

**Facility Use Agreement - Denton Johnson Center - The Community Holiday Drive**

1 message

Wanda Randolph &lt;wrandolph@townofeatonville.org&gt;

Sun, Oct 12, 2025 at 10:40 AM

To: Darius Washington &lt;dWASHINGTON@townofeatonville.org&gt;

Cc: Travis R Kendrick &lt;rev.tkendrick@yahoo.com&gt;, Wanda Randolph &lt;wrandolph@townofeatonville.org&gt;

Good morning,

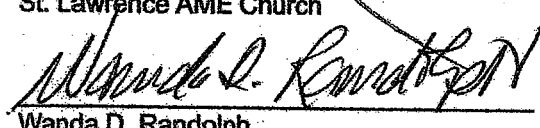
Please be advised that the application for the annual Thanksgiving Community Holiday event will be submitted to you tomorrow.

This annual event has been in place for over 11 years in the Eatonville Community. Also, simuntensouly the Town of Eatonville

**Statement:** This event is free and open to the Public. Monday, November 24, 2025

**Overview and mission statement of the organization:** To the intellectual, physical, emotional, and environmental needs of all people to end hunger by distribution of food to those in need, through this network of partner agencies in the Town of Eatonville and surrounding areas.

**Benefit the Eatonville Community:** By securing the need of food by distributing it to those in need through a network of partner agencies, providing immediate and stability to ensuring hunger and health by placing food on the table for quality of life and dignity of all residents and people.

  
Rev. Travis Kendrick  
St. Lawrence AME Church  
Wanda D. Randolph  
Community Holiday Coordinator  
St. Lawrence AME Church



## Facility Use Agreement

Date of Application:

10/30/2025

(Check those that apply)

☒ Eatonville Resident ☐ Non-Resident ☐ Continuous Group  
☒ Community Organization ☒ Non-Profit ☐ Civic Club ☐ Other

Name: ST. LAWRENCE AME CHURCH Telephone: 407-435-3520

Address: 549 E. KENNEDY Blvd

Facility Request Date(s): \_\_\_\_\_

Event Hours: 8:00 A.M. - 4 P.M. (include set-up and break down) Chairs Needed: \_\_\_\_\_

Type of Event: Community Round Tables Needed: \_\_\_\_\_ Rectangle Tables Needed: \_\_\_\_\_

Estimated number of guests: \_\_\_\_\_ Vehicles: DRIVETHRU 300

### Facility to be Utilized (Check those that apply)

☒ Denton Johnson ☐ Picnic Pavilion ☐ Frances Jerry Park ☐ Lake Lovely ☐ Elizabeth Park

### Circle Yes or No for the follow questions:

Will Fireworks, amusement rides or pyrotechnics be used? Yes or No: NO

If yes, explain: \_\_\_\_\_

Will admission be charged? Yes or No

If yes, explain (cost per person, donations, and solicitations): \_\_\_\_\_

Will food, goods, or services be sold at the event? Yes or No

If yes, explain: \_\_\_\_\_

Will live or recorded music be used? Yes or No

If yes, explain: \_\_\_\_\_

Will the facility be used for commercial filming or photography? Yes or No: POSSIBLY LOCAL

If yes, explain: SPONSORS, GROUPS, NETWORK MEDIA

Will alcohol beverages be dispensed, or permitted? Yes or No

If yes, explain: \_\_\_\_\_

Does the organization have current liability insurance for the activities? Yes or No: \_\_\_\_\_

If yes, provide a copy of a valid insurance certificate with the minimum coverage as outlined in Exhibit A attached here to.

Name of Organization: (ST. LAWRENCE AME CHURCH) (TOWN OF EATONVILLE) SPONSORS

Community Organization must provide the following documents:

- ☒ Community Based Organization Verification Form.
- ☒ Proof of 501-C3 status registered under Internal Revenue Service.
- ☒ Tax exempt status registered under Department of Revenue.
- ☒ Statement that event is free and open to the Public.
- ☒ Overview and mission statement of the organization.
- ☒ Letter stating how this event will benefit the Eatonville Community.

