



The Junior League of Boca Raton, Inc.

*Vegso Community Resource Center*

Facility Rental Rules and Regulations



# The Junior League of Boca Raton

## Location:

Junior League of Boca Raton, Inc. (“JLBR”)  
 Vegso Community Resource Center (“VCRC”)  
 261 NW 13<sup>th</sup> Street, Boca Raton, Florida 33432  
 Telephone: (561) 620-2553 Fax: (561) 620-2554  
 Email: [Info@JLBR.org](mailto:Info@JLBR.org) Website: [www.JLBR.org](http://www.JLBR.org)

## Hours of Operation:

Monday – Friday, 8:30 am – 4:00 pm  
 The VCRC is closed on holidays. The VCRC reserves the right to change the hours of operation without notice.

## Meeting Room Fees:

Room*	Capacity	Non- Profit-Rate	Other Group Rate
Board Room	20	\$ 25 rental fee	\$ 75 rental fee
Community Room	Less than 50	\$50 rental fee	\$100 rental fee
	50 to 125 max	\$75 rental fee	\$150 rental fee

- Notes:
- 1) All fees must be submitted 14 days prior to the event. Failure to submit payment on time may result in the cancellation of the scheduled function.
  - 2) Additional fees (\$20) will apply for lockup outside normal business hours. The additional lockup fee shall be paid in advance, with the usage fees, when the event begins or ends at a time that is not within the normal hours of operation.
  - 3) Renter must submit a scheduling fee of \$25 with the Rental Agreement for the proposed date and time to be considered and/or approved by the VCRC and the JLBR. The Scheduling Fee is non-refundable and shall be applied to the rental fee.
  - 4) If renter requires any special setup (i.e.: more than 30 chairs, tables added or removed) there will be a \$40 fee.
  - 5) All fees are non-refundable

## **RESERVATION PROCEDURES & POLICIES**

- All groups or individuals, (“Renter”) requesting use of the VCRC shall be required to complete a VCRC Rental Agreement (“Rental Agreement”). The VCRC Facility Rental Rules and Regulations (“Rules and Regulations”) packet shall be incorporated into every Rental Agreement. Execution of the Rental Agreement shall constitute review, understanding and acceptance of the Rules and Regulations packet in its entirety.
- The JLBR shall review all proposed Rental Agreements. The JLBR Board of Directors shall have final authority over Rental Agreement approval. The Renter must comply with the regulations of the facility, fees, and policies of the JLBR before the Rental Agreement is approved.
- The reservation calendar is scheduled on a yearly basis from June 1 through May 31<sup>st</sup>. No Renter shall be “grand-fathered” in from year to year and all proposed dates and Rental Agreements shall be subject to approval on a yearly basis.
- JLBR membership groups shall be given priority in all scheduling matters at the VCRC. Renter scheduling requests shall be reviewed on criteria basis.
- The "Renter" shall provide to the JLBR office a certificate of insurance naming the Junior League of Boca Raton, Inc. as additional insured on the general liability policy. This policy must include coverage for bodily injury & property damage of limits no less than \$1,000,000 per occurrence. The insurance carrier must have a rating by AM Best of "A" or better. This certificate must be in the JLBR office at least 5 working days prior to the event. If alcohol is to be served at the function, the certificate must show coverage for "Host Liquor Liability". If it is to be sold at the function, a separate liquor liability policy must be purchased and provided to the JLBR office showing the Junior League of Boca Raton, Inc. as additional insured.

## **APPLICANT CRITERIA**

### **“Non-Profit”**

- All non-profit groups must provide a current 501 (C3) or (C4) Tax Certificate.

### **“Other”**

- Any organization not meeting non-profit requirements.

## **GENERAL PROVISIONS**

### **Capacities and Occupancy:**

- All groups must adhere to the capacity levels set forth by the Boca Raton Fire Department.

