



Old Town Hall Rental Policies

Town of Jupiter Recreation Department

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Town of Jupiter
Rental Policies for Use of the Jupiter Old Town Hall

1000 Town Hall Avenue, Jupiter, FL 33458
2,085 Sq. Ft. Max Attendance: 40
(561) 741-2400 | <http://www.jupiter.fl.us/facilityrentals>

Submitted and approved permits are made with the express understanding that any reservations issued shall be subject to the following terms and conditions, which are made a part hereof:

Purpose of Lease

To provide Town policies and procedures for the rental of the Old Town Hall.

Who Can Rent & Fees

To reserve a Jupiter facility, you must be at least 21 years old and meet one of the following eligible rental categories:

- **Category 4 - Resident - \$20 per hour**

An incorporated Town of **Jupiter resident** pays taxes to the Town of Jupiter.

Required: Valid driver's license or State issued identification card **AND** current utility bill (not more than 1 month old) that matches name/address on driver's license or identification card. If you are new to the area, a rental agreement or mortgage statement can be substituted for the utility bill.

A utility bill is a detailed invoice issued and paid once a month from a utility company such as electric, phone, natural gas, water/sewer, waste management, TV provider and internet service provider.

- **Category 3 - Jupiter Non-Profits - \$15 per hour**

Must have a resident member submit required resident documentation (see above) in addition to the Non-Profit certificate. Rental must be organization related, not able to sponsor private functions.

Required: Same as incorporated Jupiter resident in addition to Non-Profit designation paperwork from the State of Florida.

Examples: Girl Scouts, Boy Scouts

- **Category 2 - Jupiter Civic - \$10 per hour**

Must have a resident member submit required resident documentation (see above) in addition to by-laws. Rental must be organization related, not able to sponsor private functions.

Required: Same as incorporated Jupiter resident in addition to organization by-laws.

For new Homeowner/Property Owner Associations, please contact Bonnie Caroline via [email](#) or phone, 561-741-2400.

- **Category 1 - Sponsored - \$0 per hour (Pending Approval from Management)**

Palm Beach County School within Town of Jupiter, school purposes only, not able to sponsor private functions

Required: Written confirmation that event is school related

Governmental agencies, for governmental purposes only, not able to sponsor private functions

Required: Director or department head written confirmation that event is sponsored by agency

Permits vs. Reservations

Old Town Hall reservations are managed through a permitting review process. A permit is a “request” to have an event/meeting at one of our rental facilities. The permitting process is to confirm the applicant meets all rental requirements before the reservation process begins. If you have rented a Town of Jupiter facility or have registered for a class or program with the Town of Jupiter in the past 10 years you will probably already have an account with us.

Permit Policies

- All permits must be submitted through the Recreation’s online Registration software. No in-person permits accepted.
- There is no fee to submit a permit as it is NOT a reservation and does not hold dates.
- Calendar availability does not include any pending permits or maintenance closures.
- Applicant named on permit is EXCLUSIVELY responsible for all stages of the permitting and rental process including, but not limited to, payments, communications, clean up, policy compliance, etc.
- If applicable, a resident may designate a representative to pick up/drop of the key by emailing at least 2 days before rental date.
- Permits that have submitted both of the required proof of residence documents will be processed before those permits who have not submitted both of the required residence documents. A permit will be voided/deleted if residence documentation is not received within 12 hours of permit submission.
- Town rental policy prohibits commercial use of Town facilities. Facilities are not to be used as a way to gain direct or indirect monetary benefit to any person, business, or any group other than for Non-Profit, 501(c)3 organization fundraisers.
- Usage, for all facilities combined, is restricted to no more than 2 days per calendar month, per applicant/account/group.
- Be sure to read the rental policies for your facility prior to submitting a permit by visiting the [Facility Rentals](#) page.
- Reservations may be made up to 12 months in advance but not less than 7 days prior to the rental date.
- Online payments may be made using either MasterCard, VISA, or AMEX.
- Failure to comply to permit policies, rental policies, or misrepresenting yourself in any way may result in permit cancellation, reservation cancellation and/or total loss of security deposit.
- Facilities are not available for rent on the following holidays, but not limited to: New Year’s Day, MLK Day, Presidents Day, Easter, Memorial Day, Independence Day, Labor Day, Halloween, Veteran’s Day, Thanksgiving Day and weekend, Christmas Eve, Christmas Day and New Year’s Eve.

SUMMARY of Permit Process:

Please be sure to read the Old Town Hall Lease. Permits that do not meet rental requirements will be deleted. Be sure your account email is correct, up to date and checked frequently. To keep permits moving deadlines must be met or your permit will be deleted. Please allow 3-5 BUSINESS days (which excludes weekends/holidays) for staff to send you an email.

1. Go to the [Online Recreation Portal](#) to create an account or sign in.
2. Applicant [emails](#) required documents
3. Applicant submits permit within 12 hours of submitting required documents
4. Upon residence confirmation, applicant receives email detailing online payment instructions through the online portal.
5. Once payment is received, permit is confirmed as a reservation and appears on the online calendar.

Purpose of Rental

Renting of the facility is intended for recreational and leisurely activities only. It is not the intention of the Town for the rental to be used as a way to gain direct or indirect monetary benefit to any person, business, or group,

other than for 501©3 charitable causes. All applicants may be denied the rental of the facility for good cause by the Town.

Payment

Once permit is approved full payment (rental fee + security deposit) is required within 48 hours of e-mail. Reservations are not confirmed until payment has been received. Payments will not be accepted over the phone or in person. Payment will only be accepted from the applicant via online by MasterCard, VISA, and AMEX.

