

# Town of Jupiter Community Center Rental Policies



[www.jupiter.fl.us/facilityrentals](http://www.jupiter.fl.us/facilityrentals)

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# Jupiter Community Center

## General Information and Rental Policies

The contents of this document may be revised without notice. If printed please check the website for any updated versions. Lessee and all parties involved will be held accountable for any changes to this document. The Town of Jupiter has first priority to its facilities and reserves the right to cancel and/or relocate events and meetings as needed.

### Rooms

- **Auditorium**

The Jupiter Community Center Auditorium is the only room within the Community Center that is available for rental. The Auditorium is a flexible meeting space approximately 4,500 square feet and can accommodate banquets for 20-250 people and meetings for up to 20-400, 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 separate entrances. It has a fixed stage, sound system, and free public Wi-Fi access. The auditorium is located directly across from the catering kitchen.

- **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 access approval time located on their receipt. The kitchen is only available for rent by caterers who are providing services to events being held at the Jupiter Community Center.

- **Tables & Chairs and Other Rentals**

Tables and chairs are provided for use in the auditorium as we do not permit the use of any outside rental equipment, including chairs and tables. Table sizes include round 6' tables (8 person) and rectangular 7' & 5' tables. We are very limited with equipment so we are only able to accommodate simple set up needs.

- **Conference Room**

There is one small conference room, which seats 4-6 people. This conference room is available for use at no charge; however, they are governed by the same reservation process, policies and guidelines found in this document.

- **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

**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 may rent the facility if sponsored by a Jupiter based group or resident otherwise reservation requests will be denied.

### Fees are based on five (5) categories.

1. Category 1 - Sponsored
2. Category 2 - Civic
3. Category 3 - Non-Profit
4. Category 4 - Resident
5. Category 5 - Business

### Category 1 – Sponsored

This category encompasses events/programs sponsored by the Town of Jupiter, Palm Beach County, 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. Personal and social functions will not be recognized under this category. (i.e., weddings, retirements, birthday parties) Ongoing meeting groups will be required to complete a yearly profile to update their contact information. Ongoing reservations do not automatically continue, groups are responsible for resubmitting a request application several months before last meeting, meeting dates/times are not guaranteed from year to year. Ongoing reservations are taken up to one year in advance.

Room	Rates
Auditorium	\$0/HR
2/3rds of the Auditorium	\$0/HR
1/3rd of the Auditorium	\$0/HR
Dance Floor (Flat Fee)	\$400 Flat Fee
Overtime	\$30/HR
Set Up Fee	\$100 Flat Fee
Security Deposit will varies by event	\$0-\$200

### Category 2 – Jupiter Civic (Hours billed will include set up & clean up time.)

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. Personal and social functions will not be recognized under this category by the Town of Jupiter. (i.e., weddings, retirement parties, birthday parties) Examples: Incorporated Jupiter Homeowners Associations/Property Management Companies, Rotary Club, Chamber of Commerce. Ongoing meeting groups will be required to complete a yearly profile to update their contact information. Ongoing reservations do NOT automatically continue, groups are responsible for resubmitting a request application several months before last meeting, meeting dates/times are not guaranteed from year to year. Ongoing reservations are taken up to one year in advance and require full payment.

Rooms	Rates - Category 2
Auditorium	\$30/HR
2/3rds of the Auditorium	\$20/HR
1/3rd of the Auditorium	\$10/HR
Dance Floor Rental	\$400 Flat Fee
Overtime	\$30/HR
Set Up Fee	\$100 Flat Fee
Decorating Time/Clean Up Time	\$30/HR
Kitchen Usage Fee	\$100 Flat Fee
Security Deposit	\$100

### Category 3 – Jupiter Non-Profit (Hours billed will include set up & clean up time.)

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. Groups must provide 501(c)3 documentation for each rental. Personal and social functions will not be recognized under this category by the Town of Jupiter. (i.e., weddings, retirements, birthday parties, etc.) Additional fees may apply for dance floor rental (\$400), set up/clean up charges (\$30/hr), overtime fees (\$30/hr) and security deposit (\$200). Groups will be required to complete a yearly profile to update their contact information. Ongoing reservations do not automatically continue, you are responsible for resubmitting a request application several months before your last meeting. Ongoing reservations are taken up to one year in advance and full payment is required upon booking.

