



**COLLEGE of
CENTRAL
FLORIDA**

REC/240180

**COLLEGE of CENTRAL FLORIDA
APPLICATION FOR LICENSE TO USE SPACE AND FACILITIES**

IMPORTANT: This application consists of seven (7) pages and must be submitted in its entirety. Failure to properly execute the signature block on page 7 will render this license application null and void. Please submit this application, along with all applicable attachments, to the appropriate College department within ten (10) working days of making a tentative reservation.

Section 1 General INFORMATION					
Date of request:	10/27/23	Date of event/activity:	Fri. Mar 15th, 2024	Number of people expected:	FLOW
Name of event/activity:	City of Ocala – Parade for Senior Services				
Provide brief description:	Trade Show				
Date(s) of event:	3/15/24	Opening time:	10AM	Closing time:	3PM
Doors open to public:					
Date/time needed for set-up:	3/15/24	From:	8AM	To:	10AM
Date/time needed for clean-up:	3/15/24	From:	3PM	To:	4PM
INDICATE TYPE OF EVENT: <input type="checkbox"/> College-sponsored <input type="checkbox"/> Non-College Sponsored <input type="checkbox"/> Community for Profit <input checked="" type="checkbox"/> Community Non-profit <input type="checkbox"/> CF Employee <input type="checkbox"/> Private for Profit <input type="checkbox"/> Other Educational Institutions					
SECTION 2 – REQUESTOR INFORMATION					
Name of individual(s)/organization/company responsible:					
City of Ocala Parks and Recreation					
Latoyia Artis					
Mailing Address: 110 SE Watula Ave, Ocala, FL. 34471					
Work #		352-456-8679		Mobile #	
Fax #:		E-mail address: LArtis@OcalaFL.org			
Name of contact person for event:				Title:	
See Above					
Contact #		Fax #:		E-mail address:	
SECTION 3 – FACILITY REQUESTED					
Name of Facility			Submission location/Contact number		
<input type="checkbox"/> Webber Center <input type="checkbox"/> Conference Center <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Gallery <input type="checkbox"/> Outdoor Patio			Ocala Campus Conference Centers (Webber, Klein, and Ewers Century Center) (352)854-2322, ext. 1648, ext. 1481 or (352)291-4441		
<input checked="" type="checkbox"/> Klein Conference Center <input checked="" type="checkbox"/> Entire Conference Center <input type="checkbox"/> Room "A" <input type="checkbox"/> Room "B" <input checked="" type="checkbox"/> Kitchen Facilities					
<input type="checkbox"/> Ewers Century Center <input type="checkbox"/> Lobby Area <input type="checkbox"/> Strategic Planning Center <input type="checkbox"/> Teleconference Center <input type="checkbox"/> Classroom – Building: Room:					
<input type="checkbox"/> Vintage Farm <input type="checkbox"/> Main Barn <input type="checkbox"/> Classroom <input type="checkbox"/> Farm House			Conference Services Ocala (352)854-2322 ext. 1648, ext. 1481 or (352)291-4441		



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(Continued)

