

St Petersburg Civitan Foundation Member Policies

Overview

- 1** – The Civitan Beach House, located at 18604 Gulf Blvd is owned by, operated and maintained by the St. Petersburg Civitan Foundation.
- 2** – Active members of the St. Petersburg Civitan Club are also members of the St Petersburg Civitan Foundation. As such, members of the St. Petersburg Civitan Club must assist in maintaining the property. In order to fulfill their responsibility, members will have keys or coded access to the Beach House. Entry keys are issued after the member has attended a club sponsored new member orientation, and initiation fees and dues have been paid.
- 3** – 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.
- 4** – Members, Family Members or Accompanying Guests do not have access to the Beach House or Parking Lot when the property is reserved by a client. An individual can view the beach house calendar at <https://calendar.yahoo.com/civitanbeachhouse>.

Parking

- 1** – All member vehicles shall display a club issued, St. Petersburg Civitan Club Beach House Parking Permit. This permit must be viewable from the front window of the vehicle. Permits are issued after the member has attended a club sponsored new member orientation, and initiation fees and dues are paid.
- 2** – Overnight vehicle parking at the Beach House or parking lot is prohibited.
- 3** – No vehicles over 20 feet in length nor any trailers (other than vendor service vehicles) are permitted to park at the beach house.

Venue Fees / Member Usage

- 1** – Members will pay the public venue fee rate to use the Beach House, regardless of the number of guests, for any planned event. This includes weddings, celebrations of life and / or any other type of party or gathering. Following these guidelines will ensure that the Foundation aligns with the advice from our tax attorney and tax accountant regarding the laws that govern the Foundation for 501(c)(3) compliance guidelines controlled by the IRS and Florida State Attorney General.
- 2** – Members, family and accompanying guests can utilize the beach house parking lot, beach house, and beach property when there are no scheduled venue / rental events.
- 3** – Members renting the Beach House facility are subject to a \$250.00 refundable security deposit. As long as there is no damage nor excess cleaning required following an event, the deposit will be refunded within 7 – 10 business days. Cleaning is included for rental and is done prior and after any event.

4 – Members renting the Beach House are required to purchase a Certificate of Insurance for the event. The COI can be purchased at <https://www.theeventhelper.com/#H5EOls>. It is a one-day insurance policy that will protect any attendees.

Venue Fee Schedule / Rates and General Rental Information

Contact Lauren Heckert for venue fee / rental rates and associated restrictions:
(717) 542-9663 or civitan19@gmail.com

Venue Fee - Members

Day of Week:	Public Rates	Downpayment	Designated Holidays (Day Of)		Sunday Prior To
Monday-Thursday	\$ 1,150	\$ 300	New Year's Day	Labor Day	ML King Birthday
Friday & Sunday	\$ 1,600	\$ 500	Valentine's Day	Thanksgiving	President's Day
Saturday & Holidays	\$ 2,100	\$ 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 the time of booking of the event to hold the date. If the event is cancelled, the deposit may be applied to a future date of will be recorded as a donation to the St Petersburg Civitan Foundation. The balance of the rental fee is due and payable 30 days prior to the event date along with a Certificate of Insurance.

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

St. Petersburg Civitan Club Member Responsibilities

All members, family members and their accompanying guests have a responsibility to maintain the beach house in good order. It is the responsibility of the members to follow the checklist as indicated below following access to the beach house for non-rental event.

Cleanup

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

Trash and Waste Disposal

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

Shut Down

- 1 – Turn Off all lights
- 2 – Turn Off ceiling fans

Lock All Doors

- 1 – Two (2) on Front Porch
- 2 – One (1) Double Doors to back deck
- 3 – Ladies Bathroom Outside Exit Door
- 4 – Men’s Bathroom Outside Exit Door
- 5 – Dance Floor Exit Door (Southeast Corner)

Please note any broken beach house property items and record any required maintenance items below:
