

**HARDEE COUNTY**  
**AGRI CIVIC CENTER USE REQUEST**

**NAME OR ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TELEPHONE#:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**REQUESTED DATE:** \_\_\_\_\_ **NUMBER OF PERSONS EXPECTED:** \_\_\_\_\_

**HOURS TO BE USED:** \_\_\_\_\_ (STATE TIME DOORS ARE TO BE OPEN UNTIL TIME DOORS ARE TO BE CLOSED)

**MEALS OR REFRESHMENTS WILL BE SERVED:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**Please indicate type of Event:** \_\_\_\_\_ **DINNER MEETING W/SPEAKER** \_\_\_\_\_ **SPEAKER – NO MEAL**

**OTHER (PLEASE EXPLAIN):** \_\_\_\_\_  
\_\_\_\_\_

**PLEASE CIRCLE IF NEEDED:**                      **PODIUM**                      **PUBLIC ADDRESS SYSTEM**

Office hours are 8:00 a.m. – 5:00 p.m. Monday – Friday. Any additional information or instructions should be given to the Facilities Management Department at (863) 773-3419.

Staff will arrange tables/chairs at your request: County supplies tables and chairs only. If you wish to have a special seating arrangement, please sketch your plan on the attached copy of the civic center floor plan provided. Note below any special instructions:

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**NOTE: “NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES”**

IT IS UNDERSTOOD AND AGREED that the Applicant, upon execution of this request, agrees to and will abide by all rules and regulations set forth in the Civic Center use policy and will assume all liability for destruction of property and injury to persons or property during the period of the use of the building, and that the Applicant further agrees by execution of this request, to defend any suits or cause of action brought against the County and to hold the County harmless for any causes of action or its acts of omission arising out of the use of the premises.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\*SEE ATTACHED FOR CURRENT RATES**

**Make Check Payable To:**      **Hardee County Board of County Commissioners**  
   **307 Hanchey Road**  
   **Wauchula, Florida, 33873**

**OFFICE USE ONLY:**

**Payment Received:** \_\_\_\_\_ **in the amount of: \$** \_\_\_\_\_ **Receipt number:** \_\_\_\_\_

**HARDEE COUNTY AGRI CIVIC CENTER USER POLICY**  
**ADOPTED OCTOBER 18, 1979, REVISED 09/08/05, REVISED AND ADOPTED 06/18/09**

1) **AVAILABILITY:** The facility will be available upon request on a first come/first serve basis. Reservations should be made not less than five (5) days in advance. The closing hours for the Civic Center are: Monday - Thursday 11:00 p.m., Friday - Sunday 12:00 a.m. unless a time waiver is approved by the Board of County Commissioners.

2) **RATES EFFECTIVE:** June 18, 2009

	<b><u>\$105 per hour standard rate</u></b>	<b><u>Board approved % of fee waived</u></b>	<b><u>Approved Rate</u></b>
<b><u>Government</u></b>			
HC BoCC and Constitutional Officers		100%	\$0 per hour
4-H Events		100%	\$0 per hour
Health Department		100%	\$0 per hour
CFRPC		100%	\$0 per hour
SWFWMD		100%	\$0 per hour
Cities		100%	\$0 per hour
State i.e. FDOT		100%	\$0 per hour
Schools-Testing & student activities of which no fee is charged-TPPA		100%	\$0 per hour
Schools-Students (i.e. prom, of which a fee is charged)		34%	\$70 per hour
<b><u>Private</u></b>			
i.e. Weddings and parties		0%	\$105 per hour
<b><u>Commercial</u></b>			
i.e. Wrestling or boxing events		0%	\$150 per hour
<b><u>Industry Support Organizations</u></b>			
i.e. Cattlemen, Citrus, Blueberry, Farm Bureau, Farm Credit, Beef Council		0%	\$105 per hour
<b><u>*501c3 Non Profit Organizations</u></b>			
i.e. Hardee County Youth Sports Hardee Athletic Foundation Churches		34%	\$70 per hour
<b><u>Block Rate</u></b>			
i.e. Story of Jesus, Fair, Heartland Corral, etc. Usage of more then one (1) week			\$100 per day
<b><u>Community Cultural</u></b>			
Florida Hospital Back To School, HARC-Valentines Dances			\$105 per hour
<b><u>**Out of county residents</u></b>			
			\$150 per hour

\*Certificate of exemption will need to be provided.

