Center. (Monday-Friday, 8:00 AM-9:00 PM, Saturdays, 8:00 AM-4:00 PM.)
6. The Town of Jupiter prohibits any direct, or indirect, monetary gain by any organization, group, business, individual, or any combination thereof unless it is a Jupiter based 501©3 organization. Any fundraiser must be pre-approved by the Recreation Director, or by their appointee.
7. Applicants must be at least 21 years of age.
8. No one organization, group, business, individual, or any combination thereof, will be granted the use of using any Town facility more than twice per month.
9. Earliest rental access to facilities will be determined by the specific facilities normal opening time. Any exceptions must have just cause and be pre-approved by Recreation Director.
10. All children age 14 and under must be supervised by an adult throughout the time that they are utilizing a Jupiter rental facility, unless they are in a supervised program/event.
11. No pets are permitted in the Community Center with the exception of registered guide dogs.
12. The Town of Jupiter is not responsible for any property that is left on the premises by an individual or group using a Town of Jupiter facility.
13. No food or drink is permitted in the Community Center gymnasiums and game room.
14. Town of Jupiter employees have the authority to enforce all rules and regulations governing each individual Town facility. If at any time the Lessee, and/or the Lessee's guests, becomes uncooperative with the Town of Jupiter employee(s), the Jupiter Police Department will be contacted to control the situation.
15. Destruction of property will not be tolerated. Offenders, and/or parents, will be personally held accountable for repair costs and guilty party will be banned from all Town Facilities.
16. Profanity, and/or fighting will not be tolerated and offenders will be removed from the Town facility.
17. Due to communication issues we request that all communications/arrangements be made by one person representing your party/event.
18. Any activity in the Community Center will be conducted according to applicable laws, rules, regulations, and Town Ordinances. These may be obtained by contacting the Town Clerks office or through visiting the Town's website at [www.jupiter.fl.us](http://www.jupiter.fl.us).
19. Requests must be submitted at least thirty (30) days prior to the event.
20. Rentals fees will be charged on an hourly basis and include your set up, event and clean up time as stated on the application.
21. Doors should not be propped open in any room except for short periods of loading and unloading equipment/supplies.

- 22. All fees apply unless Town Council approves fee waiver.
- 23. The Town of Jupiter does not supply decorations, linens, tableware, silverware or place settings or catering supplies.
- 24. Applications will be accepted up to one year in advance.

