

Wakulla County Extension Office

Rental Fees



(850)926-3931

Required For All Rentals

- Events with 75 people or more requires a \$1,000,000 liability insurance policy
- Non-waivable refundable clean-up and damage deposit (Due the day rental is made)
- Hourly and weekly rates available for rooms by request.

REGULAR RENTAL FEES					
	Capacity	Deposit	Full Day Fee		Vendor Fee (per vendor)
Multi-Purpose Arena Permit (Floor: 100/ Bleachers: 200)	300	\$250.00	\$250.00		**\$15.00**
**Event host responsible for payment to the County					
Pavilion Annex Rm 1 (28' x 28')	50	\$50.00	\$100.00		
Pavillion Annex Rm 3 (20' x 20')	30	\$50.00	\$25.00		

Make checks payable to
Wakulla County Extension Office

Revised 3/26/2018

RULES FOR USE OF THE WAKULLA COUNTY EXTENSION FACILITY

The Extension Facility will be scheduled on a first come, first served basis through the Wakulla Extension Office. Any group using the facilities on a continuing basis may be asked to change their meeting time if they conflict with important special events. Rooms are available for rental from 8:00 a.m. to 10:00 p.m. Mandatory damage deposit required. If no damage found, the deposit will be refunded.

1. All users of the Wakulla Extension Multi-Purpose Center Facilities are asked to do the following:
 - a. Pick up key from the Wakulla Extension Office the day of event or before the use of the facility on Friday preceding the weekend. The activity or event must be scheduled in advance and be on the Wakulla County Extension Multi-Purpose Facilities' Calendar. When given a room, you cannot move to another location within the facility. At the conclusion of the event the key must be deposited in the marked drop box at the main office entry (glass doors).
 - b. All renters must end their activity by 10:00 p.m. and after clean-up; vacate the premise by 10:30 p.m. in order to avoid violation of the County Noise Ordinance.
 - c. Leave tables and chairs the same way you found them. If you must move them, please do not drag them as it damages the tiles. Do not remove them from the room you are renting.
 - d. All rooms shall be cleaned in the following manner: All surfaces cleaned, floors swept, and mopped. All trash removed to the dumpster in the rear of the facility. All sponsors of outdoor activities must keep grounds free of trash and debris. Please make sure you have turned off the water, appliances, and lights.
You are also responsible for the restrooms.
 - e. Do not damage walls with nails, push pins, etc. We require the use of scotch tape only. Renter is required to remove all posters, etc. from facility.
 - f. All groups must furnish their own kitchen utensils.
 - g. DO NOT cook fish in any rental facility. Fish may be cooked outside (except on plastic composite picnic tables).
 - h. **DO NOT USE OR POSSESS (ILLEGAL) ALCOHOLIC BEVERAGES OR DRUGS WHILE ON PREMISES.**
 - i. **ALCOHOLIC BEVERAGE IS ALLOWED ONLY WITH ALCOHOLIC APPROVE PERMIT**, which can be obtained through Wakulla County Parks & Facilities office. (Available with arena rental only)

Any infraction of rules will eliminate the parties concerned from further use of the facilities.

Indemnification: The applicant and any other persons, organizations, firms, or corporations on whose behalf the facility is rented, agree to obtain general liability insurance coverage in the amount of at least \$1,000,000 for the scheduled event which names the county as an additional insured and stipulate that they will jointly and severally indemnify and hold the County harmless against all liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising out of or resulting from the rental of this facility or the conduct of the assembly or any of its participants.

Events of 75 or less that do not carry insurance, the above indemnification also applies.

Proof of Insurance: Applicants on whose behalf the facility is rented are required to carry \$1,000,000 of liability insurance except for events with 75 or less participants.

I agree to the policies and procedures as stated in this Rental Agreement:
(Please return signed agreement at time of payment)

Signature: _____ Date: _____