

**Island Pavilion / Picnic Pavilion**  
**3500 Edgewater Drive, Sebring, Florida 33872**  
**Rental Guidelines**



The Sun 'n Lake of Sebring Island Pavilion / Picnic Pavilion is available for rent in accordance with established rates and guidelines.

**RESERVATION REQUIREMENTS:**

1. Date of availability, time, rental and deposit fees, completion of the rental agreement and any other appropriate arrangement must be done at the Recreation Center during regular business hours.
2. Residents/property owners must provide proof of residency (upon request) in Sun 'n Lake (i.e. utility bill or copy of lease) in order to rent the facility.
3. Reservations can be made up to one year in advance.
4. The Rental Fee is due at the signing of the agreement.
5. A Damage Deposit of \$100.00 must be paid 30 days prior to the date of the function. Deposit will be returned within 30 days of the event, less any determined repair or clean up charges.
6. Payment can be made in cash, money order, check, or credit card (Visa, Master Card, Discover or American Express).
  - a. If the function is cancelled at least 30 days in advance, all fees paid will be returned
  - b. If cancelled 29 – 15 days in advance, one-half of the rental fee along with the full deposit will be refunded
  - c. If cancelled less than 15 days in advance, only the damage deposit of \$100.00 will be refunded
7. A \$25.00 fee will be charged for all returned checks

**USAGE GUIDELINES**

1. The Picnic Pavilion/Island Pavilion is not available for rental on District observed holidays or District reserved events.
2. Use of the facility is from 9:30 a.m. to midnight on Sunday through Thursday and 9:30 a.m. to 1:00 a.m. Friday and Saturday.
3. Rental of a Sun 'n Lake facility does not include use of the pool or its' restrooms. Outside public restrooms are available on west side of pool facility.

4. Food and alcohol are permitted inside the Picnic Pavilion/Island Pavilion; however, cash bars are not allowed.
5. All Vehicles must be parked in the Recreation Center parking lot ONLY. No vehicles shall be kept on grass except for loading and unloading of heavy equipment.
6. No furniture shall be brought into or removed from the facility.
7. The Picnic Pavilion/Island Pavilion is to be restored to its condition prior to use. All trash is to be collected in the bags provided (you may bring additional if determined necessary) and deposited in the dumpster located next to the building. If it is determined after an event that excessive cleaning is required, a cleaning charge will be deducted from the deposit.
8. All lights, except for the security lights, must be turned off upon departure.
9. Tape or damage-free wall hanging products must be used to attach anything to the walls to avoid damage in any way. Avoid decorating with glitter, confetti or other materials that make clean up difficult. Nothing is to be stapled to the tables or chairs.
10. Anything that is brought inside the Picnic Pavilion/Island Pavilion for decorative purposes shall be removed immediately after the function. One half of the rental fee will be charged as storage fee to the renter if any equipment or supplies, etc. are left overnight.
11. Noise levels must comply with Highlands County Code Ordinance.
12. The Renter is ultimately responsible for the behavior of the guests.
13. Use of water slides, dunk tanks, bounce houses and other rentable equipment and activities that include live animals unless otherwise approved by the District is prohibited.
14. Security personnel must be called at the end of event to complete the Deposit Refund Checklist 863.235.1758
15. Security cameras are on premises.

#### CHARITABLE EVENT PROCEDURES

1. Rental fees may be waived for events where 100% of event profits are donated to a 501(c)(3) organization as established by the Internal Revenue Code.
2. Rental Request letter must include the IRS issued determination letter for the recipient charitable organization.
3. The Security Deposit is required as per the application.

4. Post event, a copy of the check issued to the charitable organization must be submitted to the District to release the Security Deposit.

**FAILURE TO COMPLY WITH ANY GUIDELINE MAY RESULT IN DEDUCTION OR FORFEIT OF YOUR DEPOSIT.**

J-1001/6.14.12