

**CORY LAKES COMMUNITY DEVELOPMENT DISTRICT
FACILITY RENTAL POLICIES**

Patrons may reserve and rent the Beach Club for private events. The facility is available for private rental, and reservations may not be made more than six (6) months prior to the event. Patrons interested in renting should contact the CDD main office regarding the anticipated date and time of the event to determine availability. Please note that rentals are unavailable for private events on the following holidays:

<i>New Year's Day</i>	<i>Good Friday</i>	<i>Easter Sunday</i>
<i>Friday Preceding Spring Break</i>		<i>Memorial Day</i>
<i>Last Day of School</i>	<i>Father's Day</i>	<i>Mother's Day</i>
<i>Fourth of July</i>	<i>Labor Day</i>	<i>Thanksgiving</i>
<i>Christmas Eve</i>	<i>Christmas Day</i>	<i>New Year's Eve</i>

The pool and pool deck area of the facilities are not available for private rental and shall remain open to other Patrons and their guests during normal operating hours. The Patron renting the Beach Club shall be responsible for any and all damage and expenses arising from the event.

1) **Reservations:** Patrons interested in reserving the Beach Club must submit to the CDD Main Office a completed Facility Rental Agreement. At the time of approval, all fees associated with the rental **must** be submitted to the CDD Main Office in order to reserve the Beach Club. One payment should be in the amount of the rental fee, and the other payment should be in the amount of Five Hundred Dollars (\$500.00) as a security deposit.

All checks and money orders are to be made payable to the **Cory Lakes Community Development District**. The Cory Lake CDD Office Administrator and/or Facilities Manager will review the Facility Rental Application on a case-by-case basis based on the availability of the facilities. The Office Administrator and/or Facilities Manager, at their sole discretion, has the authority to deny a rental request. Denial of a request may be appealed to the District's Board of Supervisors at the next available board meeting. Reservations for charity events must be made at least ninety (90) days in advance of the event and are contingent on approval by the Board of Supervisors of the District.

4) **Cancellation Policy:** Cancellation of the reservation less than thirty (30) days from Facility Use Date will result in a forfeiture of one half (1/2) of the rental fee.

5) **Available Facilities and Capacity:** The Beach Club is available for private rental for up to six (6) total hours, **including set up and post-event cleanup**, between the hours of 10am and 11pm when no other CDD/POA events are scheduled.

The maximum capacity allowed for use of the Beach Club is one hundred (100) persons.

6) **Staffing:** One (1) staff person is required to work during the six (6) hour Facility Usage. Should alcohol be added to the Facility Usage an additional staff person is required. An additional one hundred dollar (\$100.00) usage fee will be added to the total amount owed when two (2) attendants are required.

7) **Deposit:** As stated previously, a deposit in the amount of Five Hundred Dollars (\$500.00) is required at the time the use is approved. To receive a refund of the deposit, the following must be completed:

- a) The patron doing the renting must be present for the entire duration of the rental.
- b) All trash and garbage must be removed and placed in the dumpster.
- c) All displays, favors or remnants of the event must be removed.
- d) All of the furniture and other items must be returned to their original position.
- e) There must be no damage to the Beach Club and its property.
- f) Six (6) hour usage must not be violated. If the event exceeds the scheduled time limit by more than one half (1/2) hour, the entire deposit will be forfeited to cover the additional staff time. The six hour usage **INCLUDES POST CLEAN-UP**.
- g) Attendant must verify that above conditions have been met.

8) General Policies:

- a) Facility and room maximum capacity limits must be observed at all times and will be strictly enforced. District staff reserves the right to take all necessary actions to comply with this requirement. Examples of these actions are, but are not limited to:

- Event Cancellation and Closure
- Access Restrictions
- Parking Enforcement and Towing

The Patron User will be responsible for any and all monetary citations and fines that may be received by the District for such a violation.

- b) All doors must remain closed at all times, except when Patrons and Guests are entering or exiting the building.
- d) The volume of live or recorded music must not violate applicable City of Tampa Noise Ordinances. Anyone standing in the driveway at the end of the canopy entrance should not be able to hear the music or other noise from the event.
- e) Usage fees and deposit fees may be increased at the discretion of the Board of Supervisors.
- f) Additional liability insurance coverage may be required for all events that are approved to serve alcoholic beverages. This policy also pertains to certain events the District feels should require additional liability coverage on a case by case basis to be reviewed by the Board of Supervisors. The District is to be named on these policies as an additional insured party.

I have read and understand the above and will adhere to the Policies. I understand that failure in doing so, may result in the forfeiture of my entire security deposit.

Signature
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Date