



COLLEGE of  
CENTRAL  
FLORIDA

CONTRACT# PRO/250613

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

**IMPORTANT:** This application consists of eight (8) pages and must be submitted in its entirety. Failure to properly execute the signature block on page 8 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: <b>4/1/25</b>		Date of event/activity: <b>Fri. Aug 15<sup>th</sup>, 2025</b>		Number of people expected: <b>400 Flow</b>			
Name of event/activity: <b>City of Ocala – Reverse Tradeshow</b>							
Provide brief description: <b>For vendors to interact with different City of Ocala departments</b>							
Date(s) of event: <b>8/15/25</b>		Opening time: <b>10AM</b>		Closing time: <b>2PM</b>		Doors open to public:	
Date/time needed for set-up: <b>8/15/25</b>		From <b>8AM</b>	To: <b>10AM</b>	Date/time needed for clean-up: <b>8/15/25</b>		From <b>2PM</b>	To <b>4PM</b>
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							
Stephen Schnortz							
Mailing Address: <b>110 SE Watula Ave. Ocala, FL 34471</b>							
		Work # <b>352-629-8323</b>		Mobile #:			
Fax #:		E-mail address: <b>SSchnortz@ocalaFL.gov</b>					
Name of contact person for event: <b>See Above</b>				Title:			
Contact #		Mobile #:		E-mail address:			
SECTION 3 – FACILITY REQUESTED							
Name of Facility				Submission location/Contact number			
<input type="checkbox"/> Appleton Museum of Art				Appleton Museum of Art (352)291-4455			
<input type="checkbox"/> Classrooms/Conference Rooms <input type="checkbox"/> Ocala Campus <input type="checkbox"/> Citrus Campus <input type="checkbox"/> Levy Campus <input type="checkbox"/> Hampton Center <input type="checkbox"/> Bldg. _____ Rm _____ ▶ Bldg. _____ Rm _____				Ocala Campus (352)854-2322 ext. 1481 or (352)291-4441 Citrus Campus (352)746-6721 ext. 6140 or (352) 249-1210 Levy Campus (352)658-4077 2103 or ext. 2102 Hampton Center (352)854-2322 ext. 1443 or (352)873-5881			
<input type="checkbox"/> Ewers Century Center <input type="checkbox"/> Lobby Area <input type="checkbox"/> Strategic Planning Center <input type="checkbox"/> Teleconference Center				Conference Services Ocala (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 checked="" type="checkbox"/> Kitchen Facilities							
<input type="checkbox"/> Webber Center <input type="checkbox"/> Conference Center <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Gallery <input type="checkbox"/> Outdoor Patio							
<input type="checkbox"/> Vintage Farm <input type="checkbox"/> Main Barn <input type="checkbox"/> Farm House <input type="checkbox"/> Classroom				Conference Services (Wilton Simpson Campus - Citrus) (352)746-6721 ext. 6140 or (352)249-1210			
<input type="checkbox"/> Citrus Conference Center <input type="checkbox"/> Entire Conference Center <input type="checkbox"/> Room "A" <input type="checkbox"/> Room "B" <input type="checkbox"/> Kitchen Facilities							
<input type="checkbox"/> Mann Conference Center at Jack Wilkinson Levy Campus <input type="checkbox"/> Entire Conference Center <input type="checkbox"/> Room "A" <input type="checkbox"/> Room "B" <input type="checkbox"/> Kitchen Facilities				Provost (Jack Wilkinson Levy Campus) (352)658-4077 ext. 2103 or ext. 2102			
<input type="checkbox"/> Fine Arts Center <input type="checkbox"/> Breezeway <input type="checkbox"/> Box Office <input type="checkbox"/> Greenroom <input type="checkbox"/> Lobby/Art Gallery				Visual & Performing Arts (Dassance Fine Arts Center) (352)854-2322, ext. 1585			



