



PO BOX 2286
1 SOUTH CENTRAL
UMATILLA, FL 32784
(352) 669 -3125 - Utilities@Umatillafl.org

Community Center Rental Application

Date Requested: _____

Rental Hours: _____ To : _____

Number Of People Expected: _____ (99 Max)

Type Of Function: _____

Set Up And Tear Down? Yes / No

Cadwell Table & Chair Inventory

- 18 - 8 FT Rectangular Table (8 Chairs Per Table)
- 4 - 6 FT Rectangular Table
- 12 - 5 FT Diameter Round Tables
- 96 - Chairs

Number Of Round Tables: _____ With: _____ Chairs (6 Per Table)

Number Of Rectangular Tables: _____ With: _____ Chairs (8 Per Table)

Special Instructions : _____

Name Of Responsible Person (Print) : _____

Organization Represented (Print) : _____

Full Physical Address : _____

Full Mailing Address : _____

Phone Number : _____

Do You Live Inside City Limits (Per Property Appraiser) Yes / No

All Fees Must Be Paid At Time Of Booking & At Least 2 Weeks In Advance.



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The Following Rules Apply To Any Rental Over 2 Hours, Including Setup And Tear Down-

- Application Requires A Valid Photo Id Or Driver License Of The Responsible Party
- The Community Center Is Only Rented To One Customer Per Day (Unless Otherwise Approved By Management And Public Works)
- Rental Hours Are 8am-11pm, However, Rentals After 9pm Require An Off-Duty Police Officer (\$120 Flat Rate)
- Rental Time Includes Your Setup/Tear Down/ And Cleaning Time
- Required Cleaning Includes Sweep And Mop, Remove All Trash From Inside And Replace Liners, Clean All Counters, Bathroom Messes, And Doors Of Fingerprints, And Remove All Personal Belongings From The Property (Leave It Like You Got It)
- No Tape On Walls Or Windows. No Tacks, Nails Or Other Attachment To Walls
- If Alcohol Will Be Served Or Brought In, You Are Required To Complete A Special Event Application And Get Approval From The City, As Well As Hire An Off-Duty Police Officer For The Duration Of The Event (\$120 Minimum – Or \$40 Per Hour, Whichever Is Greater)
- The Posted Building Capacity Is 99 People Per The Fire Marshall- Do Not Exceed 99
- Deposits Are Returned By Check After The Event Is Complete And Staff Inspects The Community Center For Damages And Compliance With Cleaning Requirements
- No Inflatables of any kind (For Example, A Bounce House)

The Following Rules Apply To Any Meeting Rental 2 Hours Or Less, Including Setup And Tear Down-

- You Must Pick Up The Keys From City Hall And Return The Keys Once The Meeting Is Over And All Tear Down / Clean-Up Is Complete (Drop Box By Chamber After Hours)
- Any Damages Or Non-Compliance With Clean-Up And Proper Storage Of Fixtures May Result In Denial Of Future meeting Rentals
- Meeting Rates Are Only Offered For Brief Community Or Organizational Meetings That Require Minimal Load – in or Use Of Fixtures
- Meeting Rentals Are Allowed At City Discretion

***** All Rentals Are First Come, First Served *****

Contact the Umatilla Police Department at 352-669-3561 or Parks & Recreation on-call staff at 352-602-0600

with any questions or issues that arise during reservation times.



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Signature Of Responsible Party _____ Date: _____

City Official : _____ Date Received: _____

Service / Item	City Resident W/ID	Non – Resident	Cost Assessed
Cadwell Building			
Refundable Deposit (No Tax)	\$200	\$400	\$
Hourly Rental (Minimum 3 hours)	\$25	\$50	\$
Daily Rental (Maximum 10 Hours)	\$200	\$400	\$
Admin Fee	\$25	\$50	\$
Cleaning Fee	\$25	\$50	\$
Set up and Tear Down (optional)	\$50	\$75	\$
Av Equipment Usage (optional)	\$10	\$25	\$
Sales Tax %.07			\$
Total			\$



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