SECTION 4 – APPLICABLE CHARGES (To be completed by College — See CF Guidelines for Base Fee Facilities Rentals)						
DESCRIPTION	COST PER EVENT		COST PER HOUR		TOTALS	
	Enter Quantity	Enter Charge per Event	Enter # of Hours	Enter Charge per Hour		
Base Facility Fee Rental	1	1000.00			\$1000.00	
Discount (Non-Profit)	1000.00	-30%			-\$300.00	
Custodial Fee			4	20.00	\$80.00	
Parking Personnel (<i>When and if required by the College</i>)					0.00	
Audio-Visual Technician					0.00	
P/A System (Microphone: <input type="checkbox"/> Podium <input checked="" type="checkbox"/> Handheld <input type="checkbox"/> Table)	1	30.00			\$30.00	
<input type="checkbox"/> Computer <input checked="" type="checkbox"/> LCD Computer Projector <input type="checkbox"/> Stage Lighting	1	30.00			\$30.00	
<input type="checkbox"/> Screen		No Charge			0.00	
Projectors: <input type="checkbox"/> Overhead					0.00	
<input type="checkbox"/> Internet connection					0.00	
Tablecloth Fee: -		12.00			0.00	
Piano -					0.00	
Podium <input type="checkbox"/>		No Charge			0.00	
Break Service <input type="checkbox"/>					0.00	
Stage Risers-		No Charge			0.00	
<input type="checkbox"/> Tables ___ <input type="checkbox"/> Chairs ___ (<i>Enter as quantity of 1 x total charge</i>)		No Charge			0.00	
Follow Spots -					0.00	
Service Charge (<i>Applied to room rental and/or catering services</i>)	20%	840.00			\$168.00	
Florida Sales Tax (<i>If applicable, enter total charge</i>)	6.5 %	N/A			EXEMPT	
Service Charge for using Credit Card – 2.75%	2.75%				See Invoice	
GRAND TOTAL					\$1008.00	
Damage Deposit	N/A	Plus	Twenty-five percent (25%) of rental:	\$252.00	Total due with application	\$252.00
REMAINING BALANCE DUE BY: 2/15/24				Amount Due:	\$756.00	

A service charge of 2.75% will be applied when using Credit Cards for payment. To avoid fees, you are welcome to pay by cash or check.

INTERNAL USE ONLY			
Security Deposit (25%)	Due Date: 11/10/23	Received Date:	Amount: \$252.00
Damage Deposit (\$250.00)	Due Date: N/A	Received Date:	Amount: N/A
Liability Insurance	Due Date: 2/15/24	Received Date:	
Alcohol Insurance	Due Date: N/A	Received Date:	
Caterer's Liability	Due Date: N/A	Received Date:	
Final Balance	Due Date: 2/15/24	Received Date:	Amount: \$756.00
Damage Deposit Return	Given to Business Office	Date:	Amount:



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SECTION 5 - REHEARSALS			
Rehearsal date(s), if applicable: –	Start time:	End time:	# of cast/crew @ event:
Date(s) of event: –	Opening time:	Closing time:	Doors open to public:
Date/time needed for set-up:		Date/time needed for clean up:	
Rehearsal date(s), if applicable: –	Start time:	End time:	# of cast/crew @ event:

SECTION 6 – SCHEDULE OF EVENTS					
Date	Participants	Time	Event	Set-up	Room Assigned
		8AM-10AM	Set Up	Vendors	40-108 (Klein)
Friday, March 15 th , 2024	FLOW	10AM-3PM	Trade Show	Vendors	40-108 (Klein)
		3PM-5PM	Clean Up	Reset	40-108 (Klein)

SECTION 7 – BREAK SERVICE SCHEDULE					
Date	Participant #	Time	Menu	Price Per Person	Room Assigned

- ~~Liability insurance for this event may be sent to College of Central Florida through your current insurance provider. They will need to list College of Central Florida as a co-insured for the date of this event.~~
- All outside caterers must provide College of Central Florida with a copy of their insurance and license from the State of Florida in order to serve any food and beverage on campus.
- For the health and wellness of the CF community and beyond, the use of tobacco products is prohibited on all CF properties.
- While decorating the facility, no items may be applied to any of the painted walls or hung from the ceilings. For ideas on ways to decorate this space, our Conference staff will be happy to meet and assist you.
- No glitter or confetti allowed in the conference room. (Glitter and confetti is an additional \$250.00 cleaning fee.)

GENERAL TERMS AND CONDITIONS FOR LICENSE TO USE SPACE AND FACILITIES

The College licenses various agencies, organizations, businesses and individuals to use various College facilities. The license for using space and facilities is subject to the following general terms and conditions as well as terms specific to the facility requested.

