POLICY FOR USE OF RV CLUBHOUSE

269 RIVER LANDING ROAD, CHATTAHOOCHEE, FL 32324

The following policies will be followed for the use of the City of Chattahoochee RV Resort Clubhouse:

1. Capacity is limited to 50 people total inside the Clubhouse.

2. Reservations for the rental or use of the Clubhouse shall be made at least 5 (five) days in advance of the date of use in order to allow for the proper setup as required for the event.

3. All groups or persons renting the facility will pay a fee of $250.00 plus sales tax and a $100.00 refundable security deposit in advance at City Hall during regular business hours. They will be given a receipt and a copy of this policy. The receipt must be presented to the Police Dispatcher on duty (32 Jefferson Street) to pick up the key if no one is present at the RV Resort. The key may be picked up after 9:00 AM the day the day of the rental. The key must be returned to the Police Dispatcher no later than 9:00 AM the following day.

4. An inspection will be made by the Parks and Recreation Director, or his designee, the next day after rental to determine if the refundable deposit is to be returned which will be mailed to the renter on the application within 30 (thirty) days.

5. **Only the Clubhouse (top floor) and balconies are included in the rental. The downstairs area, laundry room, and play area are off limits for all rentals, unless specified and approved by the City Manager for the type of event.**

6. The facility must be cleaned following each use. All bottles, paper cups, paper, and trash must be placed in trashcans; this includes any that may have been strewn on the outside of the facility. A dumpster is located near the facility where all trash is to be deposited. An inventory list will be provided each renter of the items in the Clubhouse that must be there when the inspection is completed after use of the Clubhouse. If the Parks and Recreation Director determines that this paragraph has been complied with, the renter shall be refunded the $100.00 deposit fee via check mailed to the renter at the address listed on the rental application within thirty (30) days of the event.

7. The Police Department will be notified of any event taking place at night and will provide constant patrols to ensure that this policy is being followed. Any person or group not in compliance will be request to terminate their activities and vacate the premises. No refund will be given.

8. **NO ALCOHOLIC BEVERAGES WILL BE SERVED IN OR ON THE PREMISES. IF CITY OFFICIALS OBSERVE ANY ALCOHOL, THE RENTAL WILL BE TERMINATED IMMEDIATELY AND NO DEPOSIT REFUND GIVEN.**

9. **Parking will be restricted to the area in front of the Clubhouse or in the area on the lower east-end of the facility. Overflow parking is available along River Landing Road in the parking lot.**

10. **All events being held will terminate no later than 11:00 PM EST unless it is a city-sponsored or approved event.**

11. If the Recreation Center is being used for a teenage event, no adults other than the chaperones will be allowed in the facility. Adults will sponsor all teenage events and all activities will take place within the facility.

12. **NOISE:** Renters and their guests shall not make or permit any noises, which interfere with the rights, comfort or convenience of (other) campers. Conversations, stereos, radios, televisions, musical instruments or other noise making appliances shall be operated at volume levels as not to disturb the quiet, repose, health, peace, safety or welfare of the neighboring inhabitants or at any other time with a volume louder than is necessary for the convenient hearing of the person or persons who are inside the facility. This includes church groups who are authorized to utilize the facility.

13. **No church group will be authorized to utilize the Recreation Center for a period to exceed six (6) months.** Any exception to this policy will be granted by the City Manager, after careful consideration of factual information presented by the church officials, which outlines their efforts to locate a suitable location for a permanent facility. The continued use of the facility by these groups does not allow the use of the facility on weekends for family type gatherings for the benefit of others in the city.

14. A copy of this policy will be posted on the exterior door of the facility at all times.

This revised policy is effective with all rentals and use as of June 3, 2021.

Thank you,
City Manager