

**BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT
COMMUNITY CENTER RESERVATION RULES AND REGULATIONS**

1. The Community Center (which does not include the pool area) will be available for rental by residents and non-residents, for a maximum of four-hour blocks of time, unless otherwise approved by the District Manager. **Rentals may begin as early as 9:00 a.m. and must terminate in a reasonable time to assure that The Community Center is vacated by 10:00 p.m.** Rentals will not be allowed on Holidays or Holiday Weekends.

2. Rentals Fees and Security Deposits for residents are as follows:
 - Residents may rent on weekdays and weekends from 9:00 am to 6:00 pm in four hour blocks of time
 - **Security Deposit - \$150.00/\$250.00* Rental Fee - \$25.00 (Please submit two separate checks)**
 - Resident Evening Rentals (6:00 pm – 10:00 pm) in four- hour blocks of time.
 - **Security Deposit - \$150.00/\$250.00* Rental Fee - \$50.00 (Please submit two separate checks)**
 - Non-Resident Fees
 - **Security Deposit - \$300.00/\$500.00* Rental Fee - \$100.00 (Please submit two separate checks)**
 - * IF ALCOHOL IS SERVED**
 - Neighborhood events are free, but must meet the following criteria:
 - The Ballantrae Community Development District Board of Supervisors (BOS) must decide that the event is for the whole community and must not exclude any residence or be a profit-making event. Each request will be considered individually at the first available BOS meeting, but must be submitted at least two weeks in advance of a Board meeting
 - Only checks or money orders will be accepted, payable to the **Ballantrae Community Development District (CDD)** for payment. The usage fee and security deposit must be
 - paid by separate forms.
 - **Cancellation must be no later than 72 hours in advance and must be acknowledged by a Ballantrae staff member in order for your rental fee to be returned.**

3. All functions must be contained inside The Community Center, which includes the use of the restrooms. Not included with the reservation of the Community Center are the pool and/or the grassed areas. **Any damage caused to non-Ballantrae CDD owned property is subject to loss of security deposit, similarly to The Community Center damages.**

4. Wet swimsuits are not allowed inside The Community Center at any time.
5. **Rentals of The Community Center for commercial or profit making motives is prohibited, unless it is specified that neither the CDD nor the Homeowners Assn. endorses the event.**
6. All reservations for use of The Community Center shall be made through The Community Center by calling **(813) 926-0008**, and requesting a date and application form. Reservations will be made on a, first come, first serve basis. Deposits and Rental fees must be delivered to The Community Center at 17611 Mentmore Dr. Land O' Lakes, Fl 34638 with the Application Form within 10 days of the request in order to hold a reservation.
7. Any person reserving The Community Center must be present at the function during the entire period of the reservation.
8. The Community Center, facilities and parking lot must be cleaned prior to leaving the premises. Fees for any additional cleaning deemed necessary, shall be determined by the District Manager with input from the maintenance personnel and will be deducted from the deposit. **The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within 7 days.**
9. The Walk Thru/Out sheet must be filled out and left with a Ballantrae Representative at Walkout, if during business hours or first thing the next day at 9 am.
10. Vehicles are not permitted to park on any grassy or landscaped areas.
11. No person may use The Community Center in such a manner as to interfere with the right, comforts or conveniences, or peaceful enjoyment of the adjoining areas within the Community by other residents. Specifically, no person may use the center in such that creates excessive noise, profanity, boisterous action, etc.
12. Approval of all events is subject to the discretion of the Board of Supervisors. The Board has within its sole discretion, the authority to reduce or waive rental fees for community service functions and events.
13. Individuals reserving The Community Center must sign a "Rental of The Community Center and Release of Liability and Indemnification Agreement" in order to rent facilities.
14. No pets shall be allowed at any time in The Community Center or pool deck area.
15. All exterior doors must be closed whenever the air conditioning or heat is on.
16. There is No Smoking in The Community Center or pool deck.
17. The maximum occupancy cannot exceed **54 persons** at any given time.

- **Examples of things not allowed at The Community Center: Slip & Slides, Barbecue Grills on deck or covered areas and no exclusive access to pool area during rental period.**

BALLANTREA COMMUNITY DEVELOPMENT DISTRICT

By: _____

Dated: _____

APPLICANT

Signature _____

Print: _____

Address: _____

Phone Number: _____

Mobile Phone: _____

Dated: _____