

**LONGLEAF COMMUNITY DEVELOPMENT DISTRICT
TOWN HALL RESERVATIONS RULES AND REGULATIONS**

1. The Town Hall (which does not include the pool area) will be available for rental by residents and non-residents, for a maximum of six hours, unless otherwise approved by the District Manager. **Rentals may begin as early as 9:00 am and must terminate at a reasonable time to assure that the Town Hall is vacated by 10:30 pm.** Rentals will not be allowed on holidays or holiday weekends.
2. Rental fees and Security Deposits for residents are as follows:
 - **Residents may rent on weekends and weekdays from 9:00 am to 10:30 pm**
Security Deposit - \$150.00 - Rental Fee - \$75.00 (please submit two separate checks)
 - **Non Resident fees:**
 - **Security Deposit - \$300.00 - Rental Fee - \$225.00 (please submit two separate checks)**
 - **Neighborhood events are free**, but must meet the following criteria:
 - The Longleaf Neighborhood Association Board or designee and the District Manager must approve the event sponsored through the Longleaf Neighborhood Action Committee or Longleaf Public Events Committee.
 - Only checks or money orders will be accepted, make payable to **Longleaf Community Development District CDD**. Make two separate checks one for rental fee one for deposit fee.
3. All functions must be contained inside the Town Hall, which includes the use of the rest rooms. Not included with the reservation of the Town Hall are the pool and the grassed areas. **Any damage caused to non Town Hall CDD owned property is subject to loss of security deposit, similarly to Town Hall damages.**
4. Wet bathing suits are not allowed inside the Town Hall at any time.
5. **Rentals of the center for commercial or profit making motives is prohibited.**
6. All reservations for use of the Longleaf Town Hall shall be made by calling Pat Dooley at (727)-836-9777 or via email at pdooley@dms-us.com and requesting a date and application form. Reservations will be made on a first come, first serve basis. Deposits and rental fees must be mailed or delivered to the Town Hall 3141 Deland St. New Port Richey FL. 34655 along with the rental agreement within ten days of the request in order to hold a reservation.
7. Any person reserving the Town Hall must be present at the function during the entire period of the reservation.
8. The Town Hall, facilities and parking lot must be cleaned prior to leaving the premise. **This includes trash removal from the event.** Failure to do so will result in loss of deposit. Fees for additional cleaning deemed necessary shall be determined by the District Manager and will be deducted from the deposit. The deposit or letter of explanation concerning the withholding of any funds shall be forwarded within 7 business days.

9. The walk thru/out sheet must be filled out and left with the Longleaf Representative at walkout.
10. Vehicles are not permitted to park on the grass or landscape areas.
11. No person shall use the Town Hall 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 a way that creates excessive noise, profanity, boisterous action, etc.
12. No inflatables, slip and slides, BBQ Grills on the front or back porch are authorized.
13. Rental of the Town Hall does not authorize use of the pool facility.
14. 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.
15. Individuals reserving the center must sign a "Permission to Use Town Hall and Release of Liability and Indemnification Agreement" in order to rent the facilities.
16. No pets shall be allowed at any time in the center.
17. All exterior doors must be closed whenever the air conditioning or heat is on.
18. There is no smoking in Town Hall or on the pool deck.
19. The maximum occupancy cannot exceed **56 persons when tables and chairs are being used, 143 without tables and chairs** at any given time.