GENERAL INFORMATION

1. The license agreement is between the College of Central Florida referred to as the "College," and an agency, organization, business or individual referred to as "Licensee."
2. Scheduled events are tentative until all documentation has been received. The schedule is subject to review and approval or cancellation by other College officials.
3. All schedules for all events must be coordinated through the Office of the Vice President for Instructional Affairs as soon as verbal requests are made. After an event is tentatively booked, the College office responsible for the facility will forward the application form and other information to the individual/group requesting the booking. Scheduling will be confirmed with copies of approved applications.
4. The College reserves the right to refuse to rent the space to any requestor.
5. The College reserves the right to require Licensee to obtain, at his/her expense, security and parking personnel if the nature and size of event so warrants.
6. The College reserves the right to bill the Licensee for any damages or excessive clean up associated with the event.
7. In connection with the event, the College shall not be liable for any loss of, or damage to, personal property of the Licensee, members of the Licensee's organization, Licensee's vendors, Licensee's guests, invitees or any personnel involved with the event.
8. All event advertisements must include the name and address of the College as the event location. The Licensee must not advertise the event in such a way as to make the College appear to be the sponsor.
9. ~~The Licensee is required to provide proof of liability insurance, naming the College as an additional insured in the amount of \$1,000,000, prior to beginning set up of any event. If Licensee does not carry liability insurance, an insurance charge will be assessed in the application process.~~
10. All paperwork must be completed and submitted to the College, to the attention of the appropriate department as shown on page 1 of this application. The signed license agreement, deposit, and all applicable attachments should be forwarded to the College not more than 10 working days after receiving verbal indication that the event was tentatively scheduled. Staff will confirm all details prior to the event. A completed application package that includes all applicable attachments should be forwarded to the College at least five (5) weeks prior to the event.
11. Licensee is not permitted to dig, install signage, and/or make any changes to the facilities that have to be repaired.
12. The Licensee/User named in the application agreement is granted the right to use the requested facility and/or open space at the times and for the purposes specified therein and for no other purposes, subject to termination of such right. The College agrees not to use or grant privileges to others to use the facility and/or open space during the times reserved without first giving Licensee a reasonable alternative period or periods and reasonable advance notice.
13. Alcohol is prohibited on College property. With prior authorization from the President of the College, subject to certain restrictions or conditions, alcohol may be permitted for specific events. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least \$1,000,000 and name the College as an additional insured. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.
14. Illegal drugs are not permitted on College property.
15. The rented/leased facility shall be, at all times, under the control of the department head, as shown on page 1 of this application, or his/her designee.
16. Smoking is not permitted on College property.
17. Only authorized College personnel shall operate heating/air conditioning units.
18. Only authorized College personnel shall operate special audio and lighting equipment.
19. Licensee shall be responsible for the payment of any and all damages to buildings, furnishings, fixtures, or equipment whether caused by Licensee or his patrons, normal wear and tear excluded. Damage to the premises shall be at the expense of the Licensee. Damage deposits will be refunded within ten (10) working days after the last date of the event if no damage or loss is incurred and/or extra clean up is not required.
20. The College Cafeteria/Snack Bar is available on a limited basis Monday through Friday. If the Licensee or guests desire food services, the Cafeteria Manager must be notified at least 48 hours in advance. Licensee shall contract for food services separately. All food services shall be provided by the College Cafeteria/Snack Bar or a pre-approved professional catering service. The College reserves the right to approve the caterer.
21. No fastening devices, such as staples, nails, thumb tacks, etc., shall be used on any wall area within any CF facility. No tape or fastening devices shall be used on any wall, floor or pit area within any building without prior approval of College authority. All tape approved by College authority should be removed by user after activity. Nothing shall be hung from or pinned to any curtains.
22. Any and all food items and trash must be removed from the facility before the Licensee leaves the premises.
23. The Licensee shall assume responsibility for compliance with all applicable State of Florida requirements.
24. Individual facilities may have additional operating procedures specific to their facility.