Room	Rates - Category 3
Auditorium	\$60
2/3rds of the Auditorium	\$40
1/3rd of the Auditorium	\$20
Dance Floor Rental	\$400 Flat Fee
Overtime	\$30/HR
Set Up Fee	\$100 Flat Fee
Decorating Time/Clean Up Time	\$30/HR
Kitchen Usage Fee	\$100 Flat Fee
Security Deposit	\$200

### 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. Under no circumstances will a resident be permitted to use the Community Center as a way to gain monetary benefit, directly or indirectly. Residents must provide proof of residence. (i.e., driver's license, utility bill, property tax statement)

Room	Rates - Category 4
Auditorium	\$250
2/3rds of the Auditorium	\$160
1/3rd of the Auditorium	\$80
Dance Floor Rental	\$400 Flat Fee
Overtime	\$30/HR
Set Up Fee	\$100 Flat Fee
Decorating Time/Clean Up Time	\$30/HR
Kitchen Usage Fee	\$100 Flat Fee
Security Deposit	\$500

### Category 5 – Jupiter Business

Incorporated businesses may use the facility for company meetings and private parties. Under no circumstances will a business be permitted to use the Community Center as a way to gain monetary benefit, directly or indirectly. A State of Florida Tax Exemption Certificate will also be required when submitting the request application otherwise tax will be charged. **Businesses must be within the city limits of Jupiter and provide a copy of their current Town of Jupiter Business Tax Receipt.**

Room	Rates-Category 5
Auditorium	\$350
2/3rds of the Auditorium	\$220
1/3rd of the Auditorium	\$110
Dance Floor Rental	\$400 Flat Fee
Overtime	\$30/HR
Set Up Fee	\$100 Flat Fee
Decorating Time/Clean Up Time	\$30/HR
Kitchen Usage Fee	\$100 Flat Fee
Security Deposit	\$200-\$1,000

## Availability

- **Reservations**

The first step in checking on dates or renting the facility is completing the [online request application](#). Online requests are received faster than faxed/dropped off requests since they are received via e-mail. In addition, sometimes with a little research, we are able to accommodate an event by rescheduling/relocating smaller meetings. And most importantly, by submitting your completed request application, it gives us the information we need to process your event. Requests must be submitted at least thirty (30) days prior to the event. HOA meeting requests must use the online [HOA Request Application](#) Form. Request applications may also be picked up at the Community Center, mailed or faxed upon request and are available online at [www.jupiter.fl.us/facilityrentals](http://www.jupiter.fl.us/facilityrentals). Due to communication issues we request that all communications/arrangements be made by one person representing your party/event. Applicants must be at least 21 years of age.

- **Days for Rental**

Category 4 and 5 rentals are limited to weekend usage (Friday, Saturday and Sunday) unless pre-approved by Town of Jupiter staff. The community center will be closed on holidays and not available for rental. The operational plans of an event, and the event itself, shall not interfere with the normal operations of the community center. An event will be denied based on this alone. In addition, **the Town of Jupiter reserves the right to limit the amount of weekend usage.**

## Reservation Process

Once the Request Application has been received you will be contacted within 5-7 **business** days regarding your event's approval. Additional information may also be requested during this time frame. If your event is approved you will receive an e-mail with instructions on how to pay the required fees and confirm your reservation. An event is not confirmed until a written contract has been signed and payment is collected. Approval for use will be on a first come first served basis and will be based upon availability, set up needs and staffing availability. Rentals will not be permitted to disrupt the normal operations of the Community Center. Applications will be accepted up to one year in advance.

Applicants may visit the Community Center, Monday-Friday, 8:30 am – 9:00 pm and Saturdays, 8:30 am – 4:30 pm. It is recommended that you call in advance to make an appointment.

## Fees [\(Online Fee Estimator\)](#)

There is no fee for submitting a reservation request application. However, no date is confirmed unless a Facilities Rental Agreement is signed and payment has been received. Complete payment, including security deposit is due at least 7 working days prior to the event. After a review of the application, the fee category will be determined by Town of Jupiter staff. Groups claiming Non-Profit status will be required to provide documentation verifying their tax exempt status each time the group applies for a permit. A non-profit does not automatically qualify you as tax exempt. You must **specifically** have a valid "Florida State Tax Exemption Certificate" to qualify for tax exempt status.

The rental fee includes the use of existing restrooms, water and electrical utilities.

Common areas located in the Community Center are not for rent and can only be used for entrance/exit to the event. Crowds congregating in common areas will be asked to disperse during normal working hours. Doors are not to be propped open in any room under any circumstances except for short periods of loading and unloading equipment/supplies.

All fees apply unless Town Council approves fee waiver.

The Town of Jupiter does not supply decorations, linens, tableware, silverware or place settings or catering supplies.

## Additional Fees

	Cost	Notes
<b>Set Up Fee</b>	\$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.
<b>Overtime</b>	\$30 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.
<b>Dance Floor Rental 24' x 24'</b>	\$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.
<b>Kitchen Access</b>	\$100 (Flat Fee)	Anyone needing access to the kitchen will be charged.
<b>Set Up Time/Clean Up Time Charges</b>	\$30/HR	This fee is applied to Category 4 & 5 reservations when the applicant needs access to the facility before and after their actual event for decorating and clean up purposes. It is applied hourly from the time access begins to the time the event actually starts and then resumes when your event ends and you are physically out of the facility.

