



**City of Parker
Community Center
935 W Park St
Parker, FL 32404**



The Community Center provides a large area for reunions, receptions, birthdays and retirement parties. Its capacity is 116 people. There is a large kitchen with a refrigerator, freezer, stove and sinks, as well as 26 - eight foot tables and 110 chairs. The total rental cost is \$260.50 which includes a deposit, rental fee, and sales tax.

If you would like to rent the Community Center, here's what you need to do:

- Make a reservation by calling (850) 871-4949 or (850) 871-4104 during City Hall business hours of 7:30 a.m.- 4:30 p.m. Monday through Friday. Reservations are final only upon payment.
- At City Hall, pay the \$100 deposit in cash and the rental fee of \$150, plus sales tax, by credit card.
- Go over the rules with City staff.
- Pick up the key the day before the event. You are allowed into the building no earlier than 24 hours in advance of your event. (There are special conditions for key pick up and return if there are two or more events at the Center per weekend.)
- When the key is returned and it is determined that the facility was left in good condition for the next scheduled use, the security deposit will be returned by check within 30 days to the person paying the fee. If damage is in excess of the \$100 deposit, costs will be charged to the credit card.
- There is a \$15 administration fee for cancellations within one week.

Community Center Rules:

- No smoking
- No alcohol or drugs
- No outdoor music
- No alterations to the building (including nails, pins, etc to floor, walls, ceiling, or doors)
- No damage to fixed or movable property
- Tables and chairs stacked as found
- Kitchen cleaned and all food removed
- Floors swept and mopped
- Take all garbage to the dumpster on the far side of the city building along 3rd St
- Turn off all lights before leaving
- Lock all doors and windows
- Return key to City Hall or Police Department as discussed with City staff
- All functions must end at 9:00 p.m. and the building must be cleaned and secured by 10:00 p.m.
- The City has the right to enter the building at any time to assure that rules are being followed
- The City does not furnish cleaning supplies
- In case of an emergency, the after-hours phone number is (850) 871-6450

**The Community Center is for your use and enjoyment!
Please help us to maintain the building and equipment in good condition.
Thank you for your cooperation!**

Community Center Liability Form

Please fill out all spaces accurately and completely, sign, and bring into City Hall with fees ready to be paid to secure the building. Also bring in a photo ID. If there are any questions, please call (850) 871-4949 or (850) 871-4104.

Name of Person Making Reservation	Mailing Address	
Phone Number(s)	City, State, Zip	
Type of Event (Reception, Birthday, etc)	Date of Event	Hours of Use
Name of Person Picking Up Key	Phone Number	Date & Time
Driver's License Number	Signature	Date

By signing above, I release the City of Parker from any and all liabilities that may be incurred while renting the Community Center. I understand that I am solely responsible for any damages or injuries that may occur while using the building or grounds. I am responsible for paying all costs associated with these damages, including charges incurred by the City for legal expenses. The City of Parker has the right to enter the building at any time during use. I shall indemnify and hold harmless the City from any damage, injury or loss, resulting from the use of the facilities.

I have received the rules on using the facility and acknowledge understanding of them. I agree to abide by the rules.

Official Use Only			
Rental Fee	Sales Tax	Deposit	Total
Date Key Issued	Key #	Date Key Returned	Refund Check #