PORT ST. LUCIE COMMUNITY CENTER

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

For room rental information, reservations, changes, or cancellations please email:

ECCommCenter@cityofpsl.com

(Revised 7-18-25)

FACILITY RENTAL GUIDELINES

Facilities Hours of Operations: Monday – Sunday, 8am – 8pm

(Reservation Hours - Friday & Saturday, 8am - 12 midnight with Auditorium rental)

AVAILABLE AMENITIES:

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

1. Auditorium- Max. capacity 500 guests (theater style), 320 guests (banquet style) with dance floor.
2. Meeting Rooms.
3. Kitchen / food preparation area (Cat. 1) or full use of the kitchen (Cat. 2) - available with caterer's license & insurance, (commercial auto may be required).
4. Outside plaza area, available with rental of Auditorium only
5. The lobby is considered common area and is not rental space.
6. **Parking is included in the rental, except where "No Parking" signage is designated**.

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.

SINGLE RESERVATIONS -FEES/PERMITS

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

1. Photo ID required for all reservations
2. Requests for use of the Port St. Lucie Community Center facilities must be received 30 days in advance unless approved by the Parks & Recreation Director or his/her designee. Approval for use of facility and facility amenities will be on a first-come, first-served basis and depends upon space availability. **All facility requests, changes or cancellations must be submitted through ECCommCenter@cityofpsl.com 30 days prior**. Fees for some amenities may be incurred. All permitting will occur through the Parks & Recreation Director or his/her designee.
3. Groups requesting the non-profit rate schedule will be required to provide documentation, at the

time reservation is made, verifying their non-profit status. Any individual submitting non-profit paperwork, (DR-14), must be listed as a principle in the organization's non-profit registration documents and provide a photo ID to verify their identity, or present a letter of authorization from one of the listed principles, granting them the authority to sign on the organization's behalf. This letter must be accompanied by a photo ID verifying the identity of the authorizing individual.

4. Weekday room rentals have a 2-hour minimum. Friday rentals in the Auditorium are subject to 4-hour minimum blocks, beginning at 8 a.m. Saturday in the Auditorium is subject to all day rental fees, from 8 a.m. -12 a.m. midnight. Sunday in Auditorium is subject to all day rental fees, from 8 a.m. – 8 p.m. All reservations are booked on the hour beginning at 8 a.m.
5. Additional fees will be assessed for a permit to serve alcohol, services and/or equipment required by the group or deemed necessary by the Parks & Recreation Director or his/her designee.
6. For single day events, 100% of facility rental fees are due at the time of the reservation confirmation. This includes room rental fee, Deposit, any required insurance, alcohol permit, set up fee, audiovisual equipment fees, etc.
7. Reservations cancelled **within** 30 days for all rooms will not receive a refund of any fees unless the City cancels the rental. Any changes or cancellations to a Saturday or Sunday, All Day rental, must be made no less than three months in advance to receive a refund.
8. Any reservation approved **within** a 30-day window of reservation date must cancel by 8:00 p.m., same day, to receive a full refund. An email must be received by 8:00 p.m., same day, at the following address: ECCommCenter@cityofpsl.com, requesting that the same day reservation be cancelled.
9. Reservations that include the consumption of alcohol will require a prepaid alcohol permit from the Parks & Recreation Department. An additional fee will be charged based on the number of police officers required, which is determined dependent upon head count. Fees for police officers must be paid 30 days in advance. Fees for both alcohol permits and police officers are subject to change without notice.
10. Fees will not be waived unless approved through the City Council.

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ONGOING RESERVATIONS - FEES/PERMITS

1. Request for use of the Port St. Lucie Community Center facilities must be received 30 days in advance unless approved by the Parks & Recreation Director or his/her designee. Approval for use of facility and facility amenities will be on a first-come, first-served basis and depends upon space availability. **All facility requests, changes or cancellations must be submitted through ECCommCenter@cityofpsl.com 30 days prior**. **Only one cancellation per contract period will be permitted.** Fees for some amenities may be incurred. 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 approval is at the discretion of the Parks & Recreation Director or his/her designee.
3. New monthly contracts may be requested for a period of two to 12 months. The first-month's balance will be due at the time of reservation confirmation. Payments are required one month in advance for ongoing reservations.
4. 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 last month of the current contract and the first month's balance will be collected. Payments are required one month in advance for ongoing reservations. Reservation payments delinquent more than twice during any consecutive rental agreement are subject to cancellation without refund at the discretion of the Parks & Recreation Director or his/her designee. The patron or organization will not be allowed to enter into another agreement but, at that time, the reservation holder will have the option of going month to month, first- come, first-served, or paying for 12 months in full in advance.
5. For any damage caused by the reservation holder or during an ongoing reservation, the reservation holder will be responsible for the cost of any repairs to, or replacement of, facility and/or equipment damage. Damage fees are based on replacement or repair costs incurred by the City and may exceed deposit amount. Payment will be due 10 days from invoice date. The City may take legal action to cover these costs.