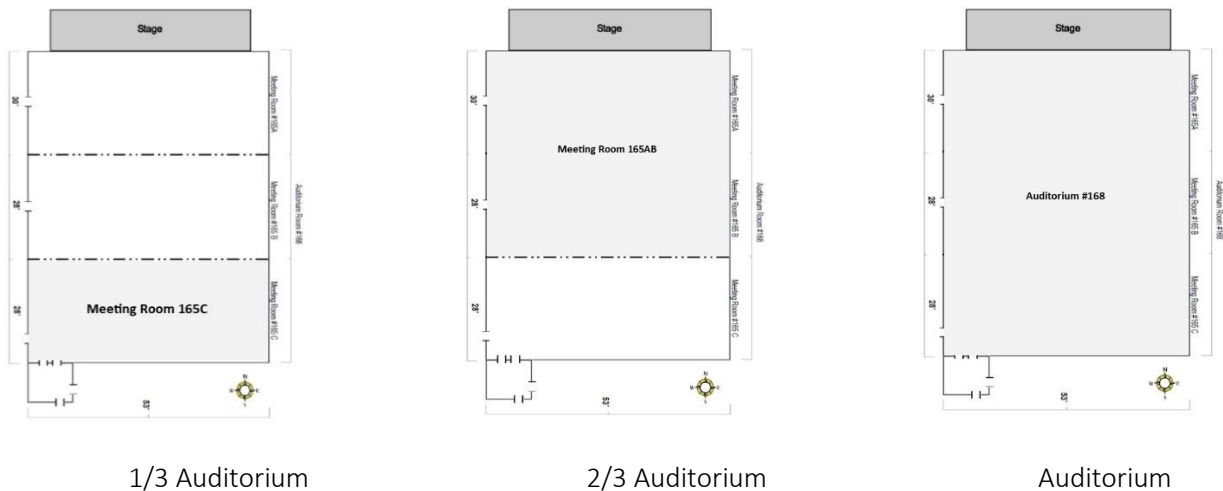
## Rooms

The Jupiter Community Center Auditorium is the only room within the Community Center that is available for rental. The Auditorium has a fixed stage, sound system, and free public Wi-Fi access and is located direct across from the kitchen.

- Auditorium

The Auditorium is a flexible meeting space approximately 4,500 square feet and can accommodate banquets for 20-225 people and meetings for up to 20-300, depending upon set up needs. The large auditorium can be configured into 3 separate rooms and two rooms can be combined to create space for a medium size event. The rooms are divided by heavy walls however the rooms are not sound proof. Also, each room has an independent sound system, a/c controls, lighting controls, microphone hook ups and entrances.

### Community Center Auditorium Room Configurations



- Kitchen

The kitchen is a catering type kitchen and has a gas stove, convection oven, commercial ice maker, freezer, microwave and large walk-in refrigerator. There are several large areas for prepping food; however, there is no garbage disposal or dishwashing station. Rentals will not be permitted to store food, beverages and decorations at the Community Center prior to their permitted access time. The kitchen is only available for rent by caterers who are providing services to events being held at the Jupiter Community Center.

- Additional Rooms

The other rooms in the Community Center are not available for rental because they are reserved for classes, leagues and special programming by Town of Jupiter Recreation staff.

## Eligible Applicants and Fees

Any incorporated Jupiter resident, business, non-profit and civic group are eligible to rent the facility provided they are within the guidelines of the Community Center Policies. Unincorporated or non-Jupiter based individuals, businesses, non-profit and civic groups do not qualify to rent the facility.

Fees are based on five (5) categories which are approved by Town of Jupiter staff. Rentals fees will be charged on an hourly basis and include your set up, event and clean up time as stated on the application.

- **Category 1 – Sponsored**  
Personal, social functions may not be booked under this category: weddings, retirement, and birthday parties. This category encompasses events/programs sponsored by the Town of Jupiter, Palm Beach County, State of Florida, Jupiter based public schools and other governmental agencies. Rental fees will not be assessed for events scheduled Monday – Thursday. However, additional charges may apply. Unless otherwise specifically waived a Security Deposit of \$100 will be charged.
- **Category 2 – Jupiter Civic**  
Personal, social functions may not be booked under this category: weddings, retirement, and birthday parties. This category includes groups that provide a service to the Town of Jupiter and are governed by a board and by-laws. If the group is tax exempt a State of Florida Tax Exemption Certificate will be required when submitting the request application otherwise taxes will be applied. This category may not host 3rd party seminars and fundraisers.

Required Documents: Provide copy of Board and By-Laws with address information

Examples: Incorporated Jupiter Homeowners Associations/Property Management Companies, Rotary Club, Chamber of Commerce.

Rates:

Auditorium	\$30 per hour
2/3rds of the Auditorium	\$20 per hour
1/3rd of the Auditorium	\$10 per hour
Security Deposit	\$100 (Refundable)

- **Category 3 – Jupiter Non-Profit**  
Personal, social functions may not be booked under this category: weddings, retirement, and birthday parties. This category is defined as an organization that is governed by a board and by-laws and possessing a 501(c)3. If group is tax exempt a State of Florida Tax Exemption Certificate will be required when submitting the request application otherwise taxes will be applied. This category may host 3<sup>rd</sup> party seminars and fundraisers.

