

Overview

- The Civitan Beach House, located at 18604 Gulf Blvd, Indian Shores FL 33785, is owned by the St. Petersburg Civitan Foundation, Inc.
- The Civitan Beach House is a fundraising source for the St Petersburg Civitan Foundation.
- Members of the St Petersburg Civitan Foundation have responsibility for maintaining the Civitan Beach House (Active members of the St Petersburg Civitan Club are members of the Foundation.) To fulfill their responsibility members will have keys or coded access to the Beach House.
- The calendar for use of the Civitan Beach House is maintained by Lauren Heckert – Beach House Liaison. Members should contact him to reserve an event date, at (717) 542-9663 or civitan19@gmail.com.
- Members do not have access to the Beach House or parking lot when the property is reserved by a client.

Parking

- All member vehicles shall display a club issued, St Petersburg Civitan Beach House Parking Permit which shall be viewable from the front window of the vehicle. These are issued by the Secretary after the new member has attended orientation, and Initiation Fees and Dues are paid.
- Overnight use of the Beach House or parking is prohibited.
- No vehicles over 20’ in length nor any trailers (other than service vehicles) are permitted to park.

Venue Fees/Member Usage

- Members must have been a member for at least 2 years and cannot be in arrears. If not, they must pre-pay 3 years dues.
- Members receive a 20% service discount on the public rates. All events for more than 30 persons require a venue fee (see below). Cleaning is included which is done prior and after any event.
- Member usage <30 guests do not require a fee however, members must clean the Beach House prior to and after the usage.
- Member reservations for over 30 guests and for Friday, Saturday, Sunday & holiday dates always require a venue fee. Cleaning is included.
- Monday through Thursday are available for members’ facility review visits at no cost as long as there are <30 guests.
- Members bringing guests shall purchase a Certificate of Insurance here <https://www.theeventhelper.com/#H5EOIs>. It is a one-day policy that will protect your guests.
- Paid clients will be given priority over members wishing to use the beach house with < 30 guests.

Venue Fee - Members

Day of Week:	Public Rates	Downpayment	Designated Holidays (Day Of)		Sunday Prior To
Monday-Thursday	\$ 760	\$ 300	New Year's Day	Labor Day	ML King Birthday
Friday & Sunday	\$ 1,240	\$ 500	Valentine's Day	Thanksgiving	President's Day
Saturday & Holidays	\$ 1,640	\$ 500	St. Patrick's Day	Christmas Eve	Columbus Day
			Easter	Christmas Day	
			Memorial Day	New Year's Eve	

In order to reserve the Civitan Beach House for a specific date in the future, a non-refundable deposit, payable to the 'St Petersburg Civitan Foundation' is due at time of booking to hold the date. If the event is canceled, the deposit may be applied to future date or will be recorded as a donation to the Foundation. The balance of the fee is due and payable 30 days prior to the event date along with a Certificate of Insurance. The St Petersburg Civitan Foundation Board may, by a vote, approve to waive all or part of the rental fee and/or the catering requirement to approve use of the Beach Club facility as an in-kind donation to local charitable organizations (registered in the State of Florida) which support the mission of the Foundation.

The St Petersburg Civitan Foundation is a charitable organization registered in the State of Florida. The purposes of the St. Petersburg Civitan Foundation are to serve persons with developmental disabilities by supporting medical research directed towards the cure and treatment of developmental disabilities and by improving the lives of persons with developmental disabilities through the advancement of education and training programs; to support the development of an educated community through scholarship awards programs for students pursuing undergraduate and graduate degrees; and to support and promote local non-profit organizations whose missions further that of the Foundation

Civitan Beach House – Member Use Cleanup

All members or guests, using the Civitan Beach House, should reference this checklist after use for a day or any scheduled event.

To ensure the property is maintained in the best condition possible, we ask all members and guests to follow this checklist:

Cleanup:

- Floors are to be swept of all debris, including kitchen area and bathrooms.
- Entries, entry ramp, porches and deck are free of debris and spills.
- Remove everything from tables.
- Place all chairs on top of tables.
- Take extra chairs used to front storage room.
- Check that no food is left in the refrigerator or microwave.

Trash & Waste Disposal:

- Empty all trash cans (including bathrooms) and put trash bags in the dumpster located in the parking lot near Gulf Blvd.
- Empty ash trays and buckets on front porch and deck.

Shut Down:

- Turn off all lights
- Turn off ceiling fans

Lock All Doors:

- 2 on front porch
- 1 leading to deck
- Ladies' bathroom
- Men's bathroom
- Dance floor door

Please note any broken or maintenance items below:
