



City of Keystone Heights
 555 S. Lawrence Blvd., Keystone Heights FL 32656
 Tel. (352) 473-5807 Fax. (352) 473-5101
www.keystoneheights.us

APPLICATION FOR
 COUNCIL ROOM USE

A fifty dollar (\$50.00) cash or money order deposit is required to be submitted with this application to reserve the requested date and time. Date and time MAY NOT be reserved without a deposit. Deposit may be returned within 3 business days following the event after inspection by city staff and keys being returned. Keys must be returned to city staff the following business day or placed in the mail slot at city hall.

APPLICANT INFORMATION

Applicant: _____ Address: _____

Phone: (____) _____ - _____ Email: _____

Name of Organization _____

EVENT INFORMATION

4 hour Start Time _____ End Time _____

All day Start Time _____ End Time _____

Event Description _____

Requesting Use of Sound System Projector Computer

ESTIMATED ATTENDANCE AND FEES

MAXIMUM CAPACITY IS 63 PEOPLE

4 HOUR

ALL DAY

\$25.00 + deposit

\$50.00 + deposit

RULES AND SIGNATURE

I have received, read and agree to comply with all rules and regulations of the City of Keystone Heights related to Council Room use.

Print Name _____ Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

\$50.00 deposit collected on (date) _____ receipt number _____

Use Fee of \$ _____ collected on (date) _____ receipt number _____

Keys given to (name) _____ on (date) _____

Keys returned by (name) _____ on (date) _____

Deposit returned to (name) _____ on (date) _____

I have received \$50.00 deposit (signature) _____



RULES AND REGULATIONS

- City Hall is open Monday – Friday (excluding holidays) from 8:30 am until 4:00 pm. If rental time exceeds regular hours of operation, keys for the facility must be picked up before 4:00 pm at city hall.
- Keys must be returned the business day following the event or dropped in the mail slot at city hall.
- All meetings must be cultural, educational, non-commercial and non-ecclesiastical in nature and held under the auspices of a reputable organization which assumes responsibility of the character of the meeting
- No admission fee or donation may be charged or solicited by groups using the Council Room
- All meetings must be open to the general public.
- No one associated with the event (caterers, decorators, hosts, etc.) may enter the facility more than **15 minutes prior** to the event start time as indicated on the application.
- The facility must be cleaned and vacated **30 minutes after** the event end time as indicated on the application.
- No nails, tacks, staples, or any other related material shall be used to display any decorations or signage of any kind to the structure or to any city property.
- All tables and chairs **MUST** be wiped clean and properly stored after being in use.
- The City of Keystone Heights provides chairs and tables; no outside furniture may be used.
- All litter, trash and personal belongings **MUST** be properly disposed of immediately after the event.
- There shall be no cooking within the facility
- NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO CITY PROPERTY**
- The City of Keystone Heights shall be held harmless from any liability, claims, costs, damages, attorney's fee, or other charges, liens, or fees of any kind or nature as a result of the renters or any one associated with the event activities.
- Activities shall be limited to the event description as provided by the renter on the application
- If requesting the use of sound system, projector, and/or computer, it must be noted on the application and a time set up with staff for proper training prior to any meeting/event.

I, _____, hereby known as the “renter” have received, read and agree to all the above rules and regulations set forth by the City of Keystone Heights.

Signature of Renter

Date