The VCRC has parking for 26 vehicles. Any overflow should be parked to the south of the property on the Northwest 13<sup>th</sup> Street easement (not on grass) and not on the residential streets. Renter shall ensure that, when it is necessary to park on the Northwest 13<sup>th</sup> Street swale, attendees shall park vertically to maximize the available space. Any group which expects more than 30 automobiles at an event shall be required to secure the attendance of a traffic officer and/or parking attendants. The VCRC reserves the right to cancel any event where Renter fails to make the foregoing parking arrangements. Parking signs are available upon request. See attached parking map. Renter will indemnify, defend (by counsel reasonably acceptable to JLBR and/or the VCRC), protect and hold JLBR and/or the VCRC, and its members, committees, and affiliated organizations and companies, assigns, licensees and respective directors, officers, employees and agents, harmless from and against any and all claims, demands, losses,

damages, costs and expenses, (including attorney fees) or death of or injury to any person or damage to any property whatsoever arising out of or relating to the Renter, its agents, employees or invitees' use of the parking spaces and entry upon JLBR and/or the VCRC's premises designated herein. The JLBR and/or the VCRC, and its members, committees, and affiliated organizations and companies, assigns, licensees and respective directors, officers, employees and agents, shall not be liable to the Renter for any damage by or from any act of negligence of any co-tenant or other occupant of the premises or by any owner or occupant of adjoining or contiguous property. The Renter agrees to pay for all damages to the premises as well as all damage to tenants or occupants thereof caused by misuse or neglect on said premises, its apparatus or appurtenances or the common areas by the Renter or the Renter's employees, agents and invitees.

- The JLBR and/or the VCRC shall not be responsible in any way, under any circumstances, for automobiles which are towed from an event held at the VCRC.
- The Renter is solely responsible and answerable for any and all damages/injuries to property/persons during the use of the VCRC. All damages/injuries must be reported immediately to JLBR personnel immediately and in writing as soon as possible.
- Renter will comply with all statutes, ordinances and requirements of all municipal, state and federal authorities which may be in force, pertaining to the VCRC, affecting the use thereof by Renter, including, but not limited to the Americans With Disabilities Act.

#### **Rental Agreement Policies:**

- Rental Agreements are non-transferable and non-assignable by the Renter.
- JLBR shall have the right to exclude any person from the VCRC, and any person in the VCRC will be subject to identification by employees and agents of JLBR. Any persons in or entering the VCRC shall be required to comply with the security policies of the VCRC, including, without limitation, the showing of suitable identification and signing of a register when entering or leaving the VCRC. Renter shall keep doors to unattended areas locked and shall otherwise exercise reasonable precautions to protect property from theft, loss or damage. JLBR shall not be responsible for the theft, loss or damage of any property or for any error with regard to the exclusion from or admission to the VCRC of any person. In case of hurricane, tropical storm, invasion, mob, riot or public incitement, the JLBR reserves the right to prevent access to the VCRC during the continuance of same by closing the doors or taking other measures for safety and protection of the VCRC and property or persons therein.
- Access to the VCRC is limited to the area requested in the Rental Agreement.
- No tickets are to be sold, or admission charges made at the door except as expressly authorized in the Rental Agreement.
- No portion of the VCRC shall at any time be used or occupied as sleeping or lodging quarters.
- Rental Agreements for groups composed of minors (under age 18) will be issued only to adults who will accept responsibility for supervising them throughout the period covered by the Rental Agreement.
- Controlling of lights, thermostats, and other equipment, as well as the unlocking/securing of doors are the responsibility of the VCRC personnel ONLY. No additional locks or bolts of any kind shall be placed on any door in the VCRC and no lock on any door therein shall be changed or altered in any respect. Renter shall not make duplicate keys.
- The Renter shall not be permitted to prop open any doors of the facility, except for the loading and unloading of supplies and equipment, as it interferes with efficient maintenance of temperature and humidity within the facility and the alarm system.

- The JLBR reserves the right to cancel any group meeting due to Special Events, unforeseen circumstances, and/or force majeure at any time and without further liability to Renter. The Renter is responsible for notifying the JLBR when a cancellation occurs.
- Meetings or classes may be moved without notice from their assigned location within the facility, when deemed necessary, by the JLBR.
- Failure to notify the JLBR of cancellations, two (2) or more times may result in the revocation of Rental Agreements between the JLBR and the group/invitee.
- The Renter is to ensure that all members of the organization/group adhere to the rules and regulations herein described for the VCRC.
- The Renter shall be required to sign a “Lock Up Checklist” upon completion of the event and prior to the renter’s departure from the VCRC.
- In the event that any term or condition of the Rental Agreement and/or the Rules & Regulations shall be unenforceable by law, the remaining terms and conditions of the Rental Agreement and Rules & Regulations shall continue in full force and effect.
- The Rental Agreement and the VCRC Rules & Regulations shall be construed under the laws of the State of Florida and, in the event litigation is required due to any dispute between the parties, the parties agree that all litigation shall be commenced and maintained in the courts of Palm Beach County, Florida.
- The parties further agree that the VCRC and the JLBR shall be entitled to recover reasonable attorney’s fees and court costs, plus interest, and attorney’s fees and court costs at the appellate level.
- The Renter shall protect and hold harmless the VCRC and the JLBR, and its members, committees, and affiliated organizations and companies, assigns, licensees and respective shareholders, directors, officers, employees and agents, from any and all claims for loss or damage against the VCRC and/or the JLBR because of negligence on the part of Renter or Renter’s guests arising out the Rental Agreement or any acts or omissions.
- The Renter shall give immediate notice to JLBR in case of known theft, unauthorized solicitation or accident in the VCRC, or of known defects therein or in any fixtures or equipment, or of any known emergency in the VCRC.

### **Decorations and Signage:**

- Decorations, signs, and banners, etc. are not permitted to be attached, taped, nailed or otherwise fastened to any ceiling, wall, painted surface or window at the VCRC.
- Adhesive backed decals or similar items are not permitted in the VCRC.
- Absolutely no candles are permitted anywhere within the VCRC.

### **Floor Plans and Set-Up:**

- Set-up and equipment requests must be submitted in writing with the Rental Agreement and must be expressly approved by the JLBR.
- Each group is responsible for cleaning areas used.
- Under no circumstances is the Renter allowed to remove chairs, tables, or other equipment from the VCRC.
- No person shall bring into the facility any unauthorized equipment (i.e. bicycles, skateboards, roller skates, cleats, etc....)

### **Janitorial Services:**

- The VCRC will provide normal cleaning of the premises before and after the meeting. It is the responsibility of the Renter to remove any items that are brought into the center.
- General cleaning does not include decorations, signage, props, or equipment from vendors/exhibitors.
- The Renter will be responsible for placing trash in trash receptacles. Renter or the employees, agents, servants, visitors or invitees of Renter, shall not at any time place, leave or discard any rubbish, paper, articles or object of any kind whatsoever outside the doors of the VCRC or in the corridors or passageways of the VCRC.
- The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown therein. The expenses of any breakage, stoppage or damage, resulting from the violation of this rule shall be borne by the Renter who (or whose employees or invitees) shall have caused such damage.
- The Renter will be directly charged if additional janitorial services are required.

### **FACILITY USAGE**

Renter will use the premises solely for the stated purpose and will not conduct or permit to be conducted on the premises any activity which is in violation of the law.

### **Alcoholic Beverages:**

- No alcoholic beverages shall be sold on VCRC property. The service of alcoholic beverages shall be permitted only upon the written approval of the JLBR and must be noted on any Rental Agreement.
- Renter agrees that it will not serve, nor permit to be served, nor permit access to, alcoholic beverages to anyone under the age of 21 years.
- Failure to comply with the alcoholic beverage policy shall result in discontinued use of facilities.