PROCEDURES AND REQUIREMENTS

1. An authorized 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, 15 days prior to the event to review policies and finalize plans. The reservation holder or an individual authorized by the reservation holder, must be appointed, in writing, to complete a pre-event walk through of the reserved space prior to staff allowing Event Planners, Designers or Caterers to enter the reserved space.

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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 intended to be exhaustive, that 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, or portion thereof, for Fridays are considered "weekend use" and are subject to a four-hour minimum and additional staffing charges, if needed. Saturday & Sunday in Auditorium are subject to "All Day" rental fees. The CEOC room and rooms E & F will be available up to normal business hours or during the times that the Auditorium is rented. Normal weekend facility hours are Friday, Saturday, and Sunday, 8 a.m. – 8 p.m.
8. 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.
9. Approval for use of the Community Center will be on a first-come, first-served basis and will depend upon space availability.
10. 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 subject to the approval of the Parks & Recreation Director or his/her designee.
11. Requests for use of the Community Center must be made by a person who is over the age of 18 years.
12. The operational plans and procedures for an event shall not interfere with the normal operations of the facility.
13. A promoter must have all required local, state, and federal licensing if retail sales will occur.

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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 nine for full details), only available with rental of rooms A, B, C and/or D.
4. All outside rental equipment must be delivered day of event and removed at the conclusion of the event unless by prior approval of the Parks & Recreation Director or his/her designee.
5. Audio-Visual equipment (with appropriate rental fees and subject to availability).
6. At least one staff member on duty during the function to assist with situations as they arise.

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 15 days prior to the function. Failure to provide a set-up diagram by due date, will result in a default room set-up that will not be changed on the day of the event by staff.
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 after 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). To receive tax exemption status, group must provide current copy of DR-14.
8. Groups are required to provide documentation of non-profit status, therefore the group must also produce documentation of signature authority for any individual signing on behalf of the organization. The application must be signed by the group contact which should be the authorized signator. Authorized signator could be not only organizational executive but also certain leadership given such authority.
9. For all retail sales, a complete listing of all vendors being utilized will be required 10 days prior to the rental.

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DAMAGE AND DEPOSITS

1. After the rental permit expires and no damage fees have been assessed, the 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.
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 because 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. The applicant is required to participate in a pre & post-walk-through inspection of the room with staff prior to beginning room set-up with any vendor, contracted service provider or reservation holder and notify staff of any problems or deficiencies. The Community Center staff will visually inspect the building immediately following the function with an authorized member of the group.
5. The City of Port St. Lucie Parks & Recreation Department reserves the right to retain a Deposit in part or in whole for damages incurred. Should the damage exceed the amount of the Deposit, the Parks & Recreation Department will issue an invoice detailing the repair costs. Payment is due within 10 days.

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FACILITY RULES

1. The Community Center's use is governed by all applicable laws, rules, regulations, Port St. Lucie City Ordinances, including but not limited to Chapter 96 of the Code of Ordinances, and the Facility Rental Guidelines.
2. Approved alcohol permit and general liability insurance must be obtained for alcoholic beverage consumption. Reservation holder supplies all alcohol, guests are not permitted to bring alcohol of any kind into the Community Center. At no time is alcohol permitted outside of the reserved room. Alcohol consumption is strictly limited to the reserved room and is not allowed elsewhere on the premises. **Single serve glass containers/bottles, alcoholic/non-alcoholic, are not permitted in the Port St Lucie Community Center.**
3. Based on activity and number of 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. **For events serving alcohol, police officers are required beginning at the scheduled time of guest arrival**.
4. 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, mirrors or ceilings, unless approved by the Parks & Recreation Director or his/her designee. Lobby furniture may not be moved.
5. Community Center equipment or furniture is not to be used as a step ladder. The Community Center does not provide or loan ladders of any kind to reservation holders. Reservation holders must provide their own ladder.
6. 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 in designated areas only. Vaping is NOT permitted in the facility. Patrons wishing to vape, may do so in designated smoking areas only.
7. Children must be supervised by an adult throughout the time that they are in the building, unless they are in a supervised program. Failure to properly supervise children may result in the child and parent or guardian being asked to leave the facility.
8. 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**. Trash carts will be provided, please utilize trash carts and do not deposit trash bags on sidewalk outside of the loading door. Failure to use provided trash carts may result in a sidewalk cleaning charge.
9. 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 because of the rental.
10. 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.
11. No admission may be charged unless specified in writing at the time the permit is signed. (If admission is charged and alcohol is served, additional permits will be required).
12. A certificate of insurance, security, and additional requirements may be required for some events, programs, activities, and meetings.
13. If an event exceeds its scheduled end time without prior City management approval, the hosting group will incur additional charges at overtime rates. The Auditorium operates from 8 a.m. to 8 p.m. Sunday through Thursday and until midnight on Friday & Saturday. The Community Center closes at 8 p.m. on Fridays and Saturdays unless the Auditorium is reserved, with no rentals in any rooms, allowed past 8 p.m. on those days. No rentals will be permitted beyond midnight.
14. House lights will be turned on at 11pm, no alcohol may be served after 11pm, power to stage will be cut at 11:15pm if band/DJ continue play music.

