

Town of Century, Florida

Facility Use Policy and Rental Agreement

7995 North Century Blvd, Century, FL 32535

Phone: (850) 256-3208

SECTION 1: RENTER INFORMATION

Renter's Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date of Rental: _____

Start Time: _____

End Time: _____

Purpose of Event: _____

SECTION 2: FACILITY INFORMATION

Facility Requested (Check One):

Century Community Center (Ag Building)

Century Business Center (Habitat Building)

User Type	Rental Fee	Cleaning Deposit	Total Due
All Residents	\$400	\$100 (Refundable if facility is properly cleaned)	\$500
Government Agency (All Levels)	Fee Waived	None	\$0*

Town Council approval is required for all Government Agency requests seeking a waived rental fee.

An Interlocal Agreement is required if the event or facility use exceeds five (5) days. The waiver shall only be granted if the use of the facility is in direct exchange for other municipal services rendered to the Town of Century, consistent with Florida law.

All standard rental-related costs including but not limited to security, cleaning, and key replacement shall remain the responsibility of the government agency unless expressly waived by the Town Council in writing. A fee waiver for facility rental does not automatically extend to these ancillary costs.

Security Requirement:

- Security provided by the Escambia County Sheriff's Office or a State of Florida licensed security guard company is required for all events with more than 75 attendees. Proof of arrangement must be submitted at least 5 business days prior to the event.

- Events with 150 or more attendees require prior approval by the Town Council.

SECTION 3: TERMS AND CONDITIONS

1. I am 21 years of age or older and will be present for the duration of the rental.
2. I am responsible for returning the facility in the same condition it was received.
3. A \$100 cleaning deposit will only be refunded upon passing post-event inspection.
4. I am liable for any damage that occurs during the rental period.
5. No admission fees may be charged unless pre-approved by the Town Council.
6. The facility must be vacated by 12:00 AM.
7. Prohibited: Tobacco, alcoholic beverages, illegal drugs.
8. Bathrooms must be cleaned and mopped.
9. All floors must be mopped and mops rinsed and stored upright in the kitchen.
10. Trash must be bagged and removed to the dumpster.
11. Thermostats must be left on AUTO: AC set to 76°F or Heat at 65°F.
12. Weekend rentals: Keys must be picked up by 3:30 PM on Friday. No exceptions.
13. Keys must be returned by the next business day.
14. No refunds if cleaning guidelines are not followed or lights are left on.
15. A Hold Harmless and Indemnification Agreement must be signed by all non-government renters.
16. A Certificate of General Liability Insurance naming the Town of Century as an Additional Insured is required for all public events with more than 150 attendees or where amplified sound is used. Alcohol is strictly prohibited on the premises.

SECTION 4: SIGNATURES

Renter's Signature: _____

Date: _____

Town of Century Representative: _____

Date: _____

SECTION 5: DEPOSIT RETURN AND CANCELLATION

- \$100 Cleaning Deposit: [] Approved [] Denied

- Reviewed by: _____

- Date: _____

Cancellation Policy: A full refund is available only if cancellation is made at least 48 hours in advance of the scheduled event.

For questions or to return this form, contact Town Hall at (850) 256-3208.