Required Documents: State of Florida 501(c)3 documentation

Rates:

Auditorium	\$60 per hour
2/3rds of the Auditorium	\$40 per hour
1/3rd of the Auditorium	\$20 per hour
Security Deposit	\$200 (Refundable)

- Category 4 – Jupiter Resident

Incorporated Jupiter residents may rent the facility for private functions. This is defined as a wedding, banquet, birthday celebration, anniversary party, retirement party, recognition party and meetings not otherwise categorized. This category may not host 3rd party seminars and fundraisers.

Required documents: Current driver’s license plus either a utility bill or property tax statement, or rental lease Rates:

Auditorium	\$250 per hour
2/3rds of the Auditorium	\$160 per hour
1/3rd of the Auditorium	\$80 per hour
Security Deposit	\$500 (Refundable)

- Category 5 – Jupiter Business

Incorporated businesses of Jupiter may use the facility for company meetings and private parties. Business are not permitted to use the Community Center as a way to gain monetary benefit, directly or indirectly, therefore, businesses seeking to host free informational seminars at any Town of Jupiter facility will be denied. This category may not host 3rd party seminars and fundraisers.

Required Documents: Current Town of Jupiter Business Tax Receipt Rates:

Auditorium	\$350 per hour
2/3rds of the Auditorium	\$220 per hour
1/3rd of the Auditorium	\$110 per hour
Security Deposit	\$500 (Refundable)

### Applications vs. Reservations

Jupiter Community Center reservations are managed through an application submittal and review process. An application is technically a “request” to have an event at one of our rental facilities. Applications make sure the applicant meets all rental requirements before the reservation process begins. If you have rented a Town of Jupiter facility or have registered for a class or program with the Town of Jupiter in the past 10 years you will probably already have an account with us.

1. There is no charge to submit an application request.
2. Submitting an application does NOT automatically confirm a reservation.
3. Calendar availability does not reflect any pending applications or maintenance closures.
4. Reservation Window: Application must be submitted at least 11 days prior to but not more than 365 days in advance.
5. Town facilities are not to be used as a way to gain direct or indirect monetary benefit to any person, business, or any group other than 501(c)3 organization fundraisers.
6. An applicant is limited to no more than 2 reservations per month, per account (or per household) for all Town of Jupiter facility rental locations combined. (includes Civic Center, Old Town Hall and Community Center)
7. Facilities are not available for rent on the following holidays, **but not limited to:** New Year’s Day, MLK Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Veteran’s Day, Thanksgiving Day and weekend, Christmas Eve, Christmas Day and New Year’s Eve.

## Payments

The rental fees may be paid in cash, by check, Visa, MasterCard and American Express at the Jupiter Community Center. (Please read the security deposit section for the exception.)

## Additional Fees

- **Set Up Fee - \$100 (Flat Fee)**  
This fee is applied to events with 50 or more participants. The set-up fee is a flat fee of \$100 and is generally waived for groups of 50 or less requiring theater style seating. However, set up needs ultimately determine if this fee is applicable. It covers the set-up of chairs/tables as specified in the request application. Due to liability issues outside groups are not permitted to set up tables and chairs for their event.
- **Overtime - \$40 Per Hour Per # Staff**  
Overtime charges are assessed when a rental does not occur during normal business hours. It will be at the discretion of the Community Center Supervisor to determine the number of staff needed to supervise your event. All rentals must end by midnight, including clean up time.
- **Dance Floor Rental 24' x 24' \$400 (Flat Fee)**  
If you do not select the dance floor when submitting the request application it may not be an option to add at a later date.
- **Set Up Time/Clean Up Time Charges**  
Category hourly rate begins and ends at the times specified on your invoice. For example, if your actual event runs from 4-8 pm and you want to start setting up and dropping off items at 1 pm and anticipate you will be done cleaning by 9 pm then you will be charged from 1-9 pm at the category hourly rate.