15. For security purposes, the main entrance doors, (front doors), will be locked at 8 p.m. Guests who exit the building after 8 p.m. may be provided with a re-entry stamp.

16. **Rental times must include the set-up and breakdown times.**

17. **Storage space is not available for groups using the facility.**
18. **Parking is allowed in designated parking spots only.**
19. **Cooking is not permitted in any room. Chafing dishes with gel chafing fuel are allowed for food warming purposes only.**
20. Persons using the facility shall obey all posted signs.
21. No persons shall willfully mark, deface, disfigure, tamper with, displace or remove any part of the Center.
22. 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.
23. Floor protection must be utilized under sound/lighting equipment stands or with any item or equipment that may damage flooring. If equipment supplied by renter or any vendor contracted by renter causes flooring damage the renter will incur the full cost of repair or replacement of damaged area.
24. The renter is not permitted to advertise outside of their reserved room on the Community Center property. All promotional materials, including, but not limited to, posters, banners, signs, or flyers, must be displayed solely within the designated rented space unless approved by the Parks & Recreation Director or his/her designee, provided space is available.
25. 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. Any items left after reservation end time will be discarded.
26. No pets are allowed within the facility except for service animals unless prior approval is obtained from the Parks & Recreation Director or his/her designee.
27. Courtesy and safety are mandatory. Equipment abuse, profanity and fighting are unacceptable behavior and may result in trespass from facility.
28. The use of a Fire Watch service shall be required for certain special effects such as hazers, fog machines, dry ice machines, and similar special effects at the Authorized User's (Renter's) expense. Each situation must be discussed with your Event Coordinator and approved by the Recreation Manager. No pyrotechnics/laser displays of any type will be permitted.
29. **Audio Levels**: The Port St Lucie Community Center reserves the right to regulate the audio levels of all events. Authorized User must maintain an appropriate audio level no higher than 70 decibels, so as not to disturb or interrupt other events, programs, or the ability to conduct city business.
30. No retail sales will be permitted in areas other than the specific areas of the rental.
31. 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.**
32. Use of any type of lit candles in the Community Center is strictly prohibited.
33. This entire facility is under video surveillance 24 hours a day.
34. All required **fire exits may not be blocked**. **All exits must be kept clean and unobstructed**. Clear access must be maintained for elevator access in room A and area may not be used for storage of any kind.

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35. 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 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 language and images displayed on the outdoor marquee sign.

36. 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.

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SUPPLEMENTAL DETAILS FOR EVENTS THAT INCLUDE ALCOHOL

A. Alcohol Permit is required for consumption of any alcoholic beverages. Off-duty police officer(s) is required, as well as Alcohol Liability Insurance.

B. If alcohol is being sold or there is a charge for admission at an event with alcohol (includes donation cups, ticket, etc.), then you must comply with one of the following requirements:
   1. Obtain alcoholic beverage and food caterer (AB & Caterer) permits.
   2. Obtain a food caterer and a licensed vendor of alcohol (vendor with a 4 COP license) permit.
   3. Obtain a non-profit liquor permit from the Division of Alcoholic Beverages and Tobacco (only available to non-profit organizations).

If you have any questions about the above requirements, you should contact the Division of Alcoholic Beverages and Tobacco at 772-468-3927.

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KITCHEN RENTAL GUIDELINES

The kitchen is only available for rental when renting the auditorium. 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, $110.00 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 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 30 days prior to the event.

