



*Lexington Oaks*  
COMMUNITY DEVELOPMENT DISTRICT  
Pasco County, Florida

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DISTRICT OFFICE ■ 2634 CYPRESS RIDGE BLVD. ■ SUITE 102 ■ WESLEY CHAPEL, FL 33544

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# LEXINGTON OAKS COMMUNITY CENTER

## RENTAL APPLICATION

This application includes the following documents that must be completed before the rental date can be reserved for your event:

1. Community Center Rental Policies & Procedures
2. Community Center Rental/Release of Liability
3. Post-Rental Checklist

Payment for the appropriate deposit and fee must be received to reserve your event date. The current Fee Schedule for the District is also included.

Please coordinate with District staff for further information.



## Community Center Rental Policies and Procedures

1. The Community Center is available for rental for a maximum of six (6) hours unless otherwise approved by the Site Manager. Rentals may begin as early as 8:00 a.m. and must end by 1:00 a.m. (including cleanup). All functions must comply with all applicable Pasco county noise ordinances. Any renter cited by the Pasco County Sheriff will automatically forfeit their security deposit.
2. All functions must be contained inside the Community Center. Rental of the Community Center includes the use of the restrooms. **Use of the pool, the fitness center, or any other recreational area is not included with the rental.**
3. Individuals reserving the Community Center must sign a ***“Community Center Rental/ Release of Liability and Indemnification Agreement”*** to rent the facility.
4. Any person renting the Community Center must be present at the function for the duration of the rental period.
5. All reservations for the Community Center shall be made in person at the Community Center and will be honored on a first come, first serve basis. For availability, call the Site Manager at (813) 907-8718. Advance reservations by any person or entity shall be limited to two (2) events, each of which shall require payment of the appropriate fees.
6. Per the approved CDD Schedule of fees, Rental Fees and Security Deposits are as follows:
  - If alcohol will not be served,  
 Reservation Fee - \$ \_\_\_\_\_  
 Security Deposit - \$ \_\_\_\_\_
  - If alcoholic beverages will be served,  
 Reservation Fee \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_
7. Rental Fee Cancellation Policy- Reservations cancelled 21 calendar days or more in advance of event will be refunded 100%. If cancelled 14 to 20 calendar days prior to event, 50% will be refunded. Cancellations made 13 calendar days or less are not eligible for a refund **Renter’s initials: \_\_\_\_\_**
8. Approval of all events is subject to the discretion of the Board of Supervisors. The board has the authority to reduce or waive rental fees for Community Service functions and events.

Page 1 Initials \_\_\_\_\_



## Community Center Rental Policies and Procedures (Cont'd)

### Rental Request Information

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EVENT \_\_\_\_\_ EVENT DATE \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

SECURITY & RENTAL CK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

Renter's initials: \_\_\_\_\_

9. The normal business hours for the Community Center are from 9:00 a.m. to 6:00 p.m. Monday through Friday, and 10:00 a.m. to 4:00 p.m. on Saturday. During normal business hours, residents are still permitted to enter the Community Center for restroom use and/or to enter the office. The front doors shall not be locked until 6:00 p.m.
10. No person shall use the Community Center in such a manner as to interfere with the residents' rights, comfort, convenience or peaceful enjoyment of the adjoining areas within the Community Center. Specifically, no person shall use the Community Center in such a manner that creates excessive noise, profanity, boisterous action, etc.
11. All exterior doors must remain closed at all times.
12. No pets shall be allowed in the Community Center at any time.
13. Wet swimsuits and bare feet are not permitted inside the Community Center.
14. Vehicles are to be parked in designated areas only.
15. Cooking of food is prohibited. Only food warming devices are allowed. If food is served, table cloths must be used on all tables.
16. No smoke/fog machines or ambiance candles are permitted.
17. Renter shall be responsible for supervising the conduct and behavior of all guests, including children. Inappropriate behavior of any type while on District property (use of profanity or foul language, indecent exposure, etc.) shall not be permitted at any time. Renters are responsible for the actions of their guests and for any damage caused by their guests.
18. Renter shall prevent guests from smoking in the Community Center and/or on the pool deck. All illegal activities, including the use of illegal drugs, are strictly prohibited.



