

**APPLICATION/REQUEST FOR USE OF THE
CAPITAL BANK COMMUNITY ROOM(S)
LOCATED AT JACOBS AQUATIC CENTER ("JAC")**

Application form must be completed and deposit funds presented before the community room(s) is reserved. Please print or type.

½ Room \$60 hr _____	Entire Room1 & 2 \$120 hr _____	Reservation Deposit \$120 +Room Rental Hours \$ _____
----------------------	---------------------------------	---

Name of Organization/Individual: _____
(Non-Profit Organizations must attach a copy of their 501(c)(3) to the application)

Topic, Purpose & Type of Program or Exhibit: _____ Birthday Party _____

Contact Person: _____

Address: _____

Phone: _____ A.M. _____ P.M.

Date(s) Requested: _____ How many Hours: _____ TIME: _____

Equipment needed: Chairs (Number) _____ Table(s) _____

Other Equipment needed (if available): _____

Will you be using the Pool? _____ (Entrance Fees do apply to everyone in the party when using the Pool.) How many Adults: _____ Youths _____ (Ages 11 -17) Children _____ (Ages 3-10) Group Total _____
Will you need the Concession Stand? Food Y _____ N _____ Drink Y _____ N _____
(Someone from the Concession Stand will contact you for your order if you mark Yes.)

I/WE AGREE TO ABIDE BY THE RULES GOVERNING THE USE OF THE FACILITY, AND BE RESPONSIBLE FOR REPAIR OR REPLACEMENT FOR DAMAGE TO THE ROOM, FURNITURE, OR EQUIPMENT. WE ALSO AGREE TO PERFORM ANY NECESSARY CLEANUP TO LEAVE THE ROOM IN THE SAME OR BETTER CONDITION AT THE TIME OF RENTAL OR FORFEIT DEPOSIT. PHYSICAL SET-UP AND BREAKDOWN WILL BE DONE BY PERSON OR GROUP REQUESTING ROOM USE. IF SET UP AND BREAKDOWN IS NOT DONE BY THE GROUP OR AS NEEDED, THE NECESSARY CLEANUP WILL BE BILLED AT \$30.00 PER HOUR (2 HOURS MINIMUM).

Smoking, non-prescription drugs, and alcoholic beverages are strictly prohibited. If anyone in the party is participating in the use of any type of tobacco, non-prescription drugs or alcohol consumption, the person responsible for the event will forfeit the room deposit fee, forfeit the room reservation fee, and everyone at the event will be asked to vacate the premises immediately.

Indemnification and Hold Harmless. User group and its members, jointly and severally, shall defend, indemnify and hold harmless Jacobs Aquatic Center and Capital Bank, its shareholders, subsidiaries, affiliates, and their officers, directors, employees and agents against and in respect of any and all losses, damages (whether due to a negligence, intentional acts or otherwise, arising either directly or indirectly, out of the use or occupation of the premises described herein).

Signature

Print Name

Date

**THE CAPITAL BANK COMMUNITY ROOM
AT THE JACOBS AQUATIC CENTER
KEY LARGO, FLORIDA 33037**

Please contact Management at 453-7946 for room availability. Please return the completed application, room deposit, and room reservation fees to:

**The Jacobs Aquatic Center
Attn: Accounting
320 Laguna Avenue
Key Largo, FL 33037**

RULES FOR THE USE OF THE CAPITAL BANK COMMUNITY ROOM

Business Hours **Monday through Sunday** **10 AM – 6 PM**

Use of Jacobs Aquatic Center facilities is open to non-profit organizations, profit organizations and individual use. Such use does not imply Jacobs Aquatic Center or Capital Bank endorsement of the aims, policies, or activities of any group. Please check with the Jacobs Aquatic Center for hours of operation. Application for the use of the community room will be made with designated person at Jacobs Aquatic Center. The following rules apply to all scheduled events:

1. The maximum capacity for the large room is 98 persons (approximately 1,536 square feet). If the large room has been divided into two rooms, known as Room 1 and Room 2, the maximum capacity for each room is 49 persons (approximately 768 square feet per room).
2. Fees do apply for organizations and individual use.

During regular business hours, for business type (non party/non food/non profit generating) events, the room reservation fee for room 1 **or** 2 is \$120.00 (two hour minimum) and then \$60.00 for each additional hour. Room reservation fee for rooms 1 **and** 2 combined is \$240.00(two hour minimum) and then \$120.00 for each additional hour. After regular business hours the rate for room 1 **or** 2 is \$100.00 per hour, the combined room fee is \$200.00 per hour. The room deposit fee is \$200.00

During regular business hours, for party type events, the room reservation fee for room 1 **or** 2 is \$120.00(two hour minimum) and then \$60.00 per hour for each additional hour. The room reservation fee for rooms 1 **and** 2 combined is \$240.00(two hour minimum) and \$120.00 per each additional hour. The pools will be available for use at a \$5.00 per person rate for **ONLY** the hours contracted for room rental. If your guests or party intend an extended stay at the aquatic facility, **FULL** daily entry fees must be paid.

