



Parks and Recreation Facility Rental Application



Staff taking application _____ Application Date _____

Facility Information

Facility Requested: Community Center ___ Pompey Park ___ Pompey Pool ___ Teen Center ___ Veterans Park ___
Catherine Strong Park ___ Delray Swim Club ___

Name of Event: _____ Room Requested: _____

Event Date(s): _____ Time: _____ AM / PM to: _____ AM / PM
Include set-up and clean-up

Contact Information

Name _____ Organization/Program Name _____

Address _____

Street Address

City, Zip, State

Phone (Home) _____ (Cell) _____ Email _____

Day of Event Contact Name/Number: _____

Event Information

Please check which best describes the purpose of your event:

Meeting ___ Church ___ Banquet ___ Wedding ___ Concert ___ Baby Shower ___ Other ___
Other (please explain) _____

Estimated Attendance _____ # of Youth 18 and Under _____
1 chaperone (21 years or older) required per 10 youth. Must provide names of chaperones

Will wrist bands be distributed and monitored to limit attendance to the above estimate? Yes ___ No ___
(Security may be required at applicant's expense)

If tables and chairs are needed, please list quantities below:

Long Tables _____ Chairs _____ Round Tables (Pompey Park only) _____
Quantity Quantity Quantity

Additional Info

Will your event have amplified music? Yes _____ No _____
If amplified music is used a noise waiver must be obtained and provided prior to the event.

Is organization non-profit/ tax exempt? Yes _____ No _____
If yes, must attach copy of 501(c) (3) status/ tax exempt certificate

Will you need the kitchen for prep and warming food? Yes _____ No _____
No cooking is permitted in the kitchen

Will your event have decorations? Yes _____ No _____
If yes, please describe: _____

Will admission be charged? Yes _____ No _____ If yes, how much? _____
Must have approval from Director of Parks and Recreation

Schedule of Fees and Charges:

Single Room	\$30.00/3hr (3 hour min)		_____
2 – Way Room	\$60.00/3hr (3 hour min)		_____
3 – Way Room or Teen Center	\$90.00/3hr (3 hour min)		_____
Kitchen (Prep & Warming Only)	\$30.00/3hr (3 hour min)		_____
Additional Hours	\$20.00 (per hour)	\$20 x _____ hours	_____
HOA's/ Civic/Clubs/ETC.	\$10.00 (per meeting/room)	\$10 x _____ # meeting/rooms	_____

Gymnasium

Gym – No admission fee	\$100.00/ hour	\$100 x _____ hours	_____
Gym – With admission fee	\$1,000 flat rate	\$1000 x _____ days	_____

Gymnasium/Multi-Day Event - Weekends

Half Day Event (6 or less hours)	\$500/ day	\$500 x _____ days	_____
Full Day Event (Over 6 hours)	\$1,000/ day	\$1000 x _____ days	_____

Skate Park

Skate Park – No admission fee	\$45.00/hour	\$45 x _____ hours	_____
Skate Park – With admission fee	\$300.00 flat rate	\$300 x _____ days	_____

Pool Rental

Pool – price includes 2 lifeguards (2 hour minimum - Up to 50 guests)	\$100.00/hour	\$100 x _____ hours	_____
Additional Hours	\$35.00/hour	\$35 x _____ hours	_____
Additional Lifeguard	\$25.00/hour	\$25 x _____ hours	_____
<u>Supervisor Fee</u>	\$30.00/hour	\$30 x _____ hours	_____
Additional Staff Fee	\$30.00/hour	\$30 x _____ hours	_____

Security Deposit \$200 (Deposit is refundable. See Rules and Regulations.)