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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
	Quantity	Charge per Event	Number of Hours	Charge per Hour	
Base Facility Fee Rental (If fee is waived, justification must be attached)	1	1200.00			\$1200.00
Discount (Non-Profit)	1200.00	-30%			-\$360.00
Security Guard(s) /Parking (When and if required by the College)				30.00	0.00
Custodial Services (When and if required by the College)				30.00	0.00
Audio-Visual Technician				30.00	0.00
P/A System (Microphone: <input type="checkbox"/> Podium <input type="checkbox"/> Handheld <input type="checkbox"/> Table)					0.00
<input type="checkbox"/> Computer <input type="checkbox"/> LCD Computer Projector <input type="checkbox"/> Stage Lighting					0.00
<input type="checkbox"/> Package "A" – (microphone/projector/screen)					0.00
<input type="checkbox"/> Package "B" – (microphones, two projectors, two screens)					0.00
<input checked="" type="checkbox"/> Package "C" – (microphones, four projectors, four screens)	1	225.00			\$225.00
Additional items as needed (to be outlined)					0.00
Tablecloth Fee: -					0.00
<input type="checkbox"/> Podium		No Charge			0.00
<input type="checkbox"/> Piano -					0.00
<input type="checkbox"/> Tables ___ <input type="checkbox"/> Chairs ___ (Enter as quantity of 1 x total charge)		No Charge			0.00
Follow Spots -					0.00
Service Charge (Applied to room rental and/or catering services)	20%	1065.00			\$213.00
Florida Sales Tax (If applicable, enter total charge)	3.5%				EXEMPT
Service Charge for using Credit Card – 2.75% if applicable	2.75%				<u>See Separate Invoice</u>
<b>Grand Total:</b>					<b>\$1278.00</b>
Damage Deposit:	N/A	Plus	Twenty-five percent (25%) of rental:	\$319.50	Total due with application: <b>\$319.50</b>
<b>REMAINING BALANCE DUE BY: 7/15/25</b>					<b>Amount Due: \$958.50</b>

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

INTERNAL USE ONLY			
Security Deposit (25%)	Due Date: 4/15/25	Received Date:	Amount: \$319.50
Damage Deposit (\$250.00)	Due Date: N/A	Received Date:	Amount: N/A
Liability Insurance	Due Date: 7/15/25	Received Date:	
Alcohol Insurance	Due Date: N/A	Received Date:	
Caterer's Liability	Due Date: 7/15/25	Received Date:	
Final Balance	Due Date: 7/15/25	Received Date:	Amount \$958.50
Damage Deposit Return	Given to Business Office	Date:	Amount:





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**(Continued)**

SECTION 5 – REHEARSALS			
Rehearsal date(s), if applicable: –	Start time:	End time:	Number of Attendees:
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:	Number of Attendees:

SECTION 6 – SCHEDULE OF EVENTS					
Date	Participant #	Time	Event	Set-up	Room Assigned
		8AM-10AM	Set Up	Vendors	Klein Center
Friday, Aug 15 <sup>th</sup> , 2025	400 Flow	10AM-2PM	Trade Show	Vendors	Klein Center
		2PM-4PM	Clean Up	Reset	Klein Center

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

### Points of Emphasis

- # 6     The College reserves the right to bill the User/Renter for any damages or excessive clean up associated with the event at actual cost plus a 20% administrative fee. (No glitter or confetti allowed in Conference Centers).
- # 9     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.
- #16    For the health and wellness of the CF community and beyond, the use of tobacco products is prohibited on all CF properties. This includes but is not limited to cigarettes, cigars, pipes, inhalers, vaporizers and electronic smoking-simulated instruments. Snuff, chewing tobacco and other tobacco products are also prohibited.
- #21    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. They will need to list College of Central Florida as a co-insured for the date of this event.
- #22    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, Conference staff will be happy to meet and assist you.



