



Auxiliary Services Department
 5840 26TH St. West, Bradenton, FL 34207
 (941) 752-5338 Fax (941) 727-6021 www.scf.edu/facilityrentals

Bradenton/Venice - External Room Reservation Agreement

1. EVENT INFORMATION/ CONTACT INFORMATION

Event Name:	Tour of Lights	Event Number:	12552
Organization:	Manatee Co. Board of County Commissioner		
Billing Address	P.O. Box 1000 BRADENTON, FL 34206		
Contact:	Mark Betti		
Phone/Email	mark.betti@mymanatee.or/ 747-8621 x7438.		
Event Description	Special Project SETUP		
Location:	BRADENTON	Building/ Room:	BR Parking Lot D BR Parking Lot D
Date:	12/20/2013- 12/21/2013	Day	FRI SAT
Set-up Time:	5:00 pm 5:00 pm	Start Time:	6pm
		Ending Time:	10:00 pm 10:00 pm

2. RENTAL FEES

Space/Room Rental Fees	Rate	\$0.00	Hours/Day	0hrs	Sub-Total – Room Fees	\$0.00
Insurance Reimbursement	Rate	\$0.00	# of Events	1	Sub –Total Insurance	\$0.00
Additional Security	Rate	\$25.00	Hours	hrs	Sub-Total Security	\$0.00
Custodial	Rate	\$20.00	Hours	4hrs	Sub-Total Custodial	\$80.00
Sales Tax (*if exempt please include DR-14 form)	6.5% Bradenton County and 7% in Sarasota County. Sales tax is calculated on room rental fees only.					\$0.00
Totals						\$80.00
Due With Contract	Due when rental agreement is returned. See Cancellation policy for refund policy. Please pay by check or credit card.					\$80.00

3. ADDITIONAL EVENT ITEMS

➤ FOOD/BEVERAGE: Contact Food Services at 941-752-5311 or food@SCFfl.edu ** See # 3 of Guidelines & Regulations.
➤ INSURANCE: A certificate of liability insurance is required or agree to reimburse the College for liability coverage (contact Auxiliary Services for a quote). Certificates should list <u>State College of Florida, Manatee-Sarasota District Board of Trustees, 5840 26th St W., Bradenton, FL, 34207</u> as additional insured.
➤ PAYMENT: Please include credit card authorization or check for your event.
➤ SET-UP: Include detailed instructions on page 3 if a set-up is needed. **Note SCF only provided a/c equipment does not provide additional Audio Visual support other than the equipment that is in the room.
➤ SECURITY: Please contact Security at 941-752-5550 in Bradenton or 941-408-1550 in Venice to unlock doors. Please have a copy of your rental contract with you.
➤ WIFI: To use the wireless internet on campus contact at 941-752-5357 or helprequest@scf.edu to obtain a temporary log-in PRIOR to your event.



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4. RULES AND PROCEDURES

IV. GUIDELINES/ REGULATIONS

1. Non-College entities will be required to provide proof of liability insurance to the College or reimburse the college for liability insurance. Liability insurance is provided through the Florida Community College Risk Management Consortium.
2. Fees will be assessed for the use of all College facilities, equipment and services in accordance with the Board of Trustees approved fee schedule. Only the President is authorized to waive fees or charges related to facilities usage.
3. Expenses for any damage to SCF property or equipment as a result of misuse will be assessed to the user.
4. No permission shall be granted for the use of College buildings, facilities and/or equipment for illegal activities or any activities prohibited by any campus organizations of the College rule, local, state, or federal laws or statutes.
5. No permission shall be granted for the use of College buildings, facilities and/or equipment for political meetings not sponsored by campus organizations or the College and/or activities which tend to indicate support or endorsement to any one political candidate.
6. No permission shall be granted to any organization or group which believes in or teaches directly or indirectly the overthrow of the United States Government or the government of the State of Florida.
7. The College will generally deny permission for the use of its facilities under any of the following circumstances:
 - Activities, which at the discretion of the College, are deemed not to be in the best interest of the College.
 - Individuals or groups of individuals constituting a legal entity.
 - Activities that duplicate existing College programs.
 - Activities of profit-oriented organizations, which would normally be accommodated in other local facilities.
 - Activities or events that are deemed to be incompatible with College philosophy, objectives or commitments.
8. The College may limit the use of facilities on days or times when appropriate support services are not available, i.e.-holidays, Saturdays, Sundays, non-operational hours.
9. As a drug/alcohol free environment, State College of Florida will not tolerate the manufacture, distribution, possession or use/abuse of alcohol or illegal drugs on any campus or at any SCF sponsored event.
10. Food and beverages are permitted in designated areas ONLY. *Food is not allowed in the auditoriums, Neel lobby, and rooms with computers or musical equipment. **Excessive cleaning fees of \$50 per hr may be charge to renter if rental space needs special cleaning after rental, (ex: removal of glitter, gum, candy, dirty, soft drinks or other material from rental space.)*
11. Effective 4/1/2011, All SCF campuses are smoke-free. Smoking is not permitted anywhere on campus (parking lots included).
12. All events conducted on campus are subject to SCF security parking rules and regulations. SCF may require additional security for any event scheduled on campus.
13. The College may require additional maintenance and custodial services for any events scheduled on campus.
14. SCF requires at least a 50% deposit 30 days prior to the event.
15. All mechanical or electrical equipment brought in to support an event must be identified prior to the event and approved for use by SCF.
16. Minors must be supervised by an adult at all time at SCF.

5. SIGNATURES

LS (Initial)
 ➤ I acknowledge and understand that I am responsible for ensuring that all State College of Florida policies, rules and regulations are adhered to by my group.

LS (Initial)
 ➤ **Cancellation Policy:** Deposit will be refunded if event is cancelled 30 days prior or rescheduled. Any cancellations after 30 days prior to event may forfeit deposit.

Manatee County Board of County Commissioners

Signature /Person Requesting Facilities	<u>Larry Busto</u> Chairman	Date: 12/3/13
SCF Rental Approving Signature		Date:

ATTEST TO MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS

R.B. SHORE Clerk of the Circuit Court

By: G. Alexander
Deputy Clerk



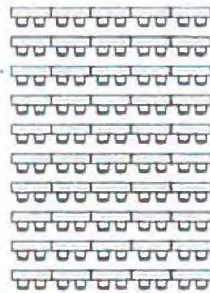
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7. ROOM SET UP/ WORK ORDER

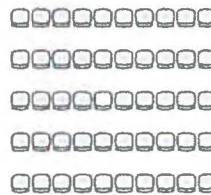
Event Date:		12/20/2013, 12/21/2013			
Event Name/ Event Number:		Tour of Lights			
Set-up Contact Person/Phone#:		Mark Betti			
Set-up Time:		5:00 pm 5:00 pm			
Campus/Building/Room:		BR Parking Lot D			
Directions set-up to be facing? (check one) N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/>	# of Tables	8ft <input type="checkbox"/> 6ft <input type="checkbox"/>	# of Chairs	# Chairs per Table	
A/V request: Do you require WIFI? Yes No					
Set Up Instructions: Open up building 29 so there is access to the restrooms and provide trash cans in the bus area.					



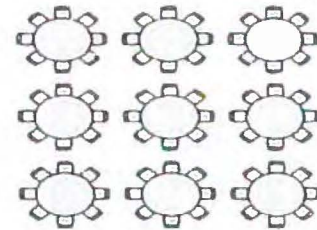
Empty Room
*No Set-up with be done.



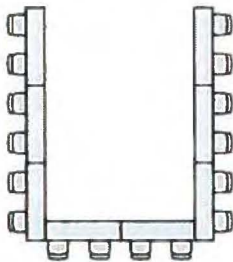
Standard Classroom
 Standard Classroom/w Center Row
 *Set-up is tables and chairs on one side.



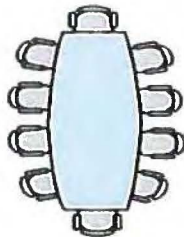
Theater
 Theater/W Center Row
 *Set-up is chairs only



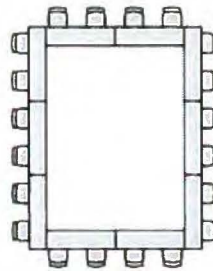
Banquet
 Banquet W/ Center Row
 *Set-up is table (round tables available at select campuses only.) with chairs on both sides of the table.



"U" shape
 *Set-up included tables and chairs



Conference
 *Set-up is one table with chairs



Square
 *Set-up includes tables and chairs around the outside of the square.

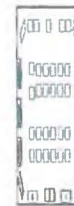


Exhibit
 Set-up is tables only.



Registration Table



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December 3, 2013 - Regular Meeting
Agenda Item #20

Subject

Tour of Lights External Room Reservation Application

APPROVED in Open Session

Briefings

None

Manatee County Board of County
Commissioners

Contact and/or Presenter Information

William Steele, Transit Manager, (941) 747-8621, william.steele@mymanatee.org

Mark Betti, Transit Operations Superintendent, (941) 747-8621 x7438, mark.betti@mymanatee.org

Action Requested

Authorization for the Chairman to execute an External Room Reservation Application with State College of Florida (SCF) for the 2013 Tour of Lights, to be held December 20 & 21, 2013.

Enabling/Regulating Authority

Comprehensive Plan, Intergovernmental Coordination Element, Objective 11.1.4 Efficiency in Service Delivery

Background Discussion

The Tour of Lights is an annual event where MCAT buses tour local holiday lights, using SCF as a base location. The event takes place over two evenings and is available to the public on a first-come, first-serve basis. Participants are asked to bring a donation in the form of toys or food in lieu of payment. The buses will start and end the tour from this location. The Tour of Lights is scheduled for December 20 & 21, 2013. SCF charges \$80.00 for use of their facilities.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

Return executed application to Mark Betti, Transit Operations Superintendent, Public Works Department, Transit Division, Ext. 7438, mark.betti@mymanatee.org.

12/3/13 QA original sent to Mark via interoffice mail

Cost and Funds Source Account Number and Name

\$80.00, 435-0012000

Amount and Frequency of Recurring Costs

One-time cost