

**CITY OF MARGATE  
FACILITY RENTAL GUIDELINES**

1. **Rental Fees are the same for all three rooms:**  
*Residents M-Th \$50/Hour, F-Su \$60/Hour.*  
*Non-residents M-Th \$100/Hour, F-Su \$120/Hour*
2. **SMOKING IS STRICTLY PROHIBITED!**
3. A cash security deposit of \$200.00 is needed to reserve the facility.
4. The Director of Parks and Recreation must approve the rental application.
5. The facility rental fee must be paid in full a minimum of five days before the date of the event.
6. Failure to meet the deadline for payment, and/or the Director of Parks and Recreation not approving the facility rental application shall result in the cancellation of the rental facility and the refund of your rental security deposit.
7. All attendees at your function must be confined to the room in which you rent. Attendees may not congregate outside the building or in any other room.
8. The facility must be returned to its original condition upon completion of the event. This shall include removal of decorations, disposal of trash, and the cleaning of floors, counters, tables, sinks and appliances. Failure to do so shall result in monies being deducted from the security deposit.
9. Time needed for clean-up is considered part of the function and will be charged at the regular hourly rate.
10. All rentals must begin, and conclude by the time stated on your rental application. This includes setup and clean up time. Failure to do so may result in monies being deducted from the rental security deposit. Evening events must conclude by 10:45pm.
11. Upon completion of your function, you must have the Community Center Attendant accompany you on an inspection of the facility you rented.
12. Refund of the security deposit will be payable by check to the contact person named on the rental application and mailed to the resident. The refund check will be mailed approximately 1-2 weeks after the event date.

**I have read and understand the facility rental guidelines.**

---

Signature: