



1845 34th Street, Sarasota, FL 34234

SPECIAL EVENTS RENTAL FEES & POLICIES

Designated areas of the Robert L. Taylor Community Complex (RLTCC) are available for special occasion events, private parties and meetings. Prices vary by room and length of time. All events are subject to Management Approval and require a signed Usage Agreement with the City of Sarasota.

Reservation Process

To reserve a space for a special event, fill out a Room Reservation Form available at the front desk. Submit the form to the Administrative Specialist (if available) or the front desk attendant and a RLTCC staff will contact the applicant within 3 business days with an approval or denial. If the date is available and the event approved, the applicant will receive a written price quote either in person or by email. A Usage Agreement will then be drawn up and upon signing the agreement, the applicant will pay a non-refundable deposit equal to 20% of the event total to hold the date.

General Information/Damage Deposits

Use of tables and chairs is included in the rental fees. The complex has 300 black chairs without arms, 24 round 60" tables, and 12 8-foot long Banquet tables. If additional tables or chairs are required, you may bring them in, or rent them from an outside vendor at your own expense.

A \$200 damage deposit is required for all rentals, and may be refunded after the event provided that nothing is damaged (including walls during decorating) and the area is cleaned. You are responsible for cleaning up the permitted area. RLTCC staff will empty and take out the garbage and mop the floors. If the facility is not left in the same condition it was found, the deposit will be forfeited and you may be invoiced for any damages or additional cleaning fees. Refunds typically take 7-10 days to be processed.

Events Involving Alcohol

Alcohol is allowed to be on served at events if the following criteria are met:

- ✓ The permit holder must pay a damage deposit of \$500.00
- ✓ The permit holder must pay a cleaning fee of \$150.00 per 4 hour rental.
- ✓ The permit holder must provide proof of Host Liquor Liability Insurance coverage with limits of \$1,000,000/\$2,000,000, naming the City of Sarasota as an *Additional Insured*. This Policy must be purchased by the Permittee. A copy of the policy must be submitted to RLTCC at least 20 days before the event date.
- ✓ The permit holder will hire *Off Duty Sarasota Police Officers or Licensed Security Guard* to provide Security. The number of Officers will be determined by City Staff. The ratio of officers to guests is 1 officer for every 50 guests. The Officers will patrol the room and the parking lot for the entire length of the event.

- ✓ The permit holder will assume full responsibility for the acts and conducts of all persons admitted to the facility during the permittees event. This includes enforcing the age restrictions on serving alcohol.
- ✓ If it is determined that alcohol is on premises during an event and the above criteria are not met, the Police will be called, the party will be stopped and all participants will be escorted off the premises. There will be no refund of any rental fees or deposits.

Amenities and Usage Fees

Event Areas

Event rates are hourly, but a reduction in price is given if rooms are rented in 4 hour blocks.

ROOM (Monday-Saturday)	#Guests no dance floor	#Guests w/dance floor	First Hour	Each Additional hour	4 hours ½ day	8 hours Full day
Art Room	20	n/a	\$100.00	\$50.00	\$200.00	\$350.00
West or East Section of the MPR	50	35	\$125.00	\$75.00	\$300.00	\$550.00
Center Section of the MPR	90	65	\$150.00	\$100.00	\$400.00	\$750.00
2 sections (Center & 1 side) of MPR	140	110	\$275.00	\$175.00	\$750.00	\$1400.00
Full MPR	245	185	\$375.00	\$225.00	\$1000.00	\$1850.00
Use of Kitchen	n/a	n/a	\$175.00	\$100.00	\$200.00	\$400.00

The above rates do not include damage deposit, sales tax or cleaning fees (if applicable).

Access to the kitchen may be added to the price of any rental. The kitchen will remain locked during events and no access will be granted unless it has been added to the event package. This includes serving food from the kitchen. Use of the kitchen does not include use of the Refrigerator. The Refrigerator is strictly for RLTC staff and program use.

Recording Studio & Sound System

The sound system is available to add to any rental. The recording studio at RLTC is available for rent at an hourly rate. Recording Studio and sound system rental fees include Audio Engineer. Use of the recording studio rates are as follows:

	First hour	Each Additional hour	4 hours	8 hours
Recording Studio (Audio Engineer)	\$200.00	\$200.00	\$700.00	\$1400.00
Sound System added to Room Rental	\$75.00	\$75.00	\$200.00	\$400.00

Athletics

The RLTC boasts a full size, climate controlled gym and basketball court with wood floors. Rental fees include digital scoreboard, bleachers and a floor to ceiling partition allowing for 2 simultaneous games.

	First hour	Each Additional hour	4 hours	8 hours
½ Gym	\$150.00	\$100.00	\$400.00	\$750.00
Full Gym	\$250.00	\$150.00	\$650.00	\$1200.00
Full Turf Field	\$50.00	\$50.00	\$50.00	\$40.00
Medium Turf Field	\$30.00	\$30.00	\$30.00	\$25.00

Rules

The following rules will be enforced by City Staff at the RLTC during events held on the premises. These rules have been developed to ensure a safe and pleasant experience for all patrons that use the RLTC. These rules apply to private usage as well as public events.

The City retains its right to terminate or suspend its obligations at any time if these rules are violated.

1. Decorations may be placed with poster putty only-no tape, tacks, nails or other means that could damage walls, furniture, floors or equipment. Permittee will be charged for any damage to the facility while decorating or during the permit period.
2. Profanity or abusive language will not be tolerated. Fighting will not be tolerated and participants will be escorted off the premises.
3. NO SMOKING on City property. This includes all buildings, pool area, park and parking lot per City Ordinance # 11-4980.
4. No nudity or inappropriate clothing. Shirts are to be worn at all times and undergarments will not be exposed. Midriffs, buttocks, and private parts must be fully covered.
5. Food and drink are prohibited in the Recording Studio, Gym, Game Room and Computer Room.
6. NO ALCOHOL unless specially permitted. See section about Events with Alcohol.
 - ✓ For events involving alcohol, it is the responsibility of the permittee to enforce the age restrictions on alcohol consumption. If any person under the age of 21 consumes alcohol on City property the Police will be called, the party will be stopped and all participants will be escorted off the premises. This applies to the parking lot, park and surrounding property.
7. Events and activities that are determined to be inappropriate by the City for a family recreational center will be stopped and participants will be asked to leave.
8. Permittee will submit for approval to the City, all promotional materials for the permittee's event before any materials are distributed. No materials promoting the event may be distributed without prior permission and approval by the City.
9. Permittee agrees to inform RLTC Manager or his designee in advance of contacting any media outlets to provide promotion or coverage of the event.
10. All event guests must remain in the event area. Guests are not permitted to roam or loiter in the lobby or any other area of the facility.