\$200 Security Deposit for facility rentals and \$200 security deposit for any equipment

	Sub-Total	_____
Less 50% for non-profits, if applicable		_____
	7% Tax	_____
	Deposit	_____
TOTAL		_____

City of Delray Beach Parks and Recreation Facility Rental

Rules and Regulations

1. All rental fees and security deposit must be paid in full once application is approved. Reservation is **not** confirmed until full payment is received.
2. Security deposit is returned post event once staff has determined there is no damage and space has been left clean and free of debris. Security deposit is sent via check to the name and address listed on the application. Deposits may take up to 30 business days.
3. Cancellations must be in writing no later than 48 hours prior to the scheduled event date.
4. If event security is deemed necessary by staff, costs will be at the applicant's expense and responsibility. You must contact Extra Duty Solutions at 561-501-1057 or fax 203-702-3991. You may also email Adam Bryan at abryan@extradutysolutions.com.
5. A certificate of insurance may be required for some programs or events with the City of Delray Beach listed as additional insured.
6. Non-Profit 501 (c) (3) Organizations must provide proof of status at time of application to qualify for non-profit discounted rates. A copy of the organization's current non-profit status and tax-exempt certificate must be provided, and checks or credit card must be in the name of the organization in order to qualify. Please note that tax exempt status does not receive discounts only tax exemption.
7. Any misrepresentation on the application, regardless of intent, shall result in cancellation of the event, with no refunds given.
8. All decorations or products brought in for the event must be pre-approved by the Site Supervisor. All items brought on the premises must be completely removed by applicant from the premises in order for security deposit(s) to be returned. Note: Confetti is not allowed on facility grounds.
9. Event time must include set-up and break-down or extra time will be charged. All patrons must be off the premises at the time listed on the application or extra rental fees will apply and deposit will be forfeited.
10. No alcohol, pets, or smoking are allowed on the premises as well as prohibited or illegal items.
11. Any charges incurred by the City because of neglect, damage, or failing to adhere to all rules and regulations by the applicant or their guests, will be charged to the renter/applicant, in addition to forfeiting the security deposit.
12. The City of Delray Beach, at its discretion, may cancel the use requested by applicant. Such notice of cancellation, whether written or oral, shall be given to the contact person no later than 48 hours prior to the scheduled event. However, unforeseen circumstances that necessitate the need to cancel the event with less than 48 hours. In those instances, the City will refund any money paid prior to cancellation. Cancellation by applicant with less than 48 hours notice will result in loss of security deposit.
13. The City of Delray Beach will not be responsible for any lost or stolen items.
14. City staff will not sign for any items that have been rented by applicant or delivered for the event.
15. Parking for the event will not overflow into the street or onto private, unauthorized parking areas.

I have read each of the above stated rules and agree to abide by all rules and regulations as set forth by the City of Delray Beach Parks and Recreation Department, as well as the Ordinances of the City of Delray Beach.

Applicant Signature

Date

Release Waiver

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors and administrators, waive and release any and all rights and claims for damages, which I/we may have against the City of Delray Beach, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. At various times the City of Delray Beach videotapes and photographs events to be submitted to the local media. By using this facility, I/we hereby authorize the City of Delray Beach to reproduce, copy, exhibit, publish, broadcast, or distribute any and all such tapes or photographs. I have read the above and understand the rules and regulations of the City of Delray Beach that have been made available to me.

Refund Policy

An applicant can request a refund 48 hours prior to scheduled event date. The request must be made in writing. If a cancellation occurs within 48 hours of a scheduled rental, fees and deposit will be forfeited. All refunds are sent via mail and may take up to 30 days. If a security deposit is paid by check, refunds will only be sent after the check has cleared the bank.

Signature

I have read the above and understand the rules and regulations of the City of Delray Beach Facility Rental Application that have been made available to me.

Applicant Signature

Date

Facility Contact Information

Community Center

50 NW 1st Avenue
(561) 243-7250

Pompey Park Pool

1101 NW 2nd Street
(561) 243-7358

Delray Swim Club

2350 Jaeger Drive
(561) 243-7358

**505 Teen Center and
Hobbit Skate Park**

505 SE 5th Avenue
(561) 243-7158

Pompey Park

1101 NW 2nd Street
(561) 243-7356

Veterans Park

802 NE 1st Street
(561) 243-7350

*Please contact facility for their hours of operation

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OFFICE USE ONLY: Approved _____ Rejected _____ (reason) _____

Insurance required: yes no

 Email from Risk Management approving the Certificate of Insurance

 Copy of certificate of insurance attached

Date Deposit Paid: _____

Rec Trac #: _____

Date Total Paid: _____

Rec Trac #: _____

Authorized by: _____ Date: _____

(Recreation Supervisor)

Deposit Refund Request Date: _____ Rec Trac #: _____

Authorized by: _____ Date: _____

(Recreation Supervisor)