Rental Fees

Fees will be billed by the number of hours within selected time block. Comp rentals are being re-examined on a case by case basis. Waiver of rental fees must be approved by the Town Manager.

Rental Hours

The Old Town Hall is available to rent at fixed time blocks as detailed below. Your meeting may not begin/end, earlier/later than the selected time block chosen during permitting. Fees will be billed by the number of hours within selected time block.

Available Hours & Time Blocks

- Monday - Thursday, 9 AM-12 PM, 1 PM-4 PM and 5 PM-9 PM.
- Friday - 9 AM-12 PM, 1 PM-4 PM
- Saturday & Sundays - Closed

Security Deposits

The \$100 security deposit payment is due at the time of purchase and will be refunded back to the original credit card. Security deposit refunds will be processed within 7-10 days of key return. NOTE: Cleaning deductions/lease violations will delay your security deposit refund.

Cleaning, Damages, Repairs & Deductions

The Applicant is solely responsible for cleaning the facility before leaving the premises. Applicant's \$100 security deposit will be deducted or withheld in its entirety if staff determines that a rental resulted in lease violations and/or damage to the facility and grounds. Assessed damage fee deductions are non-negotiable. Pictures will be taken of any violations. ALL cleaning requirements have been met as outlined in the Compliance, Waiver and Key Return document. The Town reserves the right to retain all or part of the deposit should it become necessary to clean and repair damages.

1. Make sure the chairs and tables are clean and are returned and stacked near the restroom area against the wall.
2. All trash receptacles have been emptied and removed by renter.
3. Restrooms have been spot cleaned and trash emptied.
4. Floor has been swept including restrooms.
5. All doors are locked and secured.
6. The facility is ready for the next rental.

Cancellations and Date Changes

Contact Community Center staff for any changes or cancellations.

Recurring Meetings

Recurring meetings do not automatically renew. Full payment is expected within 24 hours of permit approval.

Rental Equipment

The rental of equipment, including tables and chairs, is not permitted. If applicant is in violation and rental equipment is found by staff the following day, applicant will forfeit the entire security deposit.

Keys (Pick Up & Return)

Each rental will have their own, unique set of Old Town Hall keys.

- Key pick-up and key return will be located at the Jupiter Community Center, 200 Military Trail, within normal operating hours. Normal operating hours are Monday-Friday, 8:00 AM-8:00 PM; Saturdays, 8:00 AM-4:00 PM, Closed Sundays. Holiday and summertime operating hours may vary. Please make note of any holidays or adjusted hours that may prevent you from picking up and/or returning the key.
- Providing access to a non-permitted meeting is prohibited. All reservations must go through the Town of Jupiter permitting process. Violators will be banned from using Town facilities.

Please do not hesitate to contact the Community Center at 561-741-2400 or [email](#) us.

1. **Key Pick Up for all Rentals:** (See times above.)
 - a. Keys may be pick-up the day before, or on the day of, the rental – except Sundays.
 - b. Sunday rentals must pick up keys on Friday or Saturday.
2. **Key return** for all rentals
 - a. Key return is the next business day after your rental, see hours above. If the following business day(s) is a Town holiday, then the next business day applies.
3. Failure to return the keys within the specified time frame above will result in a penalty of \$20 per day and will be deducted from your security deposit refund. If there are extenuating circumstance please contact us at (561) 741-2400 or [email](#) us.
4. If keys are lost, a standard \$300 replacement fee will be charged. This fee covers staff time; locksmith labor costs and all lock and duplicate key set replacements.

Alcoholic Beverages/Littering/Glass Containers

Alcoholic beverages are permitted inside of the Old Town Hall however, due to the park area around the Old Town Hall Town Ordinances do not permit glass bottles or glass containers. Littering is prohibited.

Decorations

No decorations are permitted. The Old Town Hall is strictly for meeting purposes only.

Occupancy

There are only tables and chairs for approx. 40 guests.

Food Trucks/Rented Amusements, etc.

Food trucks, rented amusements, etc. are not permitted to operate at the Old Town Hall or in any Park.

Hurricanes/Acts of Nature

The Town of Jupiter reserves the right to cancel any rentals due to, but not limited to, any act of nature (i.e. hurricanes, beach erosion, encephalitis, pandemics, etc.). Please keep your contact information up to date as we will communicate any cancel/changes to your email account on file.

If your rental date is during hurricane season (June 1st–November 30th) there is a real possibility that your event will be disrupted by a hurricane. If your reservation is cancelled by the Town of Jupiter, you may either reschedule or receive a full refund *without* penalty.

Access

Access is during your permitted date and time block. You are not to enter the facility prior to the start of your time block and are not extend your event past the end of your time block and this includes set up and clean up hours.

Catering/Cooking on Site Limitations

Food is not permitted at the Old Town Hall.

Parking @ Old Town Hall

There is limited parking at the Old Town Hall, this is why the max attendance in this facility has been dropped to more than 40 people. Whenever possible please encourage carpooling and do not block driveways.

Liability

Lessee, and all members & guests of the party, will comply with all statutes, laws, ordinances, rules and regulations of the Federal, State, County and Town governments applicable to the use of the facility. Applicant shall indemnify and hold harmless the Town of Jupiter from and against any and all loss, cost, (including statutory liability and liability under Workmen's Compensation Laws) in connection with claims for damages as a result of injury or death of any person or property damage to any property sustained by Applicant and all other persons which arise from, or in any manner grow out of, any act or neglect on or about the facilities provided hereunder by Applicant and all members of its party, their agents, employees, customers, invites, contractors and subcontractors.