

RESERVATION REQUEST

Hills of Ocala Community Center  
C/o Marion County MSTU Department  
2710 E. Silver Springs Blvd  
Ocala, FL 34470  
(352) 438-2650

INDIVIDUAL OR ORGANIZATION: \_\_\_\_\_ Date: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_, (Representative of Organization)

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**IT IS UNDERSTOOD AND AGREED** that we, the above named organization or individual, assume all personal liability and responsibility for any damage incurred to the Hills of Ocala Clubhouse MSTU facility resulting from the use. We further agree to pay the charges listed below in the form as stated.

REQUESTED DATE(S) FOR USE: \_\_\_\_\_ EXPECTED ATTENDANCES: \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NATURE OF USE: \_\_\_\_\_

The undersigned further agrees to indemnify and hold harmless the Board of County Commissioners, Marion County, Florida, its officers, agents, and employees from any and all claims, damages, costs, or expenses arising out of, or incidental to, the above proposed use of the Hills of Ocala Clubhouse facility. I understand and have read this form and assume responsibility for the terms of this reservation.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Name of signer: \_\_\_\_\_ (Please print)

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**CHARGES: Effective date: October 1, 2022**

Rental Fee: \$40.00 per hour plus Florida State Sales Tax

Damage Deposit: \$150.00

All damage deposit fees will be refunded by Marion County directly to the Lessee.

THE RENTAL FEE AND DEPOSIT ARE TO BE SUBMITTED SEPARATELY AND MADE PAYABLE TO THE MARION COUNTY BOARD OF COUNTY COMMISSIONERS EITHER BY CERTIFIED CHECK OR MONEY ORDER. **NO PERSONAL CHECKS or CASH WILL BE ACCEPTED.**

**TOTAL CHARGES:**

**\$150.00 Damage Deposit**

**\$\_\_\_\_\_ Rental Fee**

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**THE FOLLOWING DOCUMENTATION IS SUBMITTED:**

1. Completed and Signed Agreement
2. Copy of Tax Exempt Certificate if lessee is tax-exempt organization
3. Check(s) or money orders made payable to M.C.B.C.C (Marion County Board of County Commissioners)

**RESERVATION RULES FOR HILLS OF OCALA CLUBHOUSE (Please read carefully)**

1. No Smoking in the building.
2. No Alcohol use in the building or park.
3. Parking will be limited to the front of street parking area in front of the building.
4. Air Conditioning has been set at 80 degrees. Settings may be altered during the event including heat if needed. Unit will be set back to original setting at the conclusion of the event.
5. No pets allowed in the building except service animals.
6. No staples, nails or adhesives are to be used on the windows, walls, floors or ceiling.
7. No candles are to be used.
8. When building is in use, both "fire exit doors" will be unlocked and kept free of all obstructions.
9. Clean up: Please make sure all trash, food, decorations etc. are removed from the building.
10. Well Water breaker. Please ensure that the breaker is turned off when leaving.
11. Upon leaving the facility, please lock the rear door (dead bolt only) to the patio and lock the deadbolt only to the front door.
- 12. Use of the Park and Playground after dusk is prohibited.**