FEES

24. Fees for use of the requested space are determined at the time of the request. Fees are determined by the specific space(s) requested for the activity, the nature and type of the activity, and the additional support furnished by the College. A schedule of fees will be provided to the Licensee at the time of inquiry.
25. All payments are to be made, by check, to "College of Central Florida."
26. Twenty-five percent (25%) of the estimated rental must be submitted to the College with the executed license application. A two-hundred-fifty dollar (\$250.00) damage deposit may also be required at the time of application. Payment in full for the balance of the estimated fees (including any damage deposit) must be submitted to the College before set-up begins but no less than ten (10) working days prior to the event. Any adjustment in payment due date must be approved by the appropriate vice president prior to the fee deadline. The damage deposit, if any, will be refunded within ten (10) working days after the event provided there is no damage to the facility or its equipment. Refunds are requested via a *CF Request for Refund of Damage Deposit* form.
27. In addition to the license fee, the College collects Florida sales tax. NOTE: Sales tax will not be imposed if the Licensee has a tax exemption certificate. In that event, the Licensee must furnish a copy of the tax exemption certificate with the deposit.
28. The President or designee is authorized to waive fees at his/her discretion if it is determined to be in the best interest of the College. The President or designee is authorized to adjust charges on an individual basis depending on the type and amount of usage of the requested facility. In such cases, a statement of justification must be filed with the approved application.

TERMINATION OF AGREEMENT

29. The College reserves the right to cancel a scheduled event if the Licensee does not comply with all requirements including proof of insurance, permits, documentation that security, if required, has been arranged, and payment of required deposits. The Licensee must also comply with any additional requirements established at the time the event is tentatively scheduled.
30. If the Licensee cancels the event within 30 calendar days of initial booking, any deposit will be returned in full. If the Licensee cancels the event after this time, the College will retain the deposit.
31. The College reserves the right to terminate the agreement up to 30 calendar days before the event by returning the deposit and notifying the Licensee of the decision.
32. The College reserves the right to terminate the agreement immediately prior to or during an event if the Licensee is in violation of the terms of the agreement.
33. Oral requests for reservations will be tentative. A typed license application form, along with all applicable attachments, must be received five (5) weeks in advance of use date(s) or tentative reservation may be canceled.

TERMS SPECIFIC TO FACILITY REQUESTED**GYMNASIUM/OPEN SPACES**

1. The Director of Athletics is designated as the agent of the College in developing the tentative schedule for licensing the use of the gymnasium, spaces adjacent to the gymnasium, and other open areas on the Ocala Campus of the College.
2. If a Licensee begins sales or activities prior to the scheduled event dates or continues sales or activities past the scheduled dates, the College reserves the right to assess fees at the daily rate plus sales tax for each additional day.
3. One day before the scheduled activity and one day after the activity may be scheduled to set up and take down the activity. Costs associated with setups are the sole responsibility of the Licensee.
4. Arrangements for additional setup days may be requested for extraordinary events. Consideration of these requests will be on an event-by-event basis. In the event that more than one day is used for setup or takedown, the College reserves the right to assess fees at the scheduled daily rate plus sales tax for each day required.
5. Licensee is responsible for cleaning up the area after the activity.
6. Licensee is not permitted to modify or wholly or partially conceal any existing signage located on campus.
7. If required, Licensee must provide security for the event, including traffic and crowd control; security for activity-related vehicles, tents, trailers, and other items; and patrol of adjacent areas on campus to reduce the potential for vandalism and damage to campus or buildings.
 - a. Arrangements for security should be cleared through the Ocala Police Department.
 - b. Written documentation to support the security arrangements shall be furnished to the College prior to beginning the setup.
 - c. In certain instances, the College may require the Licensee to pay for additional security through the College's Public Safety Office. The additional security will be invoiced, at cost, as a separate item.
8. Licensee is to provide large directional signs at the entrance to the campus, at appropriate campus locations, and a large sign (4' x 8' minimum) at the corner of SR 200 and 26th Avenue, directing traffic to the activity entrance and designated parking areas.
9. Should additional parking space be needed for the event, the Licensee can contact the College's Director of Purchasing at (352)854-2322, x1227.
10. Residents of the subdivision behind the College have criticized some activities held on the campus. They are particularly concerned about increased traffic through the residential area and noise that can be heard in nearby homes. Licensee is requested to coordinate activities so as to limit impact on the subdivision.
11. Cleanup includes filling holes dug for the placement of utility poles or erection of tents, removal of all trash and trash containers, removal of booths, cleaning restrooms, removal of temporary fences, removal of "porta-potties," and repair or replacement of any College property damaged as a direct result of the activity.
12. In the event the Licensee does not clean the area and repair or restore College property, the College will clean up the facility and bill the Licensee for two times (2X) the actual costs incurred by the College.