## Payment of Fees

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

## Normal Operating Hours

Normal business hours are Monday – Friday, 8:00 A.M. – 9:00 P.M. and Saturday, 8:00 A.M. – 5:00 P.M. 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 \$30 per hour/per person. **All Categories 1-5 must end their events by midnight, including clean up time.**

## Set Up/Decorations

### Access Approval Time

This is the time when you have been approved by Town staff to enter the facility for set up purposes. The billing rate for Category 4 & 5 is \$30/hour up to the start of your event. It is not the same as a “set up fee” as this is YOUR time to begin set up. For example, if your event started at 6pm and you wanted access at 3pm for decorating purposes you would be charged \$30 per hour for 3 hours. Total cost: \$90

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.

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 written 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.

1. Decorations must be free standing or tabletop.
2. **Nothing is to be taped to the walls and this applies to ALL categories and everyone!**
3. Lobby or courtyard furniture may not be moved or rearranged.
4. Fog machines are not permitted in the community center.
5. Plants must have drainage protection for carpeting/flooring.
6. 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.
7. Decorating the windows, light fixtures or painted surfaces is prohibited.
8. No balloons are permitted in the building until two hours before your event is to start.
9. 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.
10. 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 at least ten (10) working days prior to an event. Security deposits received within 10 business days of an event must be paid in cash or by credit card. (Mastercard, Visa, Amex) **THERE WILL BE A 5% PROCESSING FEE DEDUCTED FROM ALL CREDIT CARD SECURITY DEPOSIT REFUNDS.**

Security deposits paid by check or cash will be mailed to the name and address on record approximately 2-3 weeks after your event.

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.

The next **business** day after your event please contact the Town of Jupiter Community Center to confirm the status of your security deposit refund (561) 741-2400.

If there are deductions noted course of action and cost will be based upon staff time and materials to repair damage. Once the deductions have been made, a refund requisition will be sent to the Finance Department and a check will be issued to the individual listed on record. This refund process will 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 a business that has submitted the required paperwork and has been added to the Town of Jupiter Vendor and Service Provider List. Once a business has completed all of the registration requirements the business will be placed on the "Registered Vendor List." This list will be available on the Facility Rental website in PDF format to all prospective clients looking to book events, weddings, parties and more at the Civic Center, Old Town Hall, Community Center and Skate Park.

The Town of Jupiter requires vendors and service providers to register when a signed agreement has been executed with a private rental being held at the Jupiter Civic Center, Jupiter Old Town Hall, Jupiter Community Center or Jupiter Skate Park. This is in ADDITION to the Business Tax Registration and is managed by the Jupiter Recreation Department. Any person, group, or business that provides a service at a town facility must possess a current Town of Jupiter Occupational License or **Business Tax Registration**. This includes caterers, bands, disc jockeys, florists, rental companies, exhibitors, etc.

## **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.

## **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:**

- Use is considered contrary to the Town's best interest
- Advocacy to overthrow the Federal, State or Local Government
- Misrepresentation of rental information
- Previously caused or allowed damage to Town property
- History of hostile or violent behavior
- Business/residents will gain monetary benefit, directly or indirectly.
- Past conduct has resulted in police or fire department response
- If number of rentals exceeds more than two time per month
- 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.

## General Usage Policies

1. The Town reserves the right to deem any activity inappropriate for the Community Center.
2. The Town reserves the right to limit the amount of weekend usage.
3. The Community Center will be closed on holidays and will not be available for rental unless pre-approved by the Community Center Supervisor.
4. The operational plans of an event and the event itself shall not interfere with the normal operations of the community center. An event will be denied based on this item.
5. All children age 14 and under must be supervised by an adult throughout the time that they are in the Community Center.
6. No pets are permitted in the Community Center with the exception of registered guide dogs who must be wearing the proper identification harness and vest. Owners must have paperwork available at all times especially upon first visit to the Community Center.
7. The Town of Jupiter will not be responsible for any property that is left on the premises by an individual or group using the facility.
8. No food or drink is permitted in the gymnasiums and game room.
9. Town of Jupiter employees have the authority to enforce all rules and regulations governing the Community Center. If at anytime the Lessee, and/or the Lessee's guests, becomes uncooperative with the Town of Jupiter employees, the Jupiter Police Department will be contacted to control the situation.
10. Anyone caught in the destruction of property will be personally held accountable for repairs and removed from the Community Center.
11. Anyone caught using profanity, and/or fighting will be removed from the Community Center.

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).

## Recurring Meetings

Due to recent increased usage demands of the Jupiter Community Center, recurring meetings will not be possible at this location until further notice.

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. Additional insured's are a common and increasingly important part of liability insurance. The purpose of an additional insured 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, and application or lease, depending upon which facility you are requesting.