



Captiva Civic Center Conference Room Rental Application & Agreement

Current CCA Member/ Community Organization Name:		
Contact Name:	Phone:	
Email:		
Mailing address:		
Purpose for Renting Conference Room:		
Date of Reservation:	Time: (include setup & cleanup) From _____ to _____	
Number of people attending: (conference room table seats 12)		
Will the kitchen be used?*	yes	no
Will food and/or beverages be served?*	yes	no
<i>*If food/beverages will be served, an additional \$50 Civic Center cleaning fee will be applied. *The CCA does not have any dishes available for use. Please plan accordingly. *Additional fee for use of the kitchen (ovens, refrigerator, sink, or dishwasher) with permission in advance.</i>		
Will alcohol be provided? <i>*Absolutely no alcohol sales are permitted on CCA property.</i>	yes	no
Will you require use of our A/V equipment? <i>*A CCA staff person must supervise setup. *Any audio or visual presentations must be tested a minimum of two days in advance on our system to check for compatibility of technologies. We may not be able to guarantee this depending on the type of devices/laptops utilized. *The CCA does not provide a laptop to the renter for A/V use. You must bring your own please.</i>	yes	no
Is there an admission fee/charge to attend your event?	yes	no
If yes, how is that fee going to be used? <i>*The CCA does not support fundraising activities other than for charitable purposes.</i>		

Conference Room Rental Rates

Member Rental fee is due 15 days prior to use date.

Minimum rental fee is \$150 for up to two hours of use. Additional time is \$50 per hour or portion of an hour.

Kitchen use is available for an additional \$25 per hour.

Reservation / Security Deposit of \$100 is payable upon User's acceptance of this agreement.

Minimum Rental Rate for up to Two Hours:	\$ 150
_____ Additional Hours @ \$50 each	\$
Kitchen use @ \$25 x _____ hours	\$
Food/beverages cleaning fee @ \$50	\$
Total rental fee:	\$
\$100 security/deposit due	\$100 deposit
Total due upon reservation:	\$

The undersigned hereby agrees to the stated terms, conditions, and provisions of this rental agreement. This agreement is binding when all parties including the User & the CCA Executive Director have fully executed by signing and dating below and User initialing CCA Rental Agreement Terms, Conditions, & Provisions..

User Signature _____ Date _____

CCA Executive Director Signature _____ Date _____

*Specified organizations may be eligible for consideration of fee waivers/discounts as per CCA's Hall Rental policy.

CCA Rental Agreement Terms, Conditions, & Provisions

Please initial after each section

Availability: The Civic Center Conference Room is generally available between 9am and 5pm Monday through Saturday with evening requests considered when CCA staff is available. All times are inclusive for set up & complete clean up. The Conference Room may be rented with kitchen use for an additional charge. Please be aware that during business hours, the restroom & kitchen facilities are shared with Civic Center staff. All rental agreements must be approved by the CCA President or Executive Director. Any special or unusual request shall be brought to the CCA Board of Governors for consideration. CCA sponsored business and committee meetings shall have preference over all other uses and dates. CCA Members eligible to rent the premises are those members in good standing with one-year minimum membership. _____ initial here

Parking: The CCA Parking Lot is limited to 25 spaces. Parking is shared with the Captiva Library & Civic Center Offices during business hours. Parking is prohibited on all Captiva streets and roadways. _____ initial here

Reservation / Security Deposit: The reservation/security deposit is due upon renter's execution of this agreement. ANY deposit paid LESS than 15 days prior to the rental date shall be paid in the form of cash or Cashier's check only. No personal

checks accepted less than 15 days prior to rental day. Checks are payable to Captiva Civic Association. This deposit shall be refunded in the event the User has a change in plans and notifies the CCA Executive Director in writing not less than 15 days prior to date of use. Upon User taking occupancy, this reservation deposit is considered a security damage deposit which is refundable to User upon completing this agreement and vacating the premises, and after the cost of any losses, theft, damage, breakage, extraordinary cleaning charges, or any other cost incurred by the CCA resulting from the rental of the premises is deducted. Deposit balance will be refunded within 10 days after vacating premises. The CCA will not be responsible for any equipment or personal belongings of User. [redacted] initial here

