

Library Meeting Room Use Questionnaire

The County encourages use of its library facilities meeting spaces for events and gatherings. In some cases, fees may apply. In order to ensure the appropriate provisions are in place to provide you with the best service possible, please complete all required sections of this questionnaire.

Permit # _____
Office Use Only

Contact Information (Section 1 - required)

Please provide the information for the person presenting the event and signing the questionnaire below:

Group/Organization (if applicable): _____

Tax Exempt organization? YES NO If yes, please attach a copy of your tax-exempt certificate.

If Tax Exempt and charging fees or admission, please explain what revenue will be used for: _____

Name of Individual Responsible: _____ Phone #: _____

Address: _____ Date of Birth: _____

Email: _____ Secondary Phone #: _____

Event Information (Section 2 - required)

Event Name: _____ Type of Event: _____

Date of Proposed Event: _____ Expected Attendance: _____

Time of Proposed Event: _____ to _____

When requesting the time of your event, please include your set-up/breakdown time along with the time of the event from start to finish.

Please check the facility desired below:

Facility Rooms	Max. Capacity	Room Size #	Sq. Ft.
Englewood Charlotte Library- 3450 N. Access Rd, EG 34224 (941-681-3736)			
<input type="checkbox"/> Englewood Charlotte Library- Large Meeting Room	40	2	800 sq. ft.
<input type="checkbox"/> Englewood Charlotte Library- Small Conference room	16	1	400 sq. ft.
Port Charlotte Library- 2280 Aaron St, PC 33952 (941-764-5562)			
<input type="checkbox"/> Port Charlotte Library- Large Meeting Room	50	2	650 sq. ft.
<input type="checkbox"/> Port Charlotte Library- Small Meeting Room	12	1	300 sq. ft.
Punta Gorda Charlotte Library- 401 Shreve St, PG 33950 (941-833-5461)			
<input type="checkbox"/> Punta Gorda Charlotte Library- Meeting Room A	50	2	800 sq. ft.
<input type="checkbox"/> Punta Gorda Charlotte Library- Meeting Room B	84	2	919 sq. ft.
<input type="checkbox"/> Punta Gorda Charlotte Library- COMBINED Meeting Rooms A & B	140	3	1,719 sq. ft.
Open Spaces (see Facility Rental Fees Rental Type C)			
<input type="checkbox"/> Punta Gorda Charlotte Library- Lawn Area			
<input type="checkbox"/> Punta Gorda Charlotte Library- Porch			

FACILITY RENTAL FEES

Amenities and meeting rooms are available to the public on a first come, first served basis, as available. There are rental fees to users for reserved exclusive use based on the following categories:

Category 1: Any individual renting facilities for a private function or a recreational class or a not-for-profit organization renting facilities for an organizational function, to raise funds for charity, or for the maintenance of an organization.

Category 2: Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales, or any other for-profit purposes.

Rental Type A: Building Rental

Excluding rental of gymnasiums, Charlotte Sports Park, or Charlotte Harbor Event and Conference Center. Rental rates are determined based on the following square footage:

	<u>Category 1</u>	<u>Category 2</u>
Room Size 1: 0-600 square feet	\$9.50/hour	\$18.75/hour
Room Size 2: 601-1500 square feet	\$25.00/hour	\$50.00/hour
Room Size 3: 1501-2800 square feet	\$47.00/hour	\$93.75/hour
Room Size 4: 2801 square feet or more	\$62.50/hour	\$125.00/hour

*Damage Deposit - \$100.00 per one-time event rentals (over 30 people and/or use of alcohol)
A damage deposit will be required and must accompany the returned contract. This deposit is refundable after facility inspection.*

Room Set-up/Clean-up (Category 1 and 2)

Room 1 \$15.00 Room 2 \$30.00 Room 3 \$45.00 Room 4 \$60.00

Rental Type B: Outdoor Buildings

Outdoor building rentals encompass group picnic shelters, gazebos, and the outdoor classroom/amphitheater. Rental rates are determined based on the following square footage:

	<u>Category 1</u>	<u>Category 2</u>
Size 1 400-1500 square feet (4-hour minimum)	\$10.00/hour	\$20.00/hour
Size 2 1600-2500 square feet (4-hour minimum)	\$20.00/hour	\$40.00/hour

100% of payment is required with contract. Two (2) weeks (14 days) advanced notice is required for all outdoor rental contracts.

Rental Type C: Open Space/Parking Lot

Open Space rentals encompass parking lots, decks, and large space festivals for events or activities.

