

## FACILITY RENTAL POLICIES

1. Patrons may reserve the pavilion adjacent to the tennis facilities (“Rental Space”) for private events. Reservations must be made and approved at least two (2) weeks and no more than four (4) months prior to the event. In addition, each household may rent the Rental Space only once per quarter of the calendar year. Persons interested in doing so should contact Governmental Management Services regarding the anticipated date and time of the event to determine availability by sending an e-mail to the Special Events Coordinator, [lifestyleatcanopy@gmail.com](mailto:lifestyleatcanopy@gmail.com).
2. Please note that the Rental Space is unavailable for private events on the following holidays:

Easter Sunday	Thanksgiving
Memorial Day Weekend	Christmas Eve
4th of July	Christmas Day
Labor Day Weekend	New Year’s Eve
	New Year’s Day
3. The Patron renting any portion of the Rental Space shall be responsible for any and all damage and expenses arising from the event, and shall be required to clean up the Rental Space and restore it to its same condition as prior to the event.
4. Patrons interested in reserving the Rental Space must submit a completed Amenity Central Rental Application and Agreement to the Special Events Coordinator by submitting a hardcopy via e-mail to [lifestyleatcanopy@gmail.com](mailto:lifestyleatcanopy@gmail.com).
5. At the time of submittal, Patron will be required to pay to the *Canopy Community Development District* an amount of **\$200.00** for the Rental Space and an additional fee of **\$50/hour**, for a minimum of two hours, for a party attendant. For a reservation of two hours, then, the fee would be payable in advance of \$300. For three hours it would be \$350 and for four hours, \$400. The Special Events Coordinator will review and approve the Rental Space Rental Application and Agreement on a case-by-case basis and shall have the authority to reasonably deny a request. Denial of a request may be appealed to the District’s Board of Supervisors for consideration.
6. When not the subject of a reservation, the Rental Space and all other areas of the District facilities are available on a first come, first serve basis.
7. Rental Space Cleaning Requirements:
  - a) Ensure that all garbage is removed and placed in the dumpster.
  - b) Remove all displays, favors or remnants of the event.
  - c) Restore all items to their original position.
  - d) Wipe off tables.
  - e) Ensure that no damage has occurred to the Rental Space and its property.
  - f) Patron and Patron’s guests are required to adhere to all Rental Space rules and regulations.

- g) Failure to comply with such rules and regulations may result in additional fees to the Patron.
8. If additional cleaning is required, the Patron reserving the area under the Pavilion area will be liable for any expenses incurred by the District to hire an outside cleaning contractor. In light of the foregoing, Patrons may opt to pay for the actual cost of cleaning by a professional cleaning service hired by the District.
9. General Policies:
- a) Patrons are responsible for ensuring that their guests adhere to the policies set forth herein and may have no more than four (4) guests, consistent with the terms and conditions of the District's adopted amenity rules.
  - b) Certain areas of the Rental Space may be rented after its normal operating hours until 12 a.m.
  - c) The volume of live or recorded music must not violate applicable Leon County noise ordinances.