



**TOWN OF WINDERMERE
POLICY CHANGE/AMENDMENT**

SUBJECT: Town Hall & Community Center Rental

DATE ENACTED: 12/13/11

POLICY:

In lieu of providing cash donations to local charitable organizations, the Town will reduce rental rates for certain charitable non-profit organizations whose intentions are to provide a community wide service or event that would benefit the residents of the Town of Windermere. The organization must be a Florida Non-Profit Organization to be declared "charitable". Town Council has designated the Town Manger to approve or deny such requests based upon the above direction. Reservation fees shall be waived for Town sponsored events including those supported by the Town's various Boards and Committees.

Non Profit Waivers will be required to put down a \$250 Deposit. All non-profits are required to pay at a minimum the \$50 set up fee and the \$125 clean up fee. These fees will be deducted from the \$250 deposit. Once the event is over, the organization will be refunded \$75 if there are no damages.

Process:

Prior to a waiver being issued, the organization must submit a letter to the Town Manager stating date, time, facility to be reserved, and a request for waiver. Reoccurring events may submit one letter request on an annual basis.