Open Space Fees

	<u>Category 1</u>	<u>Category 2</u>
100 or less people (2-hour minimum)	\$15.00/hour	\$30.00/hour
101 – 500 people (2- hour minimum)	\$30.00/hour	\$60.00/hour
501 – 2000 people (2-hour minimum)	\$65.00/hour	\$130.00/hour
2001 – 5000 people (2-hour minimum)	\$100.00/hour	\$200.00/hour

Parking Lot Fees

Parking Lot (if part of a facility rental) \$150.00/day
Parking Lot (if use is the entire rental) \$450.00/day

Event Features (Section 3 - required)

Please circle or write in the appropriate answer below:

- | | | |
|--|-----|----|
| 1) Will you require electricity? | YES | NO |
| 2) Do you require assistance from Library staff (e.g., room setup, AV equipment tutorial)? | YES | NO |

If yes, specify any assistance your event may require from Libraries & History personnel.

Note: Assistance & room layout description should be scheduled in advance.

- | | | |
|---|-----|----|
| 3) Would you like to request any additional equipment (e.g., microphone, projector, etc.)? | YES | NO |
| If yes, specify any additional equipment/needs your event may require from Libraries? | | |

- | | | |
|--|-----|----|
| 4) Will you be charging admissions or soliciting donations for your event? | YES | NO |
| 5) Will you or any company or individual hired by you: | | |
| a. Sell food or beverages | YES | NO |
| b. Provide live music or large-scale entertainment? | YES | NO |
| c. Provide or erect mechanical or inflatable structures during the event? | YES | NO |
| d. Erect tents, canopies, or other temporary structures during the event? | YES | NO |
| e. Require street or public property closings, or additional traffic control? | YES | NO |
| f. Require additional safety and security personnel? (Fire or Police officers?) | YES | NO |
| g. Require Emergency medical personnel onsite? | YES | NO |
| h. Consume alcoholic beverages at your event? | YES | NO |
| i. Sell alcoholic beverages at your event? | YES | NO |
| 6) Will you have animals or livestock (other than dogs on leash or service animals)? | YES | NO |

Rental Details (Section 4 - required)

Please read and initial each of the following acknowledging understanding:

_____ All Rentals must be booked and paid for no less than 14 days prior to booking date. Payment not made 14 days prior to reserved date may result in cancellation of event.

_____ A certificate of liability insurance policy for no less than \$2,000,000 aggregate/\$1,000,000 per occurrence is required for rentals including, but not limited to, the use of the following: bounce house, climbing wall, presence of animals (e.g., petting zoo), and consumption of alcohol (liquor liability required). Proof of liability coverage must be furnished at least 14 days prior to the reservation date, or all rental payments are forfeited. (see page 5 and 6 for the exact verbiage required on certificate and example).

_____ The client is responsible for putting trash inside the trash cans, taking any decorations down, and any equipment brought in must be taken out. End time on contract is time client needs to be out of rented facility.

_____ Organizers are aware that they are not to distribute any type of marketing/promotional materials related to the requested facility rental until full payment has been made, a certificate of insurance has been provided (if required), and a completed rental permit with authorized signatures has been obtained.

_____ Requests to cancel a reservation inside of 14 days will result in the forfeiture of rental fees paid.

_____ All Rentals booked within 14 days of booking date must make full payment at that time; fees are non-refundable.

Pavilion/Open Space Rentals (Section 5 – required for this type of rental)

Please read and initial each of the following acknowledging understanding:

_____ 100% payment is required at the time of booking to secure a rental date for any outdoor facility.

_____ Under certain circumstances, rentals may be subject to a damage deposit.

_____ If deemed necessary, I will meet with Libraries & History personnel at least 14 days prior to my event.

_____ Staff resources are limited, and outdoor park facilities are open to the public during normal park hours. Charlotte County Community Services does not guarantee the cleanliness/condition of any reserved pavilion or open space.

Facility Room Rentals (Section 6 – required for this type of rental)

Please read and initial each of the following acknowledging understanding:

_____ Due up front is 25% of the total rental (*set-up fee included*) and \$100 refundable damage deposit.

_____ Set up must meet fire codes.

_____ The start time paid for is the time client and anyone associated with your event will have access to the facility. There is no grace period before or after.

_____ The County does not provide decorations, linens, table settings, dinnerware, or silverware.

_____ Client must supply your own step ladders and step stools. You will not be allowed to use the facility's ladders or stand on county property.