Additional fees and/or the deposit will be forfeited if the use of the room is more than time originally reserved.

Cancellations must be received at least three days in advance of the scheduled date(s)/time(s) or the fees are non-refundable. User groups that fail to notify Jacobs Aquatic Center of cancellations may have their community room privileges restricted.
3. If there is a cost to attend the function for which the room is being rented, 100% of the payment must be made to *Jacobs Aquatic Center* with 80% being returned to the profit organization after all accounting has been processed within fourteen business days.
4. **Smoking, non-prescription drugs, and alcoholic beverages are strictly prohibited.** Only non-alcoholic refreshments may be served. If anyone in the group is participating in the use of any type of tobacco, non-prescription drugs or alcohol consumption, the person responsible for the event will forfeit the room deposit fee, the room reservation fee, and everyone at the event will be asked to vacate the premises immediately. There are no exceptions.

5. Arrangements for food can be made with JAC Concession Stand, or it can be catered. Food being served must be fully prepared. No cooking of any kind allowed in the room. There are no cooking facilities in the room.
6. Jacobs Aquatic Center reserves the right to control the use of the Community Room to best meet the needs of the public. Jacobs Aquatic Center retains the right to cancel or reschedule any program or exhibit when necessary. All fees will be refunded if cancelled by Jacobs Aquatic Center.
7. Please request the room(s) to be opened by someone at the front entrance. A registered designee of the group must be present at any such meeting and adherence to the procedures. When meeting is finished, the room must be cleaned and garbage disposed of in containers provided, please turn out all lights. Please inform the JAC Concession Stand when you are ready to leave for inspection. Any damage incurred will be the financial responsibility of the rental group/individual.
8. Pool employees are not available to rental groups at any time. Anyone using the meeting room is responsible for any needed arrangement of furniture before their meeting as well as rearranging and cleaning of the meeting room at the conclusion of the meeting. Children and Youths must be supervised by a responsible adult at all times both inside and outside the room. Users that fail to do so may have their privileges restricted or suspended. If set-up and breakdown is not done by the group or as needed, the necessary cleanup will result in loss of deposit.
9. Burning items including candles or incense is not allowed inside the room, with the exception of small birthday candles on birthday cakes. Do not put candle wax on the floor.
10. Rooms may be reserved up to one year in advance; reservations are on a first come/first serve basis. Fees, if applicable, must be paid at time of application.
11. The audio-visual equipment, owned by Jacobs Aquatic Center, if available, may be used within the Community Room, with a signed designee of the group to accept responsibility, and may not be loaned to leave the facilities.
12. Jacobs Aquatic Center will hold found items for 30 days. After 30 days, unclaimed items will be donated to the "Friends of the JAC" for fund-raising.
13. If the large room has been divided into two meeting rooms, please be kind and courteous to your neighbor. Excessive noise or loud music is not allowed. Amplified sound systems are permitted, but at no time may the decibel level exceed that which can be heard beyond the room being used. If Jacobs Aquatic Center receives complaints from neighbors, other Center users, or the police are called, the user group creating the disturbance may have their user privileges restricted or suspended and experience a loss of deposit.

14. The use of the community room does not include the use of Jacobs Aquatic Center Pool.
Special arrangements are to be made with the Jacobs Aquatic Center Management, prior to room scheduling for use of the aquatic facility. Please call the pool at (305) 453-SWIM (7946).
15. The complete facility is ADA accessible and compliant.
16. If you have any questions please call (305) 453-SWIM (7946).

CAPITAL ROOM RENTAL RULES

NO SMOKING ON PREMESIS
NO ALCOHOLIC BEVERAGES
NO TAPE, PINS, STAPLES, ETC ON WALLS

PLEASE SWEEP FLOOR AND REMOVE TRASH
FOLLOWING YOUR EVENT

PARTY FOODS AND BEVERAGES ARE NOT
PERMITTED OUTSIDE OF CAPITAL ROOMS

EXCEEDING RENTED TIME LIMIT MUST BE
APPROVED BY MANAGEMENT

VIOLATION OF RULES WILL RESULT IN
LOSS OF DEPOSIT

I ACCEPT THESE TERMS AS OUTLINED.

(Signature of responsible party)

(Date)