



City of Delray Beach
Parks and Recreation Department
Facility Rental Application

Approval Date _____

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 Dates: _____ **Time: From:** _____ am/pm **To:** _____ am/pm
 Includes set up and clean up

Contact Information

Name _____ **Organization/Program Name** _____

Address _____
 Street Address City, Zip, State

Phone (Home) _____ **(Cell)** _____ **E-Mail** _____

Will you be attending? Yes _____ No _____ If no, name and contact info of person in charge:

Event Information

Please check which best describes the purpose of your event:

Meeting _____ Church _____ Banquet _____ Wedding _____ Concert _____ Baby Shower _____
 Other _____

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

Additional Info

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? If yes, how much? Yes _____ No _____
 Must have prior approval from Director

Room Set Up

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

Additional Items: May be available upon request. Additional \$100 deposit applies. Not all items at all facilities
 PA System _____ Microphone _____ Pool Table _____ Podium _____ TV/VCR/DVD _____ Screen _____

Schedule of Fees and Charges

DATE PAID _____

ROOM RENTALS

Single Room	\$30.00 (3 hour minimum)	50% non-profit	_____
2 – Way Room	\$60.00 (3 hour minimum)	50% non-profit	_____
3 – Way Room or Teen Center	\$90.00 (3 hour minimum)	50% non-profit	_____
Kitchen (Prep & Warming Only)	\$30.00 (2 hour minimum)	50% non-profit	_____
Additional Hours	\$20.00 (per hour)	\$20 x _____ hours	_____
Home Owners/ Civic/Clubs/ Community Groups/Orgs	\$10.00 (per meeting) per room (2 hour max)		_____

GYMNASIUM

Gym – No admission fee	\$100.00/ hour	\$100 x _____ hours	_____
Gym – With admission fee	\$1,000 flat rate	50% non-profit	_____

SKATE PARK

Skate Park – No admission fee	\$45.00/hour	\$45 x _____ hours	_____
Skate Park – With admission fee	\$300.00 flat rate	50% non-profit	_____

POOL RENTAL

Pool - includes 2 guards Up to 50 guests	\$100.00 (2 hour minimum)	50% non-profit	_____