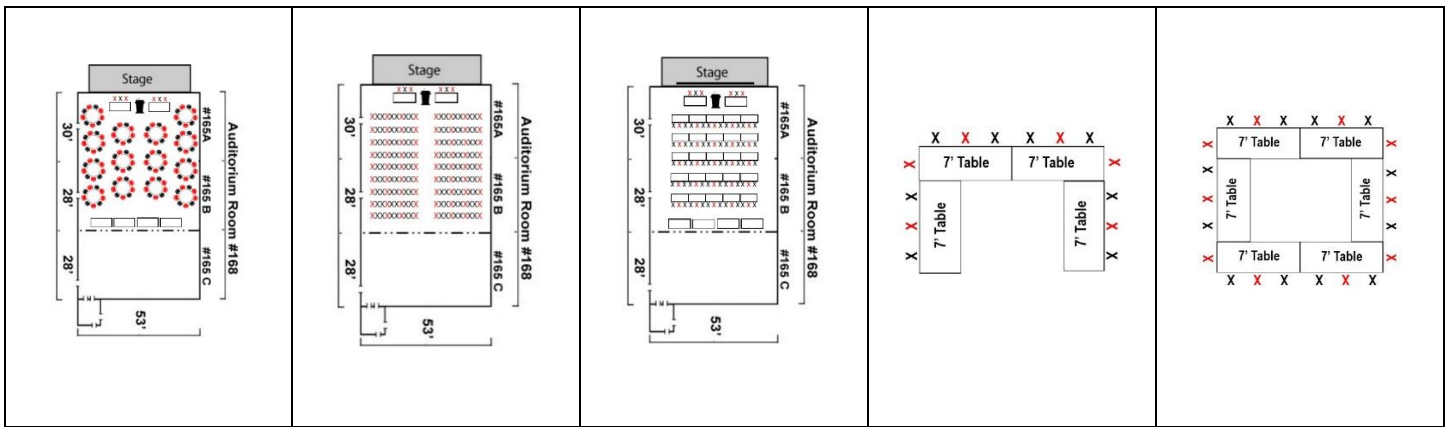
## Normal Operating Hours

Normal business hours are Monday – Friday, 8:00 A.M. – 10:00 P.M. and Saturday, 8:00 A.M. – 4:00 P.M. Hours may vary from May-mid September. Sunday events must be a minimum of 4 hours. Overtime charges are assessed when a rental does not occur during normal business hours, including set up and clean up time. It will be at the discretion of Town employees to determine the number of staff needed to supervise an event. The overtime charge is \$40 per hour/per person. All Categories 1-5 must end their events by midnight, including clean up time.

## Set Up Options

The Lessee is required to provide Town staff a detailed layout of the room set up and decorating plans within ten (10) working days of the event. If no layout is received by this time the Lessee will be subject to the layout design of Town staff. If the Lessee wishes to make minor changes to the layout they may do so on their own. No major changes to the layout will be permitted inside of ten (10) working days prior to the event. All decorations must be pre-approved by Town staff this includes Category 1 rentals.

Banquet	Theater	Classroom	Meeting “U”	Meeting Square
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## Facility Access

Please be aware that charges start at the beginning of set-up through clean-up at the category hourly rate. Please allow sufficient time to host your event in the time frame allotted.

The lessee will receive the room as close to the specified set up diagram specifications as possible by the start of the access approval time. Note: The Town of Jupiter does not permit the use of any outside rental equipment including chairs, tables or dance floor.

## Decorations

- Decorations must be free standing or tabletop.
- Nothing is to be taped to the walls and this applies to ALL categories and everyone!
- Lobby or courtyard furniture may not be moved or rearranged.
- Fog machines are not permitted in the community center.
- Plants must have drainage protection for carpeting/flooring.
- Tape, tacks, nails, screws, staples or other surface adhesives or objects that may damage the walls or other Town property are not permitted, and the Lessee will be charged for any repairs.
- Decorating the windows, light fixtures or painted surfaces is prohibited.
- No balloons are permitted in the building until two hours before your event is to start.
- Candles and other lighted objects must be pre-approved by Town staff. Candles must be protected on all sides with a secure and stable base.
- Throwing rice, confetti, bird seed or other materials is prohibited.

