

Fleming Island Plantation Facility Usage Policies

For any questions, please call the Amenity Center at 278-8613

Email: fip4info@bellsouth.net

Amenity Center
2300 Town Center Boulevard
Fleming Island, FL 32003
904-278-8613

Plantation Splash Park
1510 Calming Water Drive
Fleming Island, FL 32003

VII. Fleming Island Amenities and Building Reservations

A. Pavilion Reservation Policies

1. You will need to obtain reservation forms from the Amenity Center office. No date or time can be held unless proper paperwork, deposits, and fees have been submitted. Facility will be reserved on a first come first serve basis and two weeks prior notice is required.
2. Applicant must be a Fleming Island Plantation Patron and in good standing.
3. The pavilions available for rental at the Amenity Center are located between the volleyball courts and children's playground. The pavilion outside of the pool gates is not available for any party or event usage. This facility is strictly for patron's daily usage.

The pavilions at the Splash Park Activity lawn, located behind the pool, are available for residents use on a first come, first serve basis. The exception would be if your event will be larger than 40 people, than prior notice must be given to the Amenity Center, for proper preparations and use of District facilities. Please note that there is to be NO use of grills, either propane or charcoal, in any part of the Splash Park grounds, without written permission. There are also no alcoholic beverages allowed on ANY part of the District property.

4. Alcoholic beverages are prohibited from District facilities. An exemption from this policy may be granted by the CDD Board of Supervisors, District Staff; the District Manager, the Operations Manager, Parks and Recreation Manager, Maintenance Manager and the personnel of the Amenity Center(s) on an event-by-event basis if appropriate licenses and insurances are available to applicant. Additionally, the person renting the facility must comply with the requirements of Resolution 99-9 (including but not limited to taking all appropriate measures to insure that alcoholic beverages are not served to minors nor used to excess by any guest, etc.)
5. If more than 40 persons will be attending a function, the person renting the facility may be required to obtain the services of an off-duty or retired police officer. Written notification of the Officer hired must be turned into the Amenity Center office seven (7) days prior to your event.
6. Parties of 40 persons or larger are required to do a pre-party walk-thru with an Amenity Center staff member at least one week prior to the event. This is to insure safety and proper District facility usage.
7. No open burning and no campfires shall be allowed within the District facilities.
8. Applicant may reserve the pavilions only for functions for up to a maximum of four hours, from set up to clean up.
9. Currently there is no fee to rent a pavilion. There is just a \$300 deposit required. These checks should be made payable to FIP CDD and will be attached to your reservation form. Upon inspection, if there is no damage, everything is clean, and all policies and procedures have been followed those checks will be returned to you or shredded in the Amenity Center office.

10. Patrons are responsible for presenting FIP Photo ID's when asked to do so by staff or District Security Officers. Failure to produce the proper ID will result in immediate dismissal from any and ALL Amenities.
11. Please refrain from attaching or sticking anything on the pavilions stucco columns for decorations – this could result in partial or full loss of security deposit.
12. As the property owner, you must be present during the entire function, including the initial inspection of the premises and the final walk through when applicable.
13. Any non-compliance with the reservation forms, can cause full or partial forfeiture of deposits.
14. If electricity is needed at the Amenity Center or Splash Park pavilion(s) there will be an additional, non-refundable charge of \$25. This will need to be taken care of and pre-paid for at the time of the reservation. There are no electrical outlets at the pavilions and prior arrangements will need to be made.
15. If you plan on having ANY outside vendors attend your event i.e.; jump-n-funs, bounce houses, caterers etc. those companies must have provided proof of insurance at least one week prior to your event. Please note that jump-n-funs, bounce houses, or any other inflatable devices are only permitted at the Amenity Center facility.

B. Swimming Pool Reservation Policies

1. ONLY available at the Amenity Center pool – NOT Plantation Splash Park.
2. The Amenity Center pool is available for patron events between regular pool hours in two hour increments, of the residents' choice. Please note that only one party per two hour block will be permitted. Also, note that there are to be no pool parties permitted on any holidays, i.e. 4th of July, Memorial Day, etc.
3. This reservation would allow you 15 maximum guests *total* at your party, this includes residents, non-residents, swimmers, and non-swimmers. Failure to adhere to the fifteen (15) person total will cause complete forfeiture of all fees and deposits.
4. You must accompany your party and check in with attendant.
5. Any non-compliance with *any* of the pool reservation policies or pool rules can cause full forfeiture of fees and deposits.
6. There is a \$45 non-refundable fee for use of the swimming pool for patron events.