FINE ARTS AUDITORIUM**GENERAL CONDITIONS**

1. For each scheduled activity, the individual designated on the application form as the responsible individual is responsible for the conduct of representatives, cast, and workers while in the Auditorium. Unattended children and unauthorized persons will not be permitted in the Auditorium during set-up and rehearsals.
2. Requests for use of a piano must be made to the appropriate representative in the Communications Division. The Communications Division will contract tuning and moving of the piano. Appropriate fees will be assessed.
3. Use of construction, paint, and costume areas shall be under the direction of the Drama Instructor. Arrangements for use must be made with the Auditorium Manager, Visual & Performing Arts. Painting and cleaning shall be done only in areas designated for that purpose.
4. Box Office and/or Breezeway – Arrangements for use must be made with the Auditorium Manager, Visual & Performing Arts.
5. Greenroom (4-101) – Pre-arrangements for use of 4-101 must be made with the Auditorium Manager, Visual & Performing Arts.
6. Licensee or designee shall remove all scenery, special staging and other property and equipment brought into the Auditorium promptly following completion of the final performance. All trash and debris are to be placed in appropriate containers at completion of rehearsals and performances. Failure to comply with these rules may result in denial of future requests for facility.
7. Smoking, eating and drinking will not be permitted in the Auditorium, including backstage, stage, box office, storage areas, dressing rooms, projection booth, greenroom (4-101) at any time. It is the responsibility of the “responsible individual” to see that CF rules and regulations are observed.
8. Arrangements for use of College plants must be made through the Office of the Associate Vice President for Career & Technical Learning.
9. Maximum seating capacity is 426 persons. The fixed Auditorium seating is 375, and an additional 51 chairs may be placed in the pit. A four-foot aisle must be maintained in front of the fixed seating. No seating on stairs or in aisles is permitted.
10. Props, set pieces, costumes, etc., belonging to CF are not available unless special arrangements have been made. The Director of Visual & Performing Arts or designee will handle these requests and make arrangements with the drama or music personnel to rent or borrow the needed items.
11. The Auditorium booth is open only to persons authorized by the Director of Visual & Performing Arts. This area may be declared off-limits to cast, crew, audience and management in order to enable sound and light crews to operate free from distraction.

COLLEGE GROUPS AND/OR COLLEGE-SPONSORED GROUPS

12. The Fine Arts Auditorium can not be requested for more than two consecutive weeks for a specific activity.
13. Each year, all departments/areas will be requested to propose a schedule of events for the coming year.
14. A rehearsal or event must be canceled at least 24 hours prior to scheduled date/time. A typed form canceling the activity is required.

OUTSIDE ORGANIZATIONS

15. Use of the following areas is not included in the Basic Service Charge and prearrangements for use must be made with the Auditorium Manager, Visual & Performing Arts: Construction, Paint & Costume areas, Box Office, Dressing Rooms, and Breezeway.
16. The College does not rent the Fine Arts Auditorium to outside organizations for more than three (3) consecutive days unless approved by President or designee.
17. If a rehearsal or event is not canceled at least 24 hours prior to scheduled date/time, charges will be incurred as though the rehearsal or event took place.
18. The Director of Visual & Performing Arts or designee will provide supervision while the Auditorium is being used by outside groups.

WEBBER CENTER & KLEIN CENTER

1. The Webber and Klein Centers have no storage facilities. No items should be brought in earlier than the day of event.
2. Any Licensee using the kitchen facilities must clean the equipment and floor and remove all trash and food items following the close of the event.