## Security Deposits/Clean Up

Departure approval time is the agreed upon time your event will be cleaned up and out of the Community Center and grounds. It does not refer to when your actual event will end.

Security deposits are due when your application is approved and will be refunded back to the originating credit card less a \$25 administration fee. (Mastercard, Visa, Amex)

Clean-up must be completed within the specified time of your departure approval time. The Lessee is responsible for making sure that the restrooms, kitchen, room and outside grounds of the facility are clear of trash, food and beverage spills, personal belongings, rental equipment and decorations by the end of the clean-up period.

Garbage must be collected and placed in the trash cans located inside the facility and then taken to the dumpster.

The applicant is responsible for ensuring that guests are not allowed to enter landscaped areas, or damage town property. Forfeiture of deposit or additional fees may be imposed for any of these violations.

Damage fees are deemed necessary by Town staff. Damage fees are based on repair or replacement costs including labor incurred by the Town, and may exceed the deposit amount. *The Town may take legal action to recover these costs.*

These items include, but are not limited to:

- Stains on walls.
- Removal of carpet stains requiring more than standard extraction techniques.
- Broken furniture and/or equipment.
- Defacement of any part of the interior or exterior of the building.
- Damage created by improper use of equipment or non-compliance of facility rules.
- Equipment found to be missing as a result of a group using the building.
- Any other circumstances which justify a damage fee.
- Unauthorized use of the kitchen or other rooms.
- Unauthorized extension of hours; this may include over time fees as well as additional rental fees.
- Equipment left for storage; this includes outside equipment rentals.

After the event, a post-function walk through will be performed. Community Center staff will visually inspect the building immediately following the function with a member of the group; if one is available. Staff will review the room for possible damage, problems and/or left over equipment. Providing there are no deductions, a refund will be approved.

If there are deductions noted a course of action and cost will be based upon staff time and materials to repair damage. Once the deductions have been made, a refund will be issued if damages do not exceed security deposit. The refund process may vary depending upon if damage and repairs were required.

The lessee will be responsible for the replacement or repairs of any part of the building or its contents therein which becomes broken, defaced, or damaged as a result of the rental.

The facility and its contents will be left in the same condition in which the group found them.

### Registered Vendors

A registered vendor means they have been pre-screened and have met all insurance and licensing requirements. Inclusion on this list does NOT imply any kind of endorsement by the Town of Jupiter nor does it guarantee in any way the quality of service they provide. Vendors are hired and contracted at the applicants own risk. Before signing a contract with any vendor it is highly recommended that you read and understand their service contract.

### Selling of Merchandise, Services or Admission Fees on Town Property

No group, individual or business is permitted to sell merchandise or services while on Town property. Admission fees or ticket sales must be held prior to any event; but not on Town property. No commercial activity is permitted.

### Alcohol

Alcohol is permitted in the Community Center however the Lessee is not permitted to contract with the caterer to serve alcohol. The Lessee may contract with a third party for this purpose.

### Parking



The overall Community Center daily parking demands have increased due to increased class participation and increased program activity thereby limiting available parking for meetings. Request applications in excess of 150 in attendance may not be approved due to limited parking at the Community Center during normal working hours. Parking is permitted in designated parking spaces only. The outside covered area is for loading and unloading purposes only. Your party will be interrupted and an announcement made to remove all cars from the covered area. If an event requires more parking than spaces available, then the event will be declined.

### Smoking

No smoking is permitted in any Town of Jupiter facility. Use of tobacco products is strictly prohibited. Smoking is permitted outside of the facility with the doors completely closed. Violators will be identified with security cameras and permanently removed from the facility.

### Advertising Materials/Flyers

Under no circumstances will advertising materials, including flyers, be distributed from the Jupiter Community Center. Any flyers or other advertising materials left inside or outside the Community Center will be removed.