PARTNERSHIP  
COMMUNITY CHARITABLE  
ORGANIZATIONS  
ANNUAL EVENT

### **Insurance Liability**

A valid insurance certificate is required for use of any Town facility. The insurance certificate must afford one million dollars (\$1,000,000) of general liability coverage per occurrence and contain the following information: ***General Liability coverage (property and bodily injury as evidenced by an insurance certificate with an endorsement naming the Town of Eatonville as Additional Insured and guaranteeing (30) days prior notice to change or cancellation of policy.***

Use of any facility will not be permitted unless a valid insurance certificate has been received by no later than ten (10) business days prior to the first scheduled date of use of the gym or other facility.

1. The permit holder shall be responsible for any and all damage to the Town's facilities, equipment and/or property. If additional maintenance is deemed required (in excess of normal services/time) to restore the premises, equipment and /or property to reasonable use by others then the permit holder shall be charged accordingly.
2. The Town disclaims responsibility for any accident, injury, liability, loss or damage to person or property as a result of unauthorized facility or park us.
3. The permit holder will be responsible for all actions and omissions that result in damages that are caused by their attendees.

#### **A. Hold Harmless/Insurance Agreement**

The contractor, vendor, organization or user hereby promises and agrees to indemnify and hold harmless the Town of Eatonville, a municipal corporation, it's officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions including attorney's fees for trial and appeal, of any kind and nature arising or growing out of in any way connected with the performance of the Agreement whether by act or omission of the Contractor-Vendor, Officers, agents, servants, employees or others.

The undersigned agrees to abide by all regulations governing the said facility.

**Copyright Law:** Licensee assumes all cost arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processed or dramatic rights used on or incorporated into the conduct of any event covered under the agreement and licensee agrees to indemnify any patented trademark or copyrighted materials, equipment, devices, processes or dramatic from any such suit of action, regardless of whether it be groundless or fraudulent.

#### **B. Licensee Acknowledgement**

You are required to sign and date your agreement. Falsification of information may result in rejection of the agreement or cancellation of the event by the Town of Eatonville. In addition, an individual may be subject to prosecution under the Town's Code of False Information.

Licensee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Wanda D. Kunk* 10/20/2025

### General Rules & Regulations:

**The Town of Eatonville Municipal Codes/Regulations apply to all Town Facilities.**

1. Office Hours: Monday through Friday, 9am until 4pm. To contact the office, call 407-623-1223.
2. A deposit is required. Any additional fees such as cleaning, damages, staff time, room time will be deducted from the cleaning/damage deposit. Any charges incurred to return the venue to its original condition will be deducted from the deposit.
3. The Town reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a Town event. In these cases, all attempts will be made to provide a minimum of 10 days advance notice and to provide an alternate location. In the event of an emergency, when only short or no notice can be provided, groups must cooperate with the request to not use the facility or risk loss of current permit and denial of future use. If there are no alternate facilities available, the Town is not obligated to provide an alternate facility. In case of such event, a full refund will be given.
4. The Town of Eatonville encourages partnerships and volunteerism to improve facility quality and maintenance; however, in the absence of a written agreement, donations and/or contributions of time, does not give any organization priority at any facility. Groups wishing to make alterations to facilities must submit these improvement requests in advance to the Town. No groups will be allowed to make any alteration to any facility without first obtaining the Town's approval.
5. The customer has the right to cancel an event by giving a minimum of 10 days advance written notice. If the Town of Eatonville cancels then a full refund will be honored. If renter cancels in writing prior to 30 days before the event, the deposit less the administrative fee will be refunded. Cancellations made in writing and received less than (30) days before the event will be charged a \$50 fee which will be deducted from the deposit.
6. All litter and debris that may occur because of the event must be placed into trash or recycling receptacles, where provided, or removed from the premises.
7. All Groups are responsible for the condition in which they leave the facility. Any excessive clean-up required by the Town staff following the use of the facility will be cause for forfeiture of all or part of your deposit.
8. Amplified music, use of musical instruments, radios, or Public Address Systems requires a permit, and if granted, must conclude by 9:00 p.m., Sunday through Thursday and by 11:00 p.m., Friday and Saturday.
9. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation, forfeiture of deposit, and denial of future facility use.
10. **SMOKING IS NOT PERMITTED IN ANY OF THE TOWN OF EATONVILLE BUILDINGS.**
11. THE Town will **NOT** be held responsible for any articles left at the facility.
12. Maximum occupant loads are mandated by the Fire Marshall and posed maximum may not be exceeded.
13. Hours reserved should include the TOTAL time the facility will be in use including set up, total activity and clean up time. **ALL CHANGES IN ARRANGEMENTS MUST BE MADE IN WRITING WITHIN 48 HOURS.**
14. All renters must hire one (1) off-duty Town of Eatonville police officer for every 100 guests, for the function if alcohol is to be served. The representative of the event who will sign the contract must be over the age of twenty-five (25) years of age.
15. Teen parties (persons under the age of twenty-one (21) must hire one (1) off-duty Town of Eatonville police officer as well as have one (1) adult chaperone for every twenty persons attending.
16. The sponsor of any event held at a Town facility will be held responsible for the orderly conduct of those individuals participating and also agrees to ensure that if alcohol is served, the consumption of the alcohol will only take place inside the building.
17. The use of tacks, nails, glitter/hard to remove decoration, or staples on the tables and walls is strictly prohibited. Deposit will be forfeited.