_____ When decorating nothing may be affixed to the walls, doors, or ceilings. No candles, open flames, pyrotechnics, dry ice, smoke/fog machines, or Asian sky lanterns allowed.

_____ I understand that I am obligated to notify the rented library facility if I will be renting or bringing in outside equipment (furniture, flowers, cake, DJ equipment...) and what the drop off and pick up arrangements are. When setting up the drop off and pick up of rental equipment, make sure the rental company understands that specific times must be scheduled within your contract beginning and end time as we have limited office hours and other events may be scheduled at the facility. Please consider our facilities have limited storage and there may be an event the day before or the day following your event. Rental equipment must be out of building at the end of your event. Client is responsible for rental equipment and making arrangements for pick up and drop off and also must inform facility staff on site of such arrangements. Staff at facility will not sign for deliveries. Someone associated with your party must be here to sign for deliveries.

Signature (Section 7 - required)

The information contained in this questionnaire will be used to prepare a cost estimate. I have read and completed all required sections of the Rental Questionnaire in its entirety. I understand the information given in the rental details section of this form and the Meeting Room Use Guidelines. I hereby agree and understand that it is my responsibility to ensure compliance with all policies, rules, regulations, and guidelines of Charlotte County Community Services and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of reservation and/or revocation of the permit. I understand that this information may be revised or expanded upon at a later date.

Signature: _____ **Date:** _____



CHARLOTTE COUNTY FACILITY RULES

ALL COUNTY FACILITIES ARE RESERVED FOR THE CONDUCT OF OFFICIAL COUNTY BUSINESS ONLY. THE FOLLOWING CONDUCT IS PROHIBITED IN OR ON COUNTY-OWNED AND MANAGED FACILITIES, INCLUDING BUILDINGS, LANDS AND CONVEYANCES (THERE MAY ALSO BE ADDITIONAL RULES SPECIFIC TO CERTAIN KINDS OF COUNTY FACILITIES SUCH AS LIBRARIES, PARKS, ETC.).

THE FOLLOWING CONDUCT IS PROHIBITED BY COUNTY ORDINANCE 2016-027

1. Engaging in any activity prohibited by law.
2. Engaging in activities or behaviors that are likely to, or do, result in injury or harm to others.
3. Engaging in activities or behaviors that are likely to, or do, result in damage to County property.
4. Failing to follow posted conduct and safety rules relating to COVID-19 or other declared state of emergency while in or on County facilities, conveyances or land.
5. Tampering with or unauthorized use of building systems or devices, including electrical, plumbing, locks, doors, or cameras.
6. Entering into areas reserved for employees or otherwise not open to the general public, without authorization.
7. Solicitation of petitions, pamphleteering, demonstrating, protesting or carrying banners or signs anywhere inside of County buildings or conveyances, or in areas where such activities are otherwise prohibited on County lands. However, these activities may be done in an orderly manner outside of the entryway of any County-owned building, on any public sidewalk or public right-of-way near or adjacent to any County-owned building, or in areas otherwise designated for expressive activity, **provided they do not impede ingress or egress; interfere with the use of County facilities by visitors, employees or County officials; or harass visitors, employees or County officials.** Rules governing citizen conduct, including speech and signs, during public meetings of the Board of County Commissioners can be found at Section 3.01 of the Administrative Code and Section 1.12 of the Rules of Procedure, Board of County Commissioners, Charlotte County, available online at www.charlottecountyfl.gov.
8. Audio or video recording anywhere inside of County buildings or conveyances, except during public meetings as provided below, or as otherwise approved by the County Administrator. Any audio or video recording that is conducted outside of County buildings must be done in an orderly manner and must not interfere with the use of County facilities by visitors; impede County employees or County officials in the performance of their duties; or harass visitors, employees or County officials. Any person recording another must cease doing so immediately if any visitor, County employee or County official who is not directly performing public duties expresses his or her desire not to be

CHARLOTTE COUNTY FACILITY RULES (continued)

recorded. **Anyone failing to immediately cease audio or video recording any visitor, employee or County official who is not directly performing public duties, and who has expressed a desire not to be recorded, will be immediately trespassed without warning.** (This does not apply to: 1) Authorized law enforcement personnel, or 2) County officials, where either are directly performing public duties on matters of public concern.) Audio or video recording of public meetings is permitted provided it is done in a quiet and orderly manner, does not interfere with the conduct of the meeting, does not block the view of any person attending the public meeting and does not block any aisle, row, ingress or egress.