Disqualifying factors for facility rentals:

1. Use is considered contrary to the Town's best interest
2. Advocacy to overthrow the Federal, State or Local Government
3. Misrepresentation of rental information
4. Previously caused or allowed damage to Town property
5. History of hostile or violent behavior
6. Business/residents will gain monetary benefit, directly or indirectly
7. Past conduct has resulted in police or fire department response
8. If number of rentals exceeds more than two time per month
9. Rental disrupts the normal operations of the community center

### Misrepresentation

The Town of Jupiter reserves the right to withhold a portion of or all of the security deposit and shut down an event if it is found that the Lessee has misrepresented information on any of the rental documents. Misrepresentation is the responsibility of the Lessee.

Examples of misrepresentation include but are not limited to:

- Failure to disclose the true nature of the activity
- Exceeding the reported number of guests or capacity of the facility/room
- Failure to report the service of alcohol
- Selling of merchandise, services and/or charging admission fees on the premises
- Gaining monetary benefits directly or indirectly

### Cancellations/Refunds

If the required balances of fees are not paid within seven (7) days prior to the event the Town of Jupiter reserves the right to cancel any reservation with no refund.

A Refund Request must be made in writing to the Facilities Coordinator from the individual who appears on the Community Center License Agreement. Verbal requests will not be accepted or qualify for refunds. A refund request form is available but not required.

Refunds will be given on the following scale:

- A cancellation made on or less than 30 days = 0% Refund
- A cancellation made on or between 31-45 days = 50% Refund
- A cancellation made 46 days or greater = 100% Refund

The Town of Jupiter reserves the right to cancel any rental agreement in the event of a hurricane watch or warning is posted within seven (7) days of the reservation date, or when other acts of God, catastrophe or unforeseen circumstances beyond the Town's control are present. In the event that the Town exercises its cancellation right hereunder, it shall return in full the down payment and deposit collected from the Lessee and shall not be responsible for any cost incurred by the Lessee in connection with the canceled event.

### Recurring Meetings

Due to increased usage demands of the Jupiter Community Center, recurring meetings cannot be accommodated and will not be approved without the Recreation Director's approval.

No one organization will be granted the use of the facilities for more than two consecutive days per week and each group is limited to using the Community Center no more than twice per month. Current groups meeting on a monthly basis may be issued a permit for one complete year but will be required to pay in advance for all dates reserved. Monthly meeting groups must apply for renewal of their permit (2) months before the end of their current permit. Current recurring meeting groups may be moved without notice to another room location at the discretion of Town Staff. Storage space is not available for meeting groups meeting in the Community Center

### Fundraising Events

If deemed necessary by the Town of Jupiter the Lessee will be required to provide a certificate of insurance naming the Town of Jupiter as additionally insured. If an event requires more parking than spaces available, then the event will be declined. All rules and policies in this agreement apply to Public events.

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, Jupiter Community Center and Jupiter Old Town Hall. All rules and policies in this agreement apply to all fundraisers. All fees apply unless waived by Town Council. Fundraising request applications must be accompanied by Fundraiser Disclosure Form. All groups must submit organizational paperwork with lease or facility request. In the event of a Jupiter based public school the principal will be required to sign the lease or application. 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.)

If your event is open to the general public, then the sponsoring agency must name the Town as an additionally insured. This is a common and increasingly important part of liability insurance. The purpose is to protect the rights of another party that might become legally liable for the actions of the named insured.

If your organization is recognized and would like to host a fundraiser, then an officer from the organization must complete a fundraising disclosure and submit it with the Community Center request application. The purpose of this disclosure is to

certify that each event is in compliance with our fundraising policies. Failure to do so, or disclose all event information, may result in cancellation of your rental. Incomplete information will delay the approval/processing of your application and may result in loss of your requested date/time. Dates will not be held without a fundraiser disclosure form, payment, or permit application.