APPLETON MUSEUM OF ART (AMA)

1. Costs other than museum rental fees – In addition to the rental fees to be paid to the College for use of the Museum’s facilities, the Licensee is responsible for the payment of all costs incurred in connection with the event including, but not limited to, caterers, florists, and other vendors. Any such caterers, florists and other vendors will invoice the Licensee directly.
2. Artwork – The safety and security of the artwork is the primary consideration of the Museum. The Museum practices conservation and preservation of art objects in accordance to standard operating procedures of the American Alliance of Museums. **TOUCHING ARTWORK IS NOT ALLOWED.** Artwork may not be relocated or removed by the Licensee for any reason. Licensee and licensee guests will honor all requests and/or directives regarding safety and security of artwork.
3. Vendor contracts – The Licensee agrees to insure all vendors, including caterers, florists, musicians or any other vendor. The Licensee agrees to be legally and financially responsible for any costs or damages incurred to the Museum by any vendor.
4. Security regulations – The Licensee agrees to adhere to all rules and regulations regarding security and safety as determined by the Museum Public Safety personnel. Any breach of security or safety regulations by the Licensee or by any person invited onto the Museum’s premises by the Licensee or the Licensee’s organization can result in the cancellation of the event by the Museum at any time prior to or during the event. If cancellation by the Museum occurs due to a security or safety breach by the Licensee, the Museum reserves the right to refuse refund of any payments made to the College by the Licensee.
5. Flowers – Plants in potted soil are not allowed. Cut flowers from a florist may be placed in the lobby, cafe and/or the courtyard only. The Events Coordinator will approve the placement of all flowers in writing three (3) days prior to the event. In addition, the florist must

meet with the Events Coordinator no later than two weeks prior to the event to review the Museum's policies regarding the placement of floral arrangements.

6. Signing in/out – Caterers and all over vendors/suppliers must sign in and sign out at the Public Safety office. Access to the Public Safety office is from the employees' parking lot on the north (back) side of the Museum. Licensee must provide a list of people and materials/equipment coming into the building to security no later than one (1) day prior to the event.
7. Equipment – The Museum provides access to a limited amount of tables and chairs as part of the facility rental fee. The Licensee must rent any additional equipment required for the event. A/V services can be provided with prior arrangements. The Museum is not responsible for any damaged or lost items, any fees or the return of any items rented by the Licensee. All equipment must be checked in and out through the Museum security office. Equipment will not be allowed into the Museum through the front lobby entrance without prior approval. All equipment will be removed at the end of the event unless other arrangements have been made and approved by the Events Coordinator.
8. Deliveries – As an accommodation, the Museum will accept deliveries that do not require assistance of the Museum staff in connection with the event during normal business hours (10:00 a.m. – 6:00 p.m.), no earlier than 24 hours prior to the event. Museum staff may be available to assist with deliveries between 10:00 a.m. – noon, and 1:00 p.m. – 4:00 p.m. Materials delivered to the Museum prior to the event or left at the Museum for pick-up subsequent to the event must be clearly marked and instructions regarding such delivery or pick-up must be arranged with the Events Coordinator. The Museum will not be responsible for any of the Licensee's items left at the Museum. All materials related to the Licensee's event must be removed from Museum property within 24 hours of completion of the event. The Appleton Museum of Art is not responsible for anything left unattended in the Museum.
9. Press – If photography, press or other media coverage of the event (whether prior to, during or after the event) is desired, the Licensee must seek prior approval from the Museum's Events Coordinator. It should be noted that copyright laws prohibit the publication of any photographs of selected objects at the Museum.
10. Photography – The Museum allows non-flash photography of works from the Museum's permanent collections. Contact the Events Coordinator for a photography permission form, which will be filed with the Public Safety office for the event. Large lights for videotaping must also be approved in advance by the Coordinator of Curatorial Affairs.
11. Museum store – The Museum's Appleton Store may be opened during the Licensee's event with the prior consent of the Gift Shop Manager. These arrangements should be discussed with the Museum's Events Coordinator no later than 14 days prior to the event.
12. Parking – Parking at the Appleton Museum of Art is limited to 99 spaces in front of the building and 35 spaces behind the building. Additional parking may be available, but Licensee is responsible for making those arrangements.

