



COCONUT COVE COMMUNITY CENTER FACILITY POLICIES AND REGULATIONS

Available Facilities: The Community Center offers the following facilities on a rental basis:

- A. Entire Assembly Room maximum capacity:
Lecture Style: 180 people / Banquet Style: 140 people
- B. Individual Meeting Room maximum capacity:
Approximately 90 people (depending on set-up)
- C. Food Preparation Kitchen
(The Lobby is considered a common area and not rental space.)

Reservation Information:

- A. A Facility Rental Request Form must be received at least 30 days in advance and no more than 12 months prior of the requested date. Availability varies throughout the year and is subject to approval.
- B. Once a request is received, the applicant will be contacted for an appointment to see the facility in person during regular business hours. This individual must be present during the rental period and must be at least 21 years of age.
- C. Facility reservations for Saturday or Sunday are considered "Weekend Use." Reservations on "Weekend Use" days are subject to a 4-hour minimum and additional staffing charges.
- D. Requests for use will be considered on a first-come-first-serve basis. Upon approval, a Rental Permit will be processed.

Fees: Coconut Cove Community Center assesses usage fees according to the Board of County Commissioners approved fee schedule.

- A. All fees are assessed by civic or private rates.
- B. Groups requesting the civic rate will be required to provide documentation verifying their non-profit status. The organization must have an elected board and meet regularly.
- C. Private rates are applied to incorporated businesses and any social functions, including but not limited to, weddings, banquets, birthday parties, anniversary parties, retirement parties, baby showers and bridal showers.
- D. Additional fees may also be assessed for services and/or equipment required by the group or deemed necessary by the Management.
- E. A setup fee will be charged to those functions that require a specific layout of tables and chairs.

Security/Damage Deposits:

- A. Deposits are due for facility damage 30 days prior to the function.
- B. Deposit payments are processed on day of receipt. After the permit expires and if no damage fees have been assessed, a refund will be issued.
- C. Damage fees are assessed in the following situations or as deemed necessary by the Manager:
 - 1. Stains on floors or walls.
 - 2. Broken furniture and/or equipment.
 - 3. Defacement of any part of the interior or exterior of the building.
 - 4. Damage created by improper use of equipment or non-compliance with facility rules.
 - 5. Equipment found to be missing as a result of a group use of the building.
 - 6. Any other circumstances which justify a damage fee.
- D. Damage fees are based on replacement or repair costs incurred by the County, and may exceed deposit amount.
- E. A post-function walk-through will be required. Coconut Cove staff will visually inspect the facility immediately following the function with a member of the group if one is available. Within 3 business days, the manager of the facility will contact the group representative to discuss any damage noted during the walk-through and the course of action that will be taken.

Permit Information:

- A. Once fees are paid, the rental permit will be issued. Payment is due no later than 10 business days prior to the event. Failure to pay on time will result in cancellation.
- B. Groups meeting monthly will be issued a permit for 1 year. Monthly groups must apply for renewal of their permit at least 60 days prior to the end of their current permit.
- C. Facility fees for monthly groups are due 1 month in advance, and all security deposits are due 30 days prior to the event.
- D. Cancellation of a permit more than 30 days in advance shall be refunded in full. Cancellation of a permit less than 30 days in advance will not be given a refund, but the group will be allowed to reschedule within the next 90 days.
- E. Vendors must provide proof of insurance naming Palm Beach County Board of County Commissioners as additional insured.
- F. Liquor Liability Coverage will be required if there will be alcohol at the event.

What the Facility Provides:

- A. Use of the specifically designated space and public areas.
- B. Use of existing electrical and water utilities.
- C. Kitchen rental includes use of equipment therein.
- D. Tables and chairs as specified on the permit.
- E. Any additional equipment that has been reserved. Reservation for equipment can be made less than 30 days in advance of your rental date.
- F. Staff member(s) on duty during the function to assist with situations as they arise.
- G. Usage hours are subject to the approval on the rental permit.

What the Group Provides:

- A. Any additional equipment that is not provided by the facility at the group's expense.
- B. A detailed room setup diagram 2 weeks prior to the function.
- C. Any approved decorations or food ware items (plates, cutlery, etc.)
- D. If the group decides to change the requested setup on the day of the event, it is the group's responsibility to make necessary changes.
- E. Post Function: removal of all equipment and decoration from the facility at the conclusion of the function and disposing of all trash from floor and table tops into the receptacles.
- F. Palm Beach County Parks & Recreation is not responsible for any personal property that is left on premise by an individual or group using the facility.

Facility Rules:

- A. Decorations must be free standing or tabletop. Decorations may not be hung from the walls or the ceilings. The use of glitter, confetti, nails, tacks, push pins, hooks, glue, staples, or other adhesives is prohibited. Piñatas, smoke and/or fog machines, and any burning elements are strictly prohibited. Lobby furniture may not be moved.
- B. Coconut Cove Waterpark & Community Center is a non-smoking facility. Patrons who wish to smoke may do so outside of the facility.
- C. Children must be supervised by an adult throughout the time they are in the facility.
- D. Please leave the facility and its contents in the same condition in which they were found. All trash should be placed in the receptacles provided.
- E. Your group will be responsible for the replacement or repair of any part of the facility or its contents therein which become broken, defaced or damaged by members of your group.
- F. The group contact/representative is required to walk through the rental area with staff prior to the function.
- G. No admission may be charged for the group function unless specified in writing at the time the permit is signed.
- H. A certificate of insurance, security and additional requirements may be required for some functions.
- I. If an event continues after scheduled ending time without approval by management, the group shall be subject to appropriate overtime rates and charges.
- J. Storage space is not available for groups using the facility. All equipment must be removed at the conclusion of the function.
- K. Parking is allowed in designated parking spaces only.
- L. The group will be allowed 30 minutes or 1 hour prior to the function for setup. The allotted time will be indicated on the Reservation Agreement/Permit.
- M. The permit may be revoked due to misconduct, falsification of information, or failure to comply with the rental policies as described herein. In this event, all future rental requests made by the applicant or organization will not be approved and/or accepted.
- N. Subleasing or subcontracting of this facility is not permitted.

**For further information, please contact the office at (561) 629-8840
Monday-Friday, 9:30am-4:30pm**

**Checks are to be made payable to Palm Beach County Board of County
Commissioners (PBC BOCC)**

Visa, MasterCard and Discover are accepted.

**Please send any written correspondence to:
Coconut Cove Waterpark and Community Center
20130 Regional Park Drive
Boca Raton FL 33498
Fax: (561) 274-1150**

***In accordance with ADA provisions, this document may be requested in an alternate format.
Contact (561) 629-8840 for more information.***