



St. Lucie County Facility Use Permit LIBRARY MEETING FACILITIES

Applicant is For Profit Non-profit Individual

FACILITY INFORMATION

Facility Requested: _____ Date(s) Requested: _____

Room(s): _____ No. of Attendees: _____ Times: _____ AM/PM til _____ AM/PM

Type of Event: _____

Service or equipment requests (additional charges may apply)

ORGANIZATION/APPLICANT INFORMATION:

Organization Name: _____ Applicant: _____

Business/Home Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____ Cell: _____

Terms & Conditions of Use

1. User shall use the Premises indicated above only for the use stated and shall not use or permit the Premises to be used for any other purpose. User shall obtain any and all permits and licenses, comply with any and all requirements and pay any and all taxes, fees and charges prescribed by federal, state and local laws, ordinances, rules and regulations.
2. User shall not do or permit anything on or about the Premises which will in any way damage the Premises, obstruct or interfere with the rights of other users of County's facilities, or injure or annoy them.
3. Lessee shall not admit to Premises a larger number of persons than indicated above or additional charges may apply. In no case, shall the number of persons exceed the capacity of the leased portion of the facility.
4. Payment in full and all required documents are due no less than 30 days prior to the event. If payment in full is not received by that date, at the discretion of the Coordinator, the event may be cancelled. However, any payment made less than 30 days prior to the Event date must be made by cash, cashier's check, money order or certified check. The event shall be cancelled if payment in full is not made within 10 business days of the event date. If the check is returned to the County as not payable by the bank, an additional charge shall be due from the Lessee and the Event will not be considered reserved until full payment is received in the form of cash, cashier's check, money order, or certified check.
5. The rental period shall begin and end on the day and time stated. All events must end no later than 15 minutes before the library closes.
6. If the User desires to cancel this Agreement and if written notice 60 days prior to the event date is given, the County shall refund the full amount. If cancellation is less than 60 days but more than 30 days, there shall be a 50% refund of the rent. If cancellation is within 30 days or less of the Event date, or no written cancellation notice is provided, there shall be no refund.
7. User agrees that any change, alteration or addition to the Premises must be approved in writing by the Coordinator. In the event of any such approved change, the entire cost of such change and removal or replacement shall be borne by the User.
8. The County shall determine the level of security protection needed. User shall procure and maintain, at its own expense, such security during the Event. User shall provide the County at least 10 days before the Event, with proof, in a method acceptable to the County, of having retained the level of security determined needed by the County.
9. County and/or its designated agents shall have the right to enter and inspect the Premises at any time. County further reserves the right to itself and its designees to enter the Premises at any time to perform services required of or permitted to County, such as concessionaire, janitorial and repair or replacement services.
10. During the term, User shall maintain the Premises in good order, condition and repair and shall leave the Premises in good order, condition and repair and shall remove all personal property, fixtures and decorations from the Premises and immediately repair any damage caused by the use. Any property left on the Premises shall become the possession of the County.
11. The User shall be responsible for any and all damage to the Premises and to County's property therein caused, directly or indirectly, by User, User's agents, employees, volunteers, exhibitors, independent contractors, patrons, guests or invitees, whether accidental or otherwise. If County is required to make repairs or incur clean-up costs, County may deduct from the security deposit such costs as are necessary to cover the costs of the repair or clean-up. If the deposit was not charged or is insufficient to cover such costs, User shall be required to pay the amount due within 10 days of the Event Date.
12. County shall not be liable for any damage to the property of User, or to any person bringing property into User's Event. County shall not be responsible for the theft, loss, or damage to User's property or property belonging to anyone with whom User may have contractual relations as to the use or partial use of the Premises, or property belonging to any employee, agent, guest, patron or invitee of User.
13. User will indemnify, defend and hold County, St. Lucie County Board of County Commissioners, its officers, directors and employees, harmless from any and all liability, loss, damage, costs, expenses, including, without limitation, attorneys' fees, on account of injury or damage to persons, firms or corporations or to property directly or indirectly arising out of or relating to this Agreement, the

