



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:	1/20/23	Date of event/activity:	4/14/23
Name of event/activity:		City of Ocala	
Provide brief description:		Servant Leadership Seminar	
Date(s) of event:	4/14/23	Opening time:	8am
Date/time needed for set-up:		Closing time:	
4/14/23 From: 6:30am To: 8am		4:30pm	
Date/time needed for clean-up:		Doors open to public:	
INDICATE TYPE OF EVENT:			
<input type="checkbox"/> College-sponsored	<input type="checkbox"/> Non-College Sponsored	<input type="checkbox"/> Community for Profit	
<input 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			
Anita Kinsler, Staff Development and Training Administrator			
Mailing Address:			
110 SE Watula Avenue Ocala, FL 34471			
Work #		Mobile #:	
352-401-3982			
Fax #:		E-mail address:	
		AKinsler@ocalafl.org	
Name of contact person for event:			Title:
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 checked="" type="checkbox"/> Ewers Century Center <input checked="" type="checkbox"/> Lobby Area <input type="checkbox"/> Strategic Planning Center <input type="checkbox"/> Teleconference Center			
<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	



COLLEGE of CENTRAL FLORIDA
APPLICATION FOR LICENSE TO USE SPACE AND FACILITIES
 (Continued)

SECTION 4 – APPLICABLE CHARGES (To be completed by College — See <i>CF Guidelines for Base Fee Facilities Rentals</i>)					
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)		-30%			-300.00
Security Guard(s) <i>(When and if required by the College)</i>				25.00	0.00
Parking Personnel <i>(When and if required by the College)</i>				25.00	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)	1	30.00			30.00
<input type="checkbox"/> Computer <input checked="" type="checkbox"/> LCD Computer Projector <input type="checkbox"/> Stage Lighting		30.00			30.00
<input type="checkbox"/> Screen		No Charge			0.00
Projectors: <input type="checkbox"/> Overhead		30.00			0.00
<input type="checkbox"/> Internet connection		30.00			0.00
Tablecloth Fee:-	22	10.00			220.00
Piano -					0.00
Podium <input type="checkbox"/>		No Charge			0.00
Break Service <input type="checkbox"/>					0.00
Stage Risers-					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%	980.00			196.00
Florida Sales Tax <i>(If applicable, enter total charge)</i>	6.5 %	Exempt			0.00
Liability Insurance <i>(Waive if proof of insurance is attached)</i>					
GRAND TOTAL					\$1176.00
Damage Deposit	\$0.00	Plus	Twenty-five percent (25%) of rental:	\$294.00	Total due with application
REMAINING BALANCE DUE BY:				Amount Due: \$	882.00

Make Check Payable to:
CF Conference Services

INTERNAL USE ONLY			
Security Deposit (25%)	Due Date: 2/3/23	Received Date:	Amount: \$294.00
Damage Deposit (\$250.00)	Due Date:	Received Date:	Amount:
Liability Insurance	Due Date: 3/14/23	Received Date:	
Alcohol Insurance	Due Date:	Received Date:	
Caterer's Liability	Due Date:	Received Date:	
Final Balance	Due Date: 3/14/23	Received Date:	Amount: \$882.00
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:	# 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
4/14/23		6:30am-8am	Set Up	Rounds	Klein
	175	8am-4:30pm	Seminar	Rounds	Klein
		4:30-5pm	Clean Up		Klein

SECTION 7 – BREAK SERVICE SCHEDULE					
Date	Participant #	Time	Menu	Price Per Person	Room Assigned
4/14/23	175	7:30am – 9am	Coffee/Water/Pastries	9.50	Klein
	175	TBD – Lunch	Boxed Lunches	8.95	Klein
	175	TBD – Break	Bev/Pastries	5.00	Klein

- 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.

Peter Lee

Licensee (Print Name)

Cheryl Crosby
Authorized College Official (Print Name)

Licensee's Signature

Peter A. Lee
Cheryl Crosby
College Official's Signature

02 / 05 / 2023

Date

3-20-23

Date

Approved as to form and legality:

William E. Sexton

William E. Sexton
City Attorney