C. Amenity Center Conference Room or Splash Park Gathering Room Reservation Policies and Procedures:

1. **Fee structures** – there will be a \$300 deposit for the use of any indoor facilities. All facilities are available for a (2) two hour or (4) four hour time frame, to include set-up and clean up. This must be strictly adhered to.

Kitchen Facilities – Please note that kitchen facilities at both Centers are not equipped with household supplies, i.e. saran wrap, foil, spatulas, serving spoons, pot holders etc. Please plan accordingly. Also, neither Center is equipped with a garbage disposal so please dispose of food properly. Please bring additional trash bags for your events, for none will be provided.

The Amenity Center conference room is available for rent at \$35 for a (2) two hour time frame or \$70 for a (4) four hour time frame, to include set-up and clean up. The maximum amount of

people allowed in the conference room is twenty-nine (29). Disregard for this capacity may cause the full forfeiture of fees and deposits.

If you are reserving the Amenity Center conference room after hours you need to obtain a key in the following manner. The day of your event, between Noon and 5pm, you must come to the Amenity Center office and receive the key to the building and an alarm code, if applicable. The key may only be picked up by the person who has reserved the room. Please note that the key also needs to be returned by Noon on the next business day after your event. Failure to comply with these policies can cause full forfeiture of fees and deposits as well as possible loss of rental privileges.

Groups that are using the room during regular office hours do not need to obtain a key.

The Plantation Splash Park has a large gathering room that will also be available for rent. The fees will be broken down depending on what part of the room you will be utilizing.

Splash Park room rentals are just for that, the room ONLY. There is to be NO use of the pool during your rental time frame. Should any patron or guest of the party be found on/using the pool/pool deck during the rental time frame, that party shall be immediately dismissed from District property. This is a serious safety concern and any failure to adhere to this policy can result in partial or full forfeiture of deposit(s). Should a patron be found not in compliance, that patron will be notified of the violation and retention of deposit(s) until such time that the CDD Board of Supervisors may review the infraction. Patron shall be notified of the meeting at which the CDD Board of Supervisors will review the matter.

For either half of the gathering room facility at a (2) two hour time frame will be a \$45 non-refundable fee. A (4) four hour time frame will be a \$90 non-refundable fee. All time frames include set-up and clean up. If you're planning on renting half of the facility and your event doesn't include plans for the food and beverage / kitchen then the back half of the room will be reserved for your event. This will help with availability.

To rent the entire gathering room facility will be \$70 non-refundable fee for a (2) two hour time frame and \$140 non-refundable fee for (4) four hours. All time frames include set-up and clean up.

Two week prior reservations **are** required for any facilities.

2. There is to be no waiver of fees, unless under the discretion of the Management. If yours is a non-profit organization and proper proof is provided at the time of the reservation, there is a possibility of any room fees being waived. However, all deposits will still be required regardless of the situation. As well as all food and beverage fees, equipment fees, etc. would still apply.
3. No smoking or alcoholic beverages are allowed inside any of the facilities.
4. No food or drink allowed during any community or neighborhood meetings.
5. Each group is responsible for setting up the room with tables and chairs to meet their own needs. It is also the responsibility of the room renter to return all furniture back to its original locations, a diagram is provided in each room. Failure to comply with these rules can cause loss or full forfeiture of deposits, as well as future use of the rooms.
6. No signs or materials may be attached to any wall, door, sound panels, window furnishings or painted surface except at the direction of Management.
7. Children attending meetings must be supervised and remain with a responsible adult at all times. They must remain in the meeting room, not in the main office, until the group exits the building.