Rent Payment Due: The rental fee is due and payable not less than 15 days of the scheduled rental and may be paid by personal check. In the event the deposit and or rent fees are paid less than 15 days prior to the rental and pending CCA concurrence, payment shall be in the form of CASH, or Cashier's check. Payment must cover all dates and hours reserved. [redacted] initial here

CCA Civic Center Facilities: The Civic Center Facilities and PREMISES for this rental agreement purposes shall include only the CONFERENCE ROOM, RESTROOMS, AND KITCHEN. The storeroom adjacent to the HALL is private and strictly for CCA equipment storage and access is for CCA designated persons only. All doorways and fire exits must remain clear and accessible at all times. [redacted] initial here

Smoking: The Civic Center Building interiors and property are entirely nonsmoking. Smoking is not allowed anywhere on the outside grounds. Any infringement of the NO-SMOKING rules shall cause deposit forfeiture. [redacted] initial here

Alcoholic Beverages: NO alcoholic beverages may be *sold* on CCA premises. Alcoholic beverages, if served by Users, shall be consumed within the interior of the building only. User is responsible to provide alcohol liability insurance and ensure all members of User's party adhere to this policy. [redacted] initial here

User Responsibilities: EQUIPMENT: Additional chairs and tables are available by prior arrangement with the CCA Executive Director. User shall review with the CCA Executive Director their setup plans not less than 7 days prior to the rental date. Please be mindful of the wood floor and DO NOT DRAG or PUSH equipment. A/V equipment must be monitored by CCA staff only. [redacted] initial here

Trash: All trash/garbage shall be securely bagged. Bags of trash/garbage are to be placed in the kitchen. [redacted] initial here

Lights /Air: All lights and air conditioning settings are to be adjusted by the CCA Executive Director only. Lighting systems shall not be altered in any manner. All doors & windows shall be secured and locked after use. [redacted] initial here

Clean Up: The User shall return the rental premises to the same condition in which it is found. The CCA Executive Director will return all equipment to its proper storage area. [redacted] initial here

Fire Extinguishers: Person listed as responsible for the event has identified the location of all fire extinguishers. [redacted] initial here

[redacted] By initialing here, I (USER) have read, fully understand, and agree to abide by the above stated terms, conditions & provisions of this CCA Member User's Rental Agreement.

Captiva Civic Association
P.O. Box 778 – 11550 Chapin Lane, Captiva, FL 33924
239-472-2111 – ccactiva.org

PLEASE REMIT THIS FORM AND DEPOSIT TO THE ADDRESS ABOVE
OR EMAIL TO emily.ankerson@ccactiva.org

CCA Hall & Conference Room Rental Policy

POLICY STATEMENT:

This policy was created to define who can rent the space and specify instances when CCA Rental fees may be waived or reduced. The intent is to provide consistency and recognize the value in organizational work for the community's betterment and enhancement.

SCOPE:

This policy applies to any instance of Civic Center Hall or Conference Room rental that is separate from a lease agreement.

WHO CAN RENT CIVIC CENTER HALL or CONFERENCE ROOM:

- ❖ Existing CCA members in good standing with a current one-year membership
- ❖ Community non-profit organizations from Captiva and Sanibel
- ❖ Government-related entities from Captiva and Sanibel
- ❖ H.O.A. groups from Captiva
- ❖ Family of a deceased CCA member for purposes of memorializing the CCA member
- ❖ Special considerations may be reviewed by the Board of Governors upon request

ELIGIBLE FOR FEE WAIVERS/DISCOUNTS:

- Non-profit 501c3 organizations from Captiva and Sanibel with proof of current status
- Government-related groups from Captiva and Sanibel
- H.O.A annual meetings for Captiva groups
- Special considerations reviewed by the Board of Governors upon request

PROCEDURE FOR ELIGIBILITY DETERMINATION:

- ❖ Requests for waiver consideration must be submitted to the CCA Executive Director in writing when the date for usage is being requested.
- ❖ A completed Rental Application Form must be submitted at the same time.
- ❖ Application will be reviewed by the Executive Director.
- ❖ Decision will be communicated to the applicant within one week of the application submission.

RESPONSIBILITY FOR ENFORCEMENT:

- CCA Executive Director
- CCA Board of Governors

Adopted by the CCA Board of Governors on 3/16/2022