Rules governing citizen conduct during public meetings of the Board of County Commissioners can be found at Section 3.01 of the Administrative Code and Section 1.12 of the Rules of Procedure, Board of County Commissioners, Charlotte County, available online at www.charlottecountyfl.gov.

9. Unauthorized leaving or storing of personal property, with or without the intention to return and reclaim. All unattended property shall be removed by designated County staff and will be retained for a limited period of time only and then disposed of in accordance with law. Persons wishing to reclaim lost or abandoned property should call the County's Security Coordinator at 941/764-4922.
10. Disruptive, harassing or unsafe behavior, including conduct which interferes with County employees or County officials in the performance of their duties, or interferes with the proper use of the County facility by others.
11. Possessing, selling, distributing, or consuming any alcoholic beverage, except as allowed by a permit at an approved event, or allowed by a park rule.
12. Smoking, the use of tobacco products, and the use of e-cigarettes or other vaping devices inside all County facilities.
13. Blocking access to any County building, doorway, walkway, ramp, road, parking access, or steps for any purpose without authorization.
14. Remaining in a County building after posted hours of operation or after the conclusion of an "after hours" public meeting.
15. Bringing pets inside County buildings and conveyances, except service animals specifically trained to aid persons with disabilities.
16. Failure to cease conduct specifically prohibited in items 1 through 15 above immediately after a request by County staff to do so.

If an individual fails to immediately cease conduct prohibited by these Rules upon request, a Trespass Warning may be issued by the County Administrator (or his or her designee) pursuant to County Ordinance 2016-027. Charlotte County reserves the right to contact law enforcement in any circumstance involving a violation of these Facility Rules or where a person having been issued a Trespass Warning fails to immediately leave the premises.

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

- ✓ A certificate of liability insurance policy, in an amount no less than \$2,000,000* aggregate and \$1,000,000 per occurrence is required for rentals including, but not limited to, the use of the following: bounce house, climbing wall, presence of animals (i.e. petting zoo), and the consumption of alcohol.
 - *If a renter desires to sell alcohol to attendee's, then a higher level of insurance will be required. Charlotte County Risk Management will determine the appropriate level of liquor liability required.
 - If a customer desires to have a vendor provide a bounce house, climbing wall, or animals, then the renter would be required to have their provider (vendor) of these services present evidence of insurance to the County. Vendors may contact Charlotte County Risk Management to keep certificate of insurance on file with the County.

The proof of coverage must be furnished as follows:

- ✓ Charlotte County BCC must be named as **additional insured** on **Commercial General Liability** coverage. (A specific County department shall not be named.)
- ✓ The County requires a certificate with Additional Insured Endorsement naming "Charlotte County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, representatives, and volunteers" as an additional insured.
- ✓ Under DESCRIPTION OF OPERATIONS on the insurance certificate; please list:
CHARLOTTE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, ITS OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, AND VOLUNTEERS ARE ADDITIONAL INSURED AS RESPECTS THE INSURED'S NEGLIGENCE RESULTING FROM THE INSURED'S USAGE OF OWNED OR CONTROLLED PREMISES OF THE CERTIFICATE HOLDER. THE ADDITIONAL INSURED STATUS ONLY APPLIES DURING SUCH TIMES THAT THE INSURED IS UTILIZING SAID PREMISES.
 - In the same DESCRIPTION OF OPERATIONS area, please list the Name of Event and Event date(s) including load-in and load-out days.
- ✓ Under Certificate Holder, certificate needs to read as follows:
Charlotte County, a political subdivision of the State of Florida
18500 Murdock Circle
Port Charlotte, FL 33948

Revised 5/3/2019



CERTIFICATE OF LIABILITY INSURANCE

TRICI-1 OP ID: KD

DATE (MM/DD/YYYY)
08/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mark D. Stichter	CONTACT NAME: Mark D. Stichter #A254831
	PHONE (A/C, No., Ext): 239-936-8844 FAX (A/C, No.): 239-275-4446
	E-MAIL ADDRESS: info@stewartandsonsinsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Cincinnati Indemnity Co.	NAC # 23280
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Don Reynolds
212 Park Street
Port Charlotte, FL 33980

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL (R/S)	SUBR (R/S)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CAP5187508	10/04/2018	10/04/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one pers on) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees and volunteers are additional insured as respects the insureds negligence resulting from the insureds usage of owned or controlled premises of the certificate holder. The additional insured status only applies during such times that the insured utilizes the premises

CERTIFICATE HOLDER	CANCELLATION
CHARL-7 Charlotte County a political subdivision of the State of Florida 18500 Murdock Circle Port Charlotte, FL 33948	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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