~~The undersigned agrees to indemnify, defend, and hold harmless the District Board of Trustees of the College of Central Florida, the College of Central Florida Foundation, the State of Florida, and their officers, agents and employees against any and all claims of any nature whatsoever, including, but not limited to, damages to College property and/or injury to employees, visitors, or students of the College, arising out of any of the operations of this license agreement.~~

Licensee's authorized signature below indicates agreement of Licensee to comply with all the terms and conditions of the policies and procedures associated with and incorporated in the CF License to Use Space and Facilities.

Ken Whitehead

Licensee (Print Name)

DocuSigned by:
Ken Whitehead
5677F71E3B874F4

Licensee's Signature

11/30/2023

Date

Michael Dickens

Authorized College Official (Print Name)

DocuSigned by:
Michael Dickens
4A7EBF405AB34F1

College Official's Signature

11/30/2023

Date

Approved as to form and legality:

DocuSigned by:
William E. Sexton
4A7EBF405AB34F1
William E. Sexton
City Attorney

ATTEST:

DocuSigned by:
Angel B. Jacobs
4A7EBF405AB34F1
Angel Jacobs
City Clerk

Certificate Of Completion

Envelope Id: 9F958B6382F74EC9B8837444D2D4E0CA

Status: Completed

Subject: License to Use Space and Facilities, Parade for Seniors-CF-REC/230

Source Envelope:

Document Pages: 7

Signatures: 4

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:

Porsha Ullrich

110 SE Watula Avenue

City Hall, Third Floor

Ocala, FL 34471

pullrich@ocalafl.gov

IP Address: 216.255.240.104

Record Tracking

Status: Original

11/30/2023 8:32:56 AM

Holder: Porsha Ullrich

pullrich@ocalafl.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: DocuSign

Signer Events

William Sexton

wsexton@ocalafl.org

City Attorney

City of Ocala

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



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Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Timestamp

Sent: 11/30/2023 8:44:35 AM

Viewed: 11/30/2023 9:47:29 AM

Signed: 11/30/2023 9:47:42 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Ken Whitehead

kwhitehead@ocalafl.org

Assistant City Manager

City of Ocala

Security Level: Email, Account Authentication
(None)

DocuSigned by:



5677F71E38874F4...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

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Signed: 11/30/2023 9:55:36 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Angel B. Jacobs

ajacobs@ocalafl.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:



8DB3574C28E54A5...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

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Signed: 11/30/2023 10:05:48 AM

Electronic Record and Signature Disclosure:

Accepted: 11/30/2023 10:05:16 AM


ID: 2e62cc00-3c98-4c3c-9392-916ae1ec6dac

Michael Dickens

Dickinsm@cf.edu

Security Level: Email, Account Authentication
(None)

DocuSigned by:



4A7EBF406AB34F1...

Signature Adoption: Pre-selected Style

Using IP Address: 162.248.69.2

Sent: 11/30/2023 10:05:49 AM

Viewed: 11/30/2023 10:06:41 AM

Signed: 11/30/2023 2:27:15 PM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 11/30/2023 10:06:41 AM ID: b90ef7a3-e20f-40a6-92ac-30667a9ac363		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/30/2023 8:44:36 AM
Certified Delivered	Security Checked	11/30/2023 10:06:41 AM
Signing Complete	Security Checked	11/30/2023 2:27:15 PM
Completed	Security Checked	11/30/2023 2:27:15 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Ocala - Procurement & Contracting:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at contracts@ocalafl.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Ocala - Procurement & Contracting

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to contracts@ocalafl.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Ocala - Procurement & Contracting

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to contracts@ocalafl.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.