\*\* Any organization that does not maintain a local address and the majority of the members are not Hardee County residents will be considered "Out of county residents" for both the hourly rate and the security deposit.

- 3) SECURITY DEPOSIT: There will be a \$200 security deposit for county residents and entities. A higher deposit could be required by County due to the nature of the event. There will be a \$300 security deposit for out of county residents and entities.
- 4) PAYMENT: Payment will be made no later than fifteen (15) days prior to the event. If payment is not received within this time frame the event will be canceled.
- 5) RULES AND REGULATIONS:
  - (A) NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES; INCLUDING THE PARKING LOT. ANY VIOLATION OF THIS RULE SHALL RESULT IN THE TERMINATION OF THE EVENT BY THE HARDEE COUNTY SHERIFFS OFFICE.
  - (B) LOUD AND RAUCOUS NOISE IS PROHIBITED UNDER THE HARDEE COUNTY UNIFIED LAND DEVELOPMENT CODE, SECTION 2.15.00. ANY VIOLATIONS OF THIS ORDINANCE SHALL RESULT IN THE TERMINATION OF THE EVENT BY THE HARDEE COUNTY SHERIFFS OFFICE.
  - (C) For events where 150 or more persons are expected, a security officer will be required (depending on the event, additional officer(s) may be required). Security charges are \$30.00 per hour with a 3 hour minimum or \$90.00. Staff will make arrangements for security. The Board of County Commissioners reserves the right to determine the need for security. Security shall be certified off duty law enforcement officers.
  - (D) Regular meetings or events, i.e., weekly, monthly, must be requested for each meeting unless otherwise approved by the Board of County Commissioners.
  - (E) Nothing shall be fastened to any walls, vents, doors, windows, appliances, furniture or structure by any method such as tape, nails, etc. County staff to be contacted for authorization concerning the decorations that may be fastened to building. Glass walls are NOT to be opened.
  - (F) Applicant shall assume responsibility for any damages.
  - (G) No equipment shall be removed from the facility without the written permission of the County Manager.
  - (H) No additional tables or chairs are to be brought into the facility without County approval.
  - (I) When meals are served, it shall be the responsibility of the user to provide any articles not available through the County and to restore the premises to a clean and orderly condition and all garbage shall be placed in the dumpster located outside the Civic Center building.
  - (J) The County employee/employees present at times the facility is in use will provide housekeeping assistance, but will not act as a sound or lighting technician.
  - (K) No tips or gratuity shall be given to County employee/employees for assistance.
  - (L) Fee Reductions may be requested to the Board of County Commissioners on an annual basis.
  - (M) **Set up charges are \$105 per hour unless arrangements are made for set up during regular working hours (8:00 a.m. – 5:00 p.m.). Non-charged set up and decoration hours will be limited to three (3) hours. Air conditioning will not be provided during this time.**
  - (N) Building occupant load and related rules are covered in Attachment I.

ATTACHMENT I

Civic Center

<u>Event Type:</u>	<u>Occupant Load:</u>
*Concentrated use:	1475
**Less Concentrated use:	688
***Seating only:	904(approx)
Stage only:	143

\*Concentrated use is defined as standing room only.

\*\*Less Concentrated use is defined as a reception with tables and chairs.

\*\*\*seats must be secured in groups of no more than 7 and not less than 3. Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row and shall have a path of travel not exceeding 30ft in length from any seat to an aisle. Number of rows shall not exceed 16.

**Crowd Managers: One trained crowd manager is required for all events. Where the occupant load exceeds 250, additional trained crowd managers shall be provided at a ratio of 1 crowd manager for every 250 occupants.**

**Note: All events are subject to Fire Department inspection and sign off prior to event taking place. When the following attendance numbers apply, there will be a mandatory sign off from the Fire Department before the building can be occupied:**

**Less Concentrated use greater than 500**

**Seating only greater than 600**

**Concentrated use greater than 1,000**

# Hardee County Agri Civic Center Floor Plan

