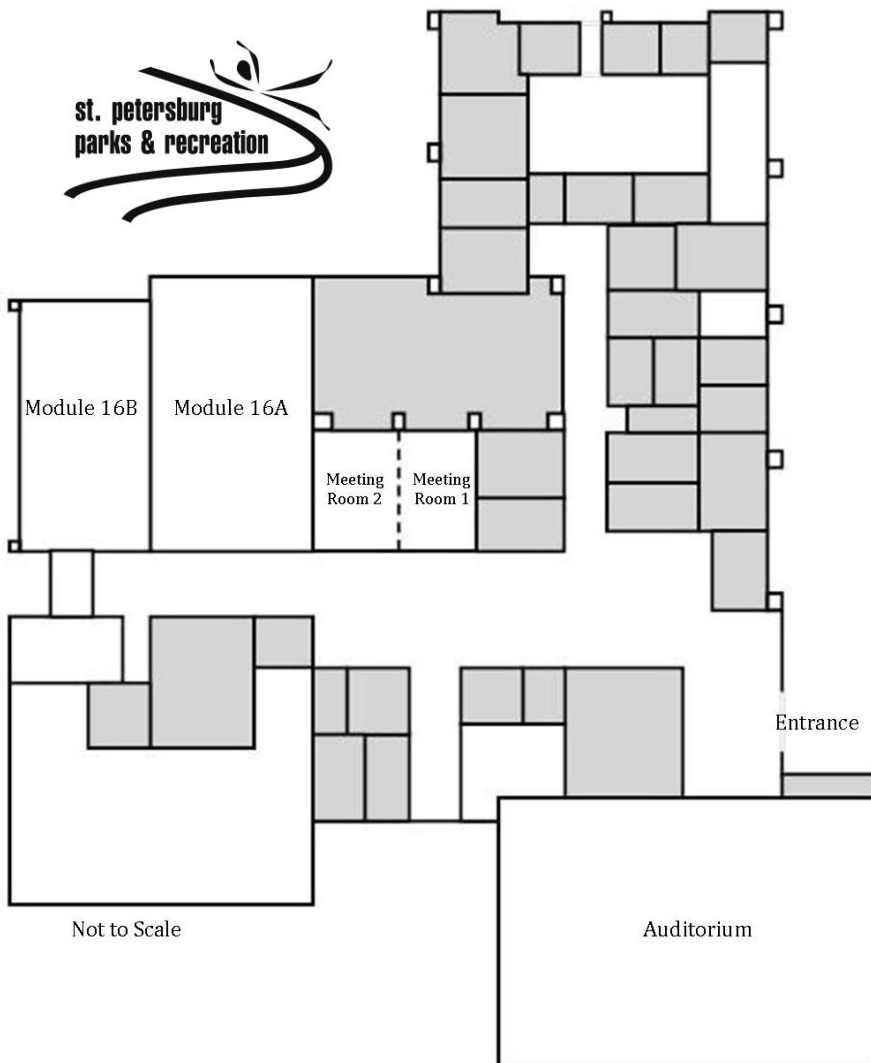


# ENOCH DAVIS CENTER

1111 18<sup>th</sup> Avenue South • St. Petersburg, Florida • 33705



The Enoch Davis Center is an 18,000 square foot multi-service center located adjacent to the James Weldon Johnson Branch Library. The facility houses space for human service agencies, two meeting rooms, two multi-purpose halls, a computer lab, snack bar, and many other nice amenities.

Part of our mission is to carry out Rev. Davis' lifelong dedication to make our community a rich and great place to live.

#### Facilities Available for Rent

- Auditorium
- Meeting Room
  - Room 1
  - Room 2
- Module 16
  - Module 16A
  - Module 16B

Call (727) 893-7134 to reserve.

[www.stpeteparksrec.org](http://www.stpeteparksrec.org)





# Rules and Policies

Business Hours:  
Mon-Fri 8:00 am – 5:00 pm

## Application Process

**Applications are accepted during normal business hours.**

Application fee deposits are non-refundable and required for all rentals at the time of application. If the cost of the rental is less than the application fee deposit, the full rental fee will be due at the time of application and will also be non-refundable. The individual or representative of an organization wishing to cancel must do so in writing within 24 hours of the scheduled usage for a refund to be considered.

## Required Forms (if applicable)

- Tax Exempt Form
- Liability Insurance

## Availability

- The facilities at this complex are available to rent during times when they are not scheduled for program or community service use. During hours when the complex is not normally open to the public, facilities must be rented for a minimum of two hours, additional staff fee will be applied.

## Fees

All fees must be paid in full 10 days prior to usage.

	Capacity	Non-Profit Category II	General Category III	Business Category IV
• Non-Refundable Deposit		\$25.00	\$25.00	\$25.00
• Auditorium/Hour	150	\$43.00	\$48.00	\$54.00
• Meeting Room/Hour	42	\$19.00	\$24.00	\$30.00
• Meeting Room 1/Hour	20	\$12.00	\$18.00	\$24.00
• Meeting Room 2/Hour	22	\$12.00	\$18.00	\$24.00
• Module 16/Hour	170	\$54.00	\$61.00	\$67.00
• Module 16A/Hour	97	\$30.00	\$37.00	\$43.00
• Module 16B/Hour	74	\$30.00	\$37.00	\$43.00
• Additional Staff/Hour		\$20.00	\$20.00	\$20.00
• Additional Staff (Holiday)/Hour		\$30.00	\$30.00	\$30.00
• Kitchen Use/Hour		\$10.00	\$10.00	\$10.00

## Payment

Payment may be made by cash, check (made payable to City of St. Petersburg), or credit card.

## Additional Information

- **User Responsibility** - The individual or representative of the organization signing the agreement must attend the duration of the event and be the primary contact for City staff on duty. They will be responsible for the conduct of all participants, workers, volunteers, and guests. The facility and any equipment must be used safely and properly at all times. They must insure that the facility is left clean and in good repair. In the event that facility usage policies are not followed, the City reserves the right to immediately terminate the usage with no refund.
- **Alcohol Use** - The serving or consumption of alcohol is only allowed in the following locations: Azalea Recreation Center, Bay Vista Recreation Center, Boyd Hill Nature Preserve, and the Sunshine Center.
- **Smoking** - Smoking is not allowed inside the facility or on pool decks.
- **Gambling** - Gambling is not allowed on City property.
- **Kitchen Use** - The user will be responsible for obtaining all necessary licenses and permits including any required Health Department permits for provision of food. Kitchens do not meet requirements for complete on-site food/meal prep.
- **Other Equipment** - The user must obtain approval from the facility supervisor for locations of proposed decorations, use of tape on walls, and for use of electrical equipment, appliances, or machinery. All equipment, structures and decorative items must be removed by the end of your event. Fees will be assessed for any clean-up or damages. The City will not be responsible for any items left in the facility.