

**TOWN OF SNEADS**  
**Policy and Procedures**  
**Rental and Use of the Log Cabin**  
**City Hall 850-593-6636 OR after hours Police Dept. 850-593-6403**

**PURPOSE:** To provide guidelines for the public concerning the rental and use of the log cabin & gazebo. To establish a fee structure and rules for reservations and cancellations of the Sneads Log Cabin & Gazebo. To implement strategies to maintain the facilities, to ensure cleanliness and safety for the publics continued use.

**POLICY:** It is the intent of the Town of Sneads to maintain the Log Cabin & Gazebo and associated facilities for the use of the general public. In order to accomplish this and ensure safety and economic feasibility this policy has been established.

- 1. RENTAL-** The Log Cabin may be rented for use by the general public on a per day basis. A day is defined as a period from 7:00 a.m. til 12:00 p.m., CST.
- 2. RESERVATIONS** - The Log Cabin may be reserved at Sneads City Hall, Monday- Friday during normal business hours. The log cabin may be reserved no more than six months in advance.
- 3. FEES-** Rental fees are **\$75.00** per day, plus a \$50.00 deposit. Reservations are not made until fees have been paid. The \$50.00 deposit will be returned when key is turned in & if building is cleaned.
- 4. CANCELLATION** - Reservations must be cancelled two weeks before the rental date to receive a full refund. If cancellation is not made within the two week rental date, the entire rental fee is forfeited.
- 5. CLEANING** - All trash, debris, decorations and materials placed at the log cabin or gazebo by the renter must be removed or placed in dumpster by the renter before the end of the rental period. Any items moved around inside the log cabin must be placed back where they were. Such as, but not limited to the benches along the inside walls of the log cabin.  
  
\*\*\*Should you get to the building and it has been left in a mess and uncleaned from the previous renters, you must call the Police Dept. (850-593-6403) They must log it at the station and you must take pictures and bring them to city hall on the next business day.
- 6. EVENT DURATION** - All events must conclude by 11:00 p.m., CST. The facilities may remain in use only for clean up after 11:00 p.m., CST. The log cabin must be ready for others before 7:00 a.m., CST.

**TOWN OF SNEADS  
LOG CABIN / COMMUNITY HOUSE & GAZEBO  
8025-B OLD SPANISH TRAIL  
SNEADS, FLORIDA 32460**

THE RENTAL FEE FOR THE LOG CABIN & GAZEBO IS **\$75.00** PER DAY WITH AN ADDITIONAL \$50.00 DEPOSIT. AFTER INSPECTION OF THE PREMISES AND RETURN OF THE KEY, THE DEPOSIT (\$50.00) WILL BE REFUNDED.

**\*\*\* RESERVATIONS WILL NOT BE MADE UNTIL THE ENTIRE \$125.00 FEE IS PAID. \*\*\***

THE FOLLOWING RULES ARE TO BE FOLLOWED BY EACH PERSON THAT USES THE LOG CABIN & GAZEBO:

1. KEY MUST BE PICKED UP @ CITY HALL THE DAY BEFORE OR THE DAY OF USE.
2. YOU, THE USER, ARE RESPONSIBLE FOR ALL DAMAGES TO THE HOUSE, GROUNDS & PROPERTY WITHIN, INCLUDING WATER AND ELECTRICAL DAMAGES.
3. INSPECT THE PREMISES PRIOR TO YOUR USE. PLEASE REPORT ANY DAMAGES OR PROBLEMS TO CITY HALL @ 593-6636 OR AFTER HOURS TO THE POLICE DEPT @ 593-6403.
4. ALL CHILDREN & MINORS MUST BE SUPERVISED BY ADULTS.
5. **NO ALCOHOLIC BEVERAGES** or **NO SMOKING** INSIDE THE BUILDING. USE RECEPTACLES (BUTT CANS) OUTSIDE FOR BUTTS.
6. DO NOT USE THE FIREPLACE. IT IS NON- FUNCTIONAL.
7. **DO NOT USE** THE MAIN SWITCH TO TURN ELECTRICITY OFF/ON. **USE** ROW OF SWITCHES IN THE BOX.
8. CEILING FANS ARE NOT TO HAVE ANYTHING ATTACHED TO THEM.
9. DO NOT USE NAILS. USE TACKS OR TAPE. MAKE SURE TO PULL TACKS & TAPE UP BEFORE LEAVING.
10. ANY ITEMS MOVED AROUND INSIDE THE LOG CABIN MUST BE PLACED BACK WHERE THEY WERE. SUCH AS, BUT NOT LIMITED TO THE BENCHES ALONG THE INSIDE WALLS OF THE LOG CABIN.
11. DO NOT LEAVE ANY REFRESHMENTS, DECORATIONS OR SUPPLIES OF ANY KIND. ABSOLUTELY NO GLITTER.
12. BRING YOUR OWN TOILET PAPER & PAPER TOWELS. PLEASE FLUSH TOILETS BEFORE LEAVING.
13. YOU HAVE TO BRING YOUR OWN GARBAGE BAGS. THERE ARE 2 CANS IN THE BATHROOMS & 1 CAN IN THE KITCHEN. ALL GARBAGE MUST BE TAKEN OUT AFTER EACH USE.
14. SWEEP OR DRY MOP FLOORS BEFORE LEAVING.
15. **NO LOUD MUSIC @ ANYTIME. NO DISC JOCKEYS (DJ's) OR AMPLIFIED SOUND EQUIPMENT.** MUSIC SHALL NOT BE AUDIBLE MORE THAN 50 FEET FROM THE LOG CABIN. \_\_\_\_\_
16. **NO NOISE AFTER 11:00 P.M. (CST)** \_\_\_\_\_
17. Make sure **ALL Doors/Windows are LOCKED**. BUILDING MUST BE VACATED & CLEANED BY 12:00 MIDNIGHT (CST) \_\_\_\_\_
18. **THE LOG CABIN & GAZEBO AND ALL PROPERTY WITHIN MUST BE LEFT CLEAN AND IN GOOD CONDITIONS WITH THE LIGHTS TURNED OFF. IF FOUNDED NOT TO BE, YOU WILL FORFEIT YOUR \$50.00 DEPOSIT. PLEASE INFORM CITY HALL OF ANY DAMAGES OR PROBLEMS IMMEDIATELY.**
19. KEY MUST BE RETURNED TO CITY HALL OR PUT INTO CITY HALL NIGHT DEPOSIT BOX, THE NEXT DAY OR THE NEXT WORKING DAY AFTER RENTED.
20. IF KEY IS NOT RETURNED WITHIN 3 DAYS AFTER RENTAL DATE, YOU WILL FORFEIT YOUR \$50.00 DEPOSIT.

FAILURE TO FOLLOW ANY OF THE ABOVE RULES SHALL RESULT IN THE FORFEITURE OF THE \$50.00 DEPOSIT. IF FOUND THERE IS A NEED FOR MORE CLEANING OR DAMAGES HAVE OCCURRED, THERE WILL BE ADDITIONAL FEES IMPOSED.

**I HAVE READ THESE RULES AND FULLY UNDERSTAND THEM AND WILL ASSUME FULL RESPONSIBILITY.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TODAY'S DATE

PLEASE PRINT:

NAME AND MAILING ADDRESS:

DATE RESERVED FOR: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

PHONE NUMBER REQUIRED: \_\_\_\_\_

AMOUNT PAID: \$ \_\_\_\_\_ CASH OR CHECK \_\_\_\_\_