## Community Center Rental Policies and Procedures (Cont'd)

19. The serving, or consumption of alcohol at a non-alcoholic event conducted by the renter or their guests anywhere on District property, including the parking lot, and vehicles within the parking lot, will result in forfeiture of the entire deposit. **Renter's initials: \_\_\_\_\_**
20. Personal property should not be left unattended. The CDD is not responsible for any losses, damages, or stolen personal property. The CDD is not liable for damages, personal or otherwise.
21. **Do not remove or attach anything to the walls.** Renter shall not tape, nail, glue, or fasten any decorations or items to the walls, plants, or furniture. Any violation of this procedure that results in damages will result in a forfeiture of that portion of the security deposit required to cover all damages. If the damage exceeds the amount of the security deposit, the renter will be responsible for all excess damages. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within seven (7) business days to the renter. **Renter's initials: \_\_\_\_\_**
22. Any damage to furniture, floors, décor, or appliances that occurs while renting the Community Center will result in forfeiture of that portion of the security deposit required to cover all damages. If the damage exceeds the amount of the security deposit, the renter will be responsible for all excess damages. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within seven (7) business days to the renter.
23. **The Community Center must be cleaned prior to leaving the premises.** Persons renting the Community Center must adhere to the Lexington Oaks Community Center Rental checklist that will be provided. If additional cleaning is deemed necessary by the Site Manager, the Site Manager will determine the fee and the amount will be deducted from the security deposit. If the cleaning bill exceeds the amount of the security deposit, the renter will be responsible for all excess damages. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within seven (7) business days to the renter.
24. Failure of the renter to abide by the contract procedures and regulations will result in the forfeiture of the entire security deposit. **Renter's initials: \_\_\_\_\_**



## **Community Center Rental/ Release of Liability and Indemnification Agreement**

1. Lexington Oaks Community Development District (the "CDD") is the owner of a Community Center within Lexington Oaks' recreational areas in Pasco County, Florida (the "Community Center").
2. Lexington Oaks is a residential development.
3. Upon request, the CDD will consider the use of the Community Center by groups and other entities for limited purposes.
4. The undersigned, \_\_\_\_\_ (the "Applicant"), has applied to the CDD to use the Community Center as follows:
5. The CDD has consented to the use of the Community Center by the Applicant, its agents, employees and invitees.
6. In consideration of the CDD's permission to the Applicant, its agents, employees and invitees to use the Community Center, the Applicant, for itself, its agents, employees and invitees, and any person or entity claiming by or through them, releases, discharges and acquits the CDD, its agents or employees, for any and all claims for loss, damage or injury of any nature whatsoever to person (including, but not limited to, personal injury and death) or property resulting in any way from, or in any fashion arising from, connected with or resulting in any way from the use of the Community Center in whatever manner the loss, damage or injury may be caused and whether or not the loss, damage or injury may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the CDD, its agents or employees; it being specifically understood and agreed that this release of liability applies, without limitations, to any and all claims for loss, injury or damage caused solely or partially by the negligence of the CDD, its agents or employees.
7. As further consideration for the CDD's permission to the Applicant, its agents, employees and invitees to use the Community Center, the Applicant, for itself, its representatives and assigns, agrees to defend, indemnify and hold harmless the CDD, its agents or employees, from any and all claims for loss, damage or injury of any nature whatsoever to person (including, but not limited to, personal injury or death) or property resulting from the use of the Community Center in whatever manner the loss, damage or injury may be caused and whether or not the loss, damage or injury may be caused, occasioned or contributed to by the negligence, sole or concurrent, of the CDD, its agents or employees; it being specifically understood and agreed that this agreement defend, indemnify and hold harmless applies, without limitation, to any and all claims for loss, injury or damage caused solely or partially by the negligence of the CDD, their agents or employees.

**Applicant Initials** \_\_\_\_\_



**Community Center Rental/  
Release of Liability and Indemnification Agreement (Cont'd)**

8. Should any provisions of this agreement be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms or provisions shall not be affected thereby and said illegal part, term or provision shall be deemed not a part of this agreement.

