



City of Port St. Lucie Community Center City Use Guidelines

It is our pleasure to serve and help any City Department with their meeting/events. Please understand that we are here to assist you. It is very important that each department communicates their needs (set up information, equipment, etc.) prior to the event.

WHAT THE COMMUNITY CENTER PROVIDES:

1. Use of a specifically designated space and public areas.
2. Use of existing electrical and water utilities.
3. Kitchen rental includes use of equipment therein.
4. Tables and chairs set up (our staff will assist with the set up).
5. Audio-visual equipment (if available).

WHAT THE GROUP IS TO PROVIDE:

1. Any additional equipment that is not provided by the Community Center.
2. A detailed room set-up diagram must be received by the Parks & Recreation 10 days prior to the function.
3. The manpower to complete room changes if the group decides to change the requested set-up on the day of the event.
4. The manpower to move any equipment brought in by the group.
5. Post-function: Removal of all additional equipment from the facility at the conclusion of the function and depositing all trash into trash dumpster in the rear of the facility. Any spills on the floors must be mopped.
6. Any table covers to cover the tables. For the rectangle tables which measure 2 ½ feet by 6 feet you will need a standard 3 feet by 8 feet tablecloth. The round tables measure 60 inches across and you can use a standard 84 inch round tablecloth.

FACILITY RULES:

1. Based on activity and participants, more staff or off-duty police officers may be requested. We reserve the right to request for additional help from the requesting groups department during big events with the set up and take down of the tables and chairs.
2. Decorations must meet the approval of the Parks & Recreation Director or his/her designee in advance. Decorations must be freestanding or tabletop. Nothing may be hung from the walls or ceilings, unless approved by the Parks & Recreation Director or his/her designee. Lobby furniture may not be moved.
3. Parking – Parking in either the front parking lot, rear parking lot or across the street in the north side overflow parking area. The north side of the Community Center parking lot is reserved for citizens using the facility. All city vehicles should either park in the overflow parking lot or in the back of the building.
4. Please leave the facility and its contents in the same condition in which you found them. Please place all trash in the trash dumpster outside the facility.
5. All required fire exits may not be blocked. All exits must be kept clean and unobstructed.
6. Outdoor marquee sign will be used only for City sponsored programs, events or information. Also for Community Center Special Events and for Non-profit organization events with high draw potential.
7. Groups using the Community Center must bring their own office products. Limited copy use only unless authorized by the Office or Facility Manager. Groups may be asked to replace supplies.

KITCHEN RULES

Please understand that when reserving the kitchen, you are reserving it for warming and preparation of the food only. You are not allowed to use the Gas Stove and Burners, Fryer, Convection Oven, and Flat Top Grill.

If you need to use any of the above items, you will need to have a licensed cater and provide general liability insurance that lists the City of Port St. Lucie as the additional insured.

1. Please leave the kitchen and its contents in the same condition in which you have found them. Please place all trash and garbage in the trash dumpster outside the facility.
2. During the usage of a **kitchen** rental, all members using the kitchen facility and handling any and or all food items should follow procedures as required by the Department of Health and Environmental Services.
3. All food items must be removed at the end of the function. No food items may be stored for pick up at a later date. (unless authorized by Facility Manager)
4. You must provide your own cooking/serving/eating dishes, paper products, utensils, and all other items.
5. We will provide you with Automatic Coffee makers. It is the group's responsibility for the coffee and condiments. The group using the facility is responsible to make the coffee and serve it. Please remember it takes over an hour to brew a large pot of coffee.

If need assistance from any other departments, please contact them directly. For example: You may need to promoter the event. You would want to contact Ed Cunningham and provide him with the Who, What, When, Where, and Why.

If you have any questions feel free to contact Sara Page, Event Coordinator (871-5087) or Jay Liss, Recreation Administrator (871-5086).

Revised October 1, 2009