8. Youth groups must have chaperones over the age of 21 and are required to notify Amenity Center staff of chaperones per child ratio for the event.
9. Groups are requested to notify the staff if the event time is not needed at least seven (7) days prior to the event for a full fee refund. If less than seven (7) day notice is given; return of fees are subject to management approval. Deposits shall be refundable regardless of the cancellation date.
10. Groups that miss three consecutive event times without notifying staff may forfeit their rights to use the facilities.
11. If you are expecting outside calls have them directed to your cell phone, as the Amenity Center phones are for business purposes only.
12. Propping doors is only permitted while things are being carried in/out for your event. After that designate a person to open the door for other group members to enter or exit.
13. Use of CDD equipment is possible, but arrangements must be made in advance, at the time of the reservation and can be subject to fees and deposits. Each group is totally responsible for the careful and correct use of the equipment. For example use of the television in the Amenity Center conference room or Gathering room is possible, with a non-refundable \$25 fee at the time of reservation.
*Note: all cords, adapters, etc are the responsibility of the patron renting the amenities. Staff does not provide this equipment.
14. Immediately notify staff by calling the after hours emergency number 1-866-810-2110 or 940-6044 if there are any emergencies.
15. CDD Board of Supervisors or Amenity Center staff cannot be held responsible for damage or loss of items left unattended in meeting rooms.
16. Each group assumes total responsibility for safety, careful use, and security of the Amenity Center facility, Splash Park facility, furnishings, and equipment. Abuse or misuse will immediately constitute full forfeiture of fees, deposits, and of all meeting room privileges.
17. **The following must be complete prior to your departure: bag and remove all trash, pick-up litter, return all chairs and tables to original setting, wipe tables, return thermostat to posted temperature, where applicable, and turn off lights.**

D. Permits

1. Any member desiring any recreational facility shall submit an application permit from the Amenity Center office. Completed applications must be returned to the same office for review and approval.
2. Any persons granted a permit must sign a statement that they have read and agreed to abide by the policies and procedures of the District.
3. The District reserves the right to deny any application based on safety, site capacity, holidays, scheduling considerations, potential for community disturbance or other issues impacting the community.
4. Deposit and proof of staff (if required) must be received at least 14 business days prior to scheduled use time.

5. Groups are requested to notify the staff if the event time is not needed at least seven (7) days prior to the event for a full fee refund. If less than seven (7) day notice is given; return of fees are subject to management approval. Deposits shall be refundable regardless of the cancellation date.

E. Insurance and Operating Cost Requirements

1. The District reserves the right to establish insurance requirements and fees to cover any costs incurred by the district as are necessary on an event-by-event basis. Insurance and fee schedules are available in Amenity Center office.
2. Any outside vendor used during your event, must provide a copy of their insurance one week prior to the event.

F. Deposits

1. Information can be obtained at the Amenity Center office.
2. Deposit and fee checks are to be made payable to FIP CDD.
3. *A few tips to protect your cleaning deposit are; bring your own trash bags, you may place your trash in the dumpsters, further instructions will be provided at the time of your reservation. Bringing a broom from home to sweep up for there will inevitably be crumbs. Leaving the trash cans overflowing, debris, crumbs or stains could affect your deposit.

VIII. Suspension and Termination of Privileges

- A. Privileges of the Fleming Island Plantation Amenities can be subjected to suspension or termination by the CDD Board of Supervisors, District Staff; the District Manager, Operations Manager, Parks and Recreation Manager, Maintenance Manager, and personnel of the Amenity Center(s):
 1. Submits false information on the application for a pass (i.e.: if truthfully disclosed would have made them ineligible for a pass).
 2. Permits unauthorized use of a pass.
 3. Exhibits unsatisfactory behavior; deportment or appearance.
 4. Fails to abide by the Policies and Procedures established for the use of facilities.
 5. Treats the personnel or employees of the facilities in an unreasonable or abusive manner (i.e. language, bodily harm)
 6. Engages in conduct that is improper or likely to endanger the welfare, safety, or reputation of the Center, its management or other patrons.
- B. The management may at any time restrict, suspend or for cause or causes, as described above, any patrons' privileges to use any or all of the District facilities.
- C. All rules, regulations, hours of operation are subject to change at any time, at the sole discretion of the management.
- D. Any individual registered as a "Sexual Offender" as defined in Section 943.0435, Florida Statutes or as a "Sexual Predator" as defined in Section 775.21, Florida Statutes, shall not be permitted to access the Plantation Splash Park or the Amenity Center, as defined herein. District staff shall not grant amenity access cards to individuals who are registered as Sexual Offenders or Sexual Predators and shall immediately deactivate any amenity access cards which may have been granted to an individual who is registered as a Sexual Offender or Sexual Predator.