***To Be Completed by Lexington Oaks CDD Staff***

Staff Member: \_\_\_\_\_

Position: \_\_\_\_\_

Dated: \_\_\_\_\_

***To Be Completed by Applicant***

Applicant Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Approximate number of people: \_\_\_\_\_

Will alcohol be consumed at the event? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes, Liability Insurance Application must be filled out and submitted at least 5 days prior to event. If event is cancelled, the Liability Insurance premium is non-refundable.)

**Applicant Signature** \_\_\_\_\_



## Community Center Rental Checklist

1. After cleaning all tables and chairs, return them to their appropriate place(s).
2. Vacuum the carpeted areas and sweep the tiled areas. In case of spillage, mop the tiled areas and wipe the carpeted areas.
3. Clean the kitchen area, including appliances and counter tops.
4. Pick up, bag and dispose of all trash using the Community Center dumpster. If any trash is left in the parking area, dispose of said trash in the dumpster.
5. Lock and secure all doors within the Community Center. This is to include all exterior doors and the interior doors to the restrooms.
6. Turn off all lights and fans. If any appliances were plugged in by you, unplug them before leaving.
7. Set the alarm when leaving using your assigned code. Your assigned code will be taken out of the system the day following the rental. **DO NOT GIVE YOUR CODE TO ANYONE.**

**PLEASE FULLY COMPLETE THIS FORM. YOU MUST RETURN YOUR KEY TO THE OFFICE TO RETRIEVE YOUR SECURITY DEPOSIT CHECK.**

RENTER'S NAME (printed) \_\_\_\_\_

RENTER'S ADDRESS \_\_\_\_\_

RENTER'S PHONE NUMBER \_\_\_\_\_

RENTER'S SIGNATURE \_\_\_\_\_



## Lexington Oaks

COMMUNITY DEVELOPMENT DISTRICT  
Pasco County, Florida

DISTRICT OFFICE ■ 2654 CYPRESS RIDGE BLVD. ■ SUITE 101 ■ WESLEY CHAPEL, FL 33544

### Schedule of Fees

Facility	User	Use Type	Fee	Security Deposit
<b>Community Center</b>				
<b>Residents</b>				
Community Center	Resident	Child's Birthday Party 12 or younger, not to exceed 4 Hours (Daytime Only)	\$75.00	\$100.00
		Adult – 6 Hours without Alcohol	\$100.00	\$100.00
		Adult - 6 Hours with Alcohol	\$200.00	\$200.00
<b>Community Center</b>				
<b>Non Residents</b>				
Community Center	Non-Resident	Child's Birthday Party 12 or younger, not to exceed 4 Hours (Daytime Only)	\$125.00	\$200.00
		Adult – 6 Hours without Alcohol	\$300.00	<del>\$350.00</del>
		Adult – 6 Hours with Alcohol	\$400.00	\$400.00
<b>Outdoor Recreational Facilities</b>				
<b>Non Residents</b>				
Non-Resident Access to Pool, Playground, Soccer Field, Basketball & Tennis Courts	Non-Residents	Quarterly - Individual	\$150.00	N/A
		Quarterly – Family: Limited to 5 family members from same household	\$300.00	N/A
		Daily - Individual	\$20.00	N/A
		Daily – Family: Limited to 5 family members from same household	\$60.00	N/A
<b>Fitness Center</b>				
<b>Non Residents</b>				
Non-Resident Access to Fitness Center	Non-Residents	Quarterly - Individual	\$300.00	N/A
		Daily - Individual	\$20.00	N/A
<b>Tennis Courts – Exclusive Use</b>				
Exclusive Use of Tennis Courts	Resident	Per hour cost for exclusive private use	\$25.00	N/A
	Non-Resident	Per hour cost for exclusive private use	\$50.00	N/A
<b>ID Card Replacement</b>				
ID Card Replacement	All	Cost of Card	\$10.00	N/A
<b>Print and Fax Services</b>				
Copy Machine	All	Cost Per Page	\$0.20	N/A
Fax Machine			\$1.00	N/A
<b>Gate Remotes – CDD Controlled Villages</b>				
Hawthorne Gate Remote	Resident	Cost of Remote	\$35.00	N/A
Preakness Gate Remote	Resident	Cost of Remote	\$25.00	N/A