## Town of Eatonville Fee Schedule

### **Facility Rental Fee**

#### Residential Rates

Refundable Deposit.....	\$100.00
Application/Administrative Fee.....	\$100.00
First 2 Hours (Facility Fee).....	\$ 75.00
Each Additional Hour.....	\$ 30.00
Kitchen Use.....	\$ 50.00
Staff Hourly Rate (2 hour minimum).....	\$ 20.00
Insurance Fee.....	\$ 100.00
<i>ALL Community Based Organizations (Town of Eatonville).....2 Hour Facility Fee Waived</i>	

#### Non-Resident Rates

Refundable Deposit.....	\$100.00
Application/Administrative Fee.....	\$100.00
First 2 Hours (Facility Fee).....	\$125.00
Each Additional Hour.....	\$ 40.00
Kitchen Use.....	\$ 75.00
Staff Hourly Rate (2 hour minimum).....	\$ 20.00
Insurance Fee.....	\$100.00

#### Additional Fees

Police Officer Hourly Rate.....	\$ 50.00
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### For Office Use Only

Facility \_\_\_\_\_

First 2 Hours Fee.....	\$ _____
Additional Facility Hours.....	\$ _____
Kitchen.....	\$ _____
Personnel.....	\$ _____
Police.....	\$ _____
Insurance.....	\$ _____
Application/Administrative Fee.....	\$ _____
Subtotal A.....	\$ _____
Sales Tax 6.5%.....	\$ _____
Subtotal B.....	\$ _____
Deposit.....	\$ _____
<b>TOTAL</b> .....	\$ _____
<b>BALANCE DUE:</b> .....	\$ _____

Date Balance is Due: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Cash/Check/Money Order# \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

# *State of Florida*

## *Department of State*

I certify from the records of this office that ST. LAWRENCE A.M.E. CHURCH, INC. is a corporation organized under the laws of the State of Florida, filed on January 29, 1971.

The document number of this corporation is 720152.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on March 27, 2019, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-seventh day of March,  
2019*



*Randy R. Lee*  
Secretary of State

Tracking Number: 1100451111CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

OGDEN UT 84201-0038

In reply refer to: 0438086846  
Jan. 23, 2013 LTR 4168C 0  
59-1864008 000000 00  
Input Op: 0437986846 00021686  
BODC: TE

ST LAWRENCE A M E CHURCH INC  
PO BOX 2322  
EATONVILLE FL 32751

810

Employer Identification Number: 59-1864008  
Person to Contact: Mrs Barker  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 13, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 1979.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(i).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.


Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0438086846  
Jan. 23, 2013 LTR 4168C 0  
59-1864008 000000 00  
Input Op: 0437986846 00021687

ST LAWRENCE A M E CHURCH INC  
PO BOX 2322  
EATONVILLE FL 32751

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Sharon Davies".

Sharon Davies  
Accounts Management I