KITCHEN RULES

1. **Authorized personnel & caterers only allowed in kitchen. No guests are permitted in the kitchen. Children under 16 are not permitted in the kitchen at any time.**
2. Please leave the kitchen and its contents in the same condition in which you found it.
3. **Please place all trash and garbage in the trash dumpster outside the facility.**
4. 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.
5. 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.*
6. A pre- and post- walkthrough will be required. 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.
7. During the usage of a **CATEGORY 2** rental, all guests 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.
8. 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.
9. The City assumes no responsibility for the preparation and service of any food items.
10. 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.
11. It is the responsibility of the rental group to provide their own cooking, serving and eating dishes, paper products, utensils, and all other items.
12. No tents and/or grills shall be permitted to be used on Community Center property for outdoor cooking purposes.
13. Preapproved, prepaid food trucks, with city approved commercial auto insurance, are permitted in designated areas only. Authorized food trucks must supply, protect, and promptly remove to off site, proper receptacles for the disposal of grease. Food trucks are only allowed with rental of rooms A, B, C & D with approval from the Parks & Recreation Director or his/her designee.

AUDIO/VISUAL & EQUIPMENT RENTAL FEES

ITEM	CIVIC/NON-PROFIT FEES	PRIVATE FEES
LCD Projector (room A & B)/ Monitor (Single Event Reservation)	$50 per use	$50 per use
Black Table Linens	$10 per linen	$10 per linen
Black Table Skirts	$12 per skirt	$12 per skirt
Monitor (for ongoing monthly reservations only)	$5.95 per day	$11.90 per day
American Flag	N/C	N/C
Podium w/ microphone or overhead Mic (rooms A, B, C, D) Podium w/out microphone	$25 N/C	$25 N/C

- Equipment reservation: equipment can be reserved when available. Please contact the office for more information.
- Applicable Florida Sales Tax applies to all set-up and equipment usage fees.
- The Community Center reserves the right to take photographs or record events for its own records, publicity and promotional purposes.

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Meeting Room Capacity Chart

AUDITORIUM

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	500	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 x30	870 SQ FT	17	36	60	48	32	8 6 x 2 tables
Room 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	Dimension	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
Meeting Room CEOC	28 x 35	980 SQ FT	8.5	42	79	48	40	13 6 x 2 tables

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

ECCommCenter@cityofpsl.com

ROOM FEE SCHEDULE

PRIVATE RENTAL FEES

ROOMS	Capacity	2 Hour block	4-hour block	Additional Hour no kitchen	All Day Rental Fee **8a.m.-12a.m. Friday & Saturday**
ABCD (Entire Auditorium) Kitchen *	320	N/A	$837.75	$70.95	$1405.35
ABCD (Entire Auditorium) No Kitchen *	320	N/A	$682.35	$59.60	$1157.35

Rooms	Capacity	2 Hour Block	4-hour block	4-hour Block with Kitchen	Additional Hour No kitchen
AB*	200	N/A	$443.85	$599.25	$53.65
A*	104	N/A	$334.85	$490.25	$41.55
B*	120	N/A	$243.95	$399.35	$35.60
C*	32	N/A	$214.40	$369.80	$29.70
D*	32	N/A	$214.40	$369.80	$29.70
BCD*	128	N/A	$376.45	$531.85	$47.50
CD*	56	N/A	$243.95	$399.35	$35.60
Meeting Room E & F*	36	$95.35	$142.85	N/A	$23.75
Meeting room CEOC *	56	$155.00	$214.40	N/A	$29.70

* These room rates include Deposit, and set up fees

- All fees are subject to the Florida Department of Revenue sales tax according to Chapter 12A-1.001.
- Insurance is not included and will vary based on the amount of guest attending.

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ROOMS	DEPOSIT
ABCD (with Kitchen)	$435
ABCD	$325
AB	$140
AB (with Kitchen)	$250
A	$115
A (with kitchen)	$225
B	$60
B (with kitchen)	$170
C	$60
C (with kitchen)	$170
D	$60
D (with kitchen)	$170
BCD	$115
BCD (with kitchen)	$225
CD	$60
CD (with kitchen)	$170
Meeting Room E & F	$30
Meeting Room CEOC	$60

Policies, specifications, rental rates, and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to September 2023. These Facility Guidelines and its contents are incorporated by direct reference in your Rental Agreement. Circumstances and operations not covered in the Facility Guidelines or signed Rental Agreement will be subject to interpretations, stipulations, and decisions deemed necessary and appropriate by the Parks & Recreation Director or his/her designee.

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