### **Advertisements:**

- Renter may not advertise any event as a JLBR or VCRC event. Renter shall not use the JLBR and/or VCRC logo in any form. Upon express written consent of the JLBR, Renter may use the VCRC address in advertisements or invitations as the location for the event. Renter should seek written approval of any such advertisement or invitation at least three (3) months in advance of the event.
- Renter shall not place, or cause or allow to be placed, any sign, placard, picture, advertisement, notice or lettering whatsoever, in, about or on the exterior of the VCRC, except in and at such places as may be designated by JLBR and consented to by JLBR in writing. Any such sign, placard, advertisement, picture, notice or lettering so placed without such consent may be removed by JLBR without notice to and at the expense of Renter.

### **Animals:**

JLBR policies and procedures prohibit animals in or on the VCRC property except for service animals or persons with disabilities or special classes offered.

### **Catering/Kitchen:**

- Food service, supplies, condiments etc. are not provided by the VCRC.
- The serving of food and/or use of the kitchen facility must be expressly authorized and approved in the Rental Agreement.
- All equipment must be turned off after use.
- All items must be returned to their original place after use.
- A Certificate of Insurance naming the JLBR as additional insured is required when using an outside vendor at the VCRC.
- Renter is responsible for the actions of any person, vendor and/or company hired by the Renter, and will assure that any person involved in the planning and execution of the event abides by the terms of the Rules and Regulations. Renter shall be responsible for any damages caused by such persons and/or companies. Renter further agrees that Renter shall indemnify, hold harmless and defend the VCRC and the JLBR, and its members, committees, and affiliated organizations and companies, assigns, licensees and respective shareholders, directors, officers, employees and agents, from and against any and all claims, damages, liabilities, expenses, losses (including trial and appellate attorney's fees and costs) and/or causes of action which arise from the negligent or intentional acts or omissions of Renter and/or Renter's agents, guests, representatives, contractors, or anyone directly or indirectly employed or retained by any of them or by Renter (collectively referred to herein as Renter), including but not limited to the operation of a motor vehicle. The indemnification shall cover injury or damages of any kind whatsoever whether to person, including bodily injury, sickness, disease or death and/or property, which are caused in whole or in part by Renter.

### **Equipment:**

- A Renter may request the use of equipment to be supplied by the VCRC; however, the availability or working order of any such equipment is not guaranteed.
- Items and equipment belonging to the Renter, its guests and/or contractors are the responsibility of the Renter. The JLBR and the VCRC are not responsible for loss or damage to any items left behind at the VCRC whether the items are personal or rental in nature.
- The Renter is responsible for damaged or missing VCRC equipment used during meeting times. In the event of damaged or missing equipment, the VCRC and JLBR shall notify the Renter of the replacement or repair cost of the equipment and Renter shall reimburse the VCRC/JLBR within 10 days of the notification.

### **Fire Regulations:**

- The Renter must comply with all Federal, State and City fire and building codes that apply to places of public assembly.
- The Renter must not obstruct fire safety equipment, fire pull boxes, or entrances and exits within the VCRC.
- Absolutely no candles are permitted in the VCRC or on JLBR property.
- Renter shall not bring or permit to be brought or kept in or on the VCRC any inflammable, combustible, corrosive, caustic, poisonous, or explosive substance, or firearms, or cause or permit any odors to permeate in or emanate from the VCRC, or permit or suffer the VCRC to be occupied or used in a manner offensive or objectionable to JLBR or other occupants or

neighbors of the VCRC by reason of light, radiation, magnetism, noise, odors and/or vibrations.

**Gambling:**

- Gambling in any form is strictly prohibited on all VCRC property.

**Noise Ordinance:**

- The VCRC is located adjacent to a residential area. Excessive noise/loud music is prohibited. Violation of any noise ordinance may result in discontinued use of the facilities.

**Smoking:**

- The VCRC is a smoke-free facility pursuant to Florida law.
- Smoking is not allowed outside of the facility on VCRC property.
- Renter shall be responsible for any and all damages that occur as a result of smoking within any area of the VCRC facility.

**ALL FACILITY RENTAL RULES AND REGULATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE JUNIOR LEAGUE OF BOCA RATON.**

Parking Map