## 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, hereinafter referred to as the "College," and the agency, organization, business or individual described on Page 1, Section 2, of this application hereinafter referred to as "User/Renter."
2. Scheduled events are tentative until all documentation has been received and confirmed in writing by the College. 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 appropriate Conference Services office for your selected venue 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 User/Renter to obtain, at their expense, security and parking personnel if, in the sole discretion of the College, the nature and size of event so warrants.
6. The College reserves the right to bill the User/Renter for any damages or excessive clean up associated with the event at actual cost plus a 20% administrative fee.
7. In connection with the event, User/Renter releases and waives any liability of College for any loss of, or damage to, personal property of the User/Renter, members of the User/Renter's organization, User/Renter's vendors, User/Renter'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 User/Renter must not advertise the event in such a way as to make the College appear to be the sponsor or use the College's logo or other trademarks of the College without express written permission.
9. ~~The User/Renter 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.~~
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 within 10 working days after receiving the application. Staff will confirm all details prior to the event. A completed application package that includes all applicable attachments should be forwarded to the appropriate College department within 10 working days of receipt.
11. User/Renter is not permitted to dig, install signage, and/or make any changes to the facilities that have to be repaired.
12. The User/Renter 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 User/Renter 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 User/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 primary contact, as shown on page 1 of this application, or their designee.
16. Tobacco use of any kind, in any form is prohibited on College property. This includes but is not limited to cigarettes, cigars, pipes, inhalers, vaporizers and electronic smoking-simulated instruments. Snuff, chewing tobacco and other tobacco products are also prohibited.
17. Only authorized College personnel shall operate heating/air conditioning units.
18. Only authorized College personnel shall operate special audio and lighting equipment.
19. User/Renter shall be responsible for the payment of any and all damages to buildings, furnishings, fixtures, or equipment whether caused by User/Renter or their patrons, normal wear and tear excluded. Damage to the premises shall be at the expense of the User/Renter. 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 cleanup is not required.
20. The College Catering services on campus are available on a limited basis Monday through Thursday. If the User/Renter or guests desire food service, the Conference Services Office must be notified at least 72 hours in advance. User/Renter shall contract for food services separately. All food services shall be provided by the College Catering services, or a pre-approved professional catering service. The College reserves the right to approve or deny any caterer.
21. All outside caterers must provide the College a copy of their insurance and User/Renter from the State of Florida in order to serve any food or beverage on campus. They will need to list College of Central Florida as a co-insured for the date of this event.
22. No fastening devices, such as staples, nails, thumb tacks, etc., shall be used on any wall area within any College facility. No tape or fastening devices shall be used on any wall, floor, pit area or hung from any ceiling within any building without prior approval of



College authority. All tape approved by College authority should be removed by User/Renter after activity. Nothing shall be hung from or pinned to any curtains.

23. Any and all food items and trash must be removed from the facility before the User/Renter leaves the premises.
24. The User/Renter shall assume responsibility for compliance with all applicable State of Florida requirements.
25. Individual facilities may have additional operating procedures specific to their facility.

### **FEES**

26. Fees for use of the requested space are determined at the time of the request. Fees and items used 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 User/Renter at the time of inquiry.
27. All payments are to be made, by check, cash, money order or credit card to "College of Central Florida."
28. Twenty-five percent (25%) of the estimated rental must be submitted to the College with the executed license application within 10 working days of receipt of application. A two hundred- and fifty-dollar (\$250.00) damage deposit/cleaning fee may also be required at the time of application. Payment in full for the balance of the estimated fees (including any damage/cleaning deposit) must be submitted to the College no less than thirty (30) working days prior to the event. *Once final payment has been received by the College, all payments, including the initial deposit are deemed non-refundable.* The damage/cleaning deposit, if any, will be refunded within ten (10) working days after the event, provided there is no damage or excessive cleaning to the facility or its equipment. *Cancellation insurance is not mandatory, but is highly recommended to secure your investment.*
29. In the event the User/Renter does not clean the area and repair or restore College property, the College will clean up the facility and User/Renter shall be responsible for two times (2X) the actual costs incurred by the College.
30. In addition to the license fee, the College collects Florida sales tax. NOTE: Sales tax will not be imposed if the User/Renter has a tax exemption certificate. In that event, the User/Renter must furnish a copy of the tax exemption certificate at the time of booking an event.
31. 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**

32. The College reserves the right to cancel a scheduled event if the User/Renter 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 User/Renter must also comply with any additional requirements established at the time the event is tentatively scheduled.
33. If the User/Renter cancels the event within 30 calendar days of initial booking, any deposit will be returned in full. If the User/Renter cancels the event after this time, the College will retain the deposit.
34. The College reserves the right to terminate the agreement up to 30 calendar days before the event by returning the deposit and notifying the User/Renter of the decision.
35. The College reserves the right to terminate the agreement immediately prior to or during an event if the User/Renter is in violation of the terms of the agreement.
36. Oral requests for reservations will be held tentatively for three (3) days. A typed license application form, along with all applicable attachments will be sent to the User/Renter. This executed application must be received by the College within 10 working days of User/Renter receiving the application.
37. Cancellation insurance is not mandatory, but highly recommended to secure investments.
38. All deposits and final payments, once received, shall be deemed non-refundable in the event of cancellation within 30 days of the scheduled event date.

## **TERMS SPECIFIC TO FACILITY REQUESTED**

### **DASSANCE 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 Dassance Fine Arts Center (DFAC) Manager or Coordinator. The Manager or Coordinator will contract/arrange for 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 Manager. Arrangements for use must be made with the (DFAC) 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 (DFAC) Manager or Coordinator, Visual & Performing Arts.
5. Greenroom (4-101) – Pre-arrangements for use of 4-101 must be made with (DFAC) Manager.



6. User/Renter 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 College 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 412 persons. The fixed Auditorium seating is 356, and an additional 56 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 the College are not available unless special arrangements have been made. The (DFAC) Manager 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 (DFAC) Manager. 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 cannot 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, KLEIN, CITRUS CONFERENCE CENTERS**

1. The Webber, Klein, Citrus Centers have no storage facilities. No items should be brought in earlier than the day of event.
2. Any User/Renter using the kitchen facilities must clean the equipment, floor and remove all trash and food items following the close of the event.
3. Any User/Renter must remove all food items and trash from the facility before the end of cleanup time outlined on page one.

#### **LEVY CAMPUS**

1. Mann Conference Center maximum occupancy is 203 persons. For one half of the Conference Center, and/or if using the room divider, maximum capacity is 85 for Room A, 118 for Room B.
2. Levy Campus parking: North side (adjacent to Mann Conference Center): 94 spaces. South side: 107 spaces.
3. The Levy Campus has no storage facilities. No items should be brought in earlier than day of event.
4. One Public Safety officer is on property at all times for general campus security. Levy Campus reserves the right to require User/Renter to obtain, at their expense, event-specific security and parking personnel if nature and size of the event so warrants.
5. User/Renter must submit all furniture and technology setup requests at least 14 (fourteen) days before event date.
6. Tables and chairs will be provided for setup. Contact Levy Campus regarding number and size of available tables. Any additional tables and chairs to be utilized for your event must be provided by an outside vendor.
7. At least one Levy staff member will be on property with you for your entire event. They will ensure tables and chairs are set up as per your previously submitted request, and they will work with you upon arrival to make minor adjustments as needed.
8. No fastening devices, such as staples, nails, hooks, thumb tacks, tape, etc., shall be used on any wall, window or door area or hung from any ceiling. See Levy Campus event staff for additional information and assistance.

#### **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 User/Renter 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 User/Renter 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 User/Renter for any reason. User/Renter and User/Renter guests will honor all requests and/or directives regarding safety and security of artwork.

3. Vendor contracts – The User/Renter agrees to insure all vendors, including caterers, florists, musicians or any other vendor. The User/Renter agrees to be legally and financially responsible for any costs or damages incurred to the Museum by any vendor.
4. Security regulations – The User/Renter 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 User/Renter or by any person invited onto the Museum's premises by the User/Renter or the User/Renter'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 User/Renter, the Museum reserves the right to refuse refund of any payments made to the College by the User/Renter.
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 other 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. User/Renter 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 number of tables and chairs as part of the facility rental fee. The User/Renter 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 User/Renter. 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. – 5:00 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 User/Renter's items left at the Museum. All materials related to the User/Renter'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 User/Renter 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 User/Renter'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 User/Renter is responsible for making those arrangements.

#### **VINTAGE FARM CAMPUS**

1. The Vintage Farm Campus has no storage facilities. No items should be brought in earlier than the arrival day outlined on page one of the application.
2. User/Renter, and/or Caterers using the kitchen facilities must clean the any equipment used, sweep the floor and remove all food items following the close of the event.
3. User/Renter must remove all food and décor items brought into the venue following the close of the event.
4. We will have one or two event staff on the property with you for your entire event. They will make sure the tables and chairs in the barn are where they need to be, they will work with your vendors upon arrival to get them into their places.
5. At least one Public Safety officer will be on property for your event to help direct parking and assist as guests depart.
6. Tables and chairs will be provided for the set up inside the barn or on the patio for your event. Any additional tables and chairs to be utilized for your event must be provided by an outside vendor.
7. No open flames are allowed at the venue for décor. All candles must be battery operated. Sterno for chaffing dishes will be permitted.
8. Only command hooks or zip ties may be used to hang items inside the barn or stall area. ABSOLUTELY no nails or tapes may be used to hang items.
9. 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. They will need to list College of Central Florida as a co-insured for the date of this event. This insurance must be for no less than \$1,000,000 and be provided to our Ocala Conference Services office no less than 60 days prior to your event.
10. Alcohol is permitted at the Vintage Farm, with prior authorization from the President of the College, subject to certain restrictions or conditions. 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.



11. An insured bartender will also be required to serve alcohol. Insurance will also be required for the bartender 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.
12. Payment schedule for rental of the Vintage Farm venue will be as follows:
  - a. 25% Security Deposit along with the initial signed application to be received within 10 working days of receiving the application. This deposit becomes non-refundable once 30 days have passed once the application is signed.
13. \$250 refundable Damage Deposit to be received along with the 25% security deposit 10 business days within receipt of the application. This deposit is refundable following your event if no damage has been caused. This damage deposit will also be refunded in case of a cancellation.
  - a. 25% payment after the 90 days of initial booking
  - b. 25% payment after 120 days of initial booking
  - c. 25% and final payment to be received 60 days prior to your event
  - d. Once payments are received, they become non-refundable in the event of a cancellation.
14. Cancellation insurance is not mandatory, but is highly recommended to secure investments.

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.

User/Renter's authorized signature below indicates agreement of User/Renter to comply with all the terms and conditions of the policies and procedures associated with and incorporated in the College of Central Florida License to Use Space and Facilities.

Christopher Watt

Digitally signed by Christopher Watt  
DN: cn=Christopher Watt, o=College of Central Florida

4/18/2025

User/Renter (Print Name)

User/Renter's Signature

Date

*Michael C. Dickias*

*Michael C. Dickias*

*4/24/25*

Authorized College Official (Print Name)

College Official's Signature

Date

Approved as to form and legality:

Digitally signed by William E. Sexton, Esq.  
DN: cn=William E. Sexton, Esq., o=College of Central Florida

William E. Sexton, Esq., City Attorney



## Certificate Of Completion

Envelope Id: E0610EF4-9B9A-42CD-817D-26E0CABD7712

Status: Completed

Subject: SIGNATURE: City of Ocala Reverse Trade Show 2025 Agreement - College of Central Florida (PRO/250613)

Source Envelope:

Document Pages: 8

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

April Adolf

AutoNav: Enabled

110 SE Watula Avenue

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City Hall, Third Floor

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

Ocala, FL 34471

aadolf@ocalafl.gov

IP Address: 216.255.240.104

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Location: Docusign

## Signer Events

William E. Sexton, Esq.

wsexton@ocalafl.org

City Attorney

City of Ocala

Security Level: Email, Account Authentication  
(None)

## Signature

Signed by:

*William E. Sexton, Esq.*

B07DCFC4E86E429...

## Timestamp

Sent: 4/18/2025 9:23:58 AM

Viewed: 4/18/2025 3:11:18 PM

Signed: 4/18/2025 3:14:57 PM

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

## Electronic Record and Signature Disclosure:

Not Offered via Docusign

Christopher Watt

cwatt@ocalafl.org

Chief of Staff

Security Level: Email, Account Authentication  
(None)

DocuSigned by:

*Christopher Watt*

8C80B9F07388433...

Sent: 4/18/2025 3:14:59 PM

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## Electronic Record and Signature Disclosure:

Accepted: 4/18/2025 3:53:18 PM

ID: 49634104-7dc4-4412-b214-a1a10c578320

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 Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/18/2025 9:23:58 AM
Certified Delivered	Security Checked	4/18/2025 3:53:18 PM
Signing Complete	Security Checked	4/18/2025 3:54:54 PM
Completed	Security Checked	4/18/2025 3:54:54 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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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.

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- 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](mailto: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..

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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.

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- 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.



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](mailto: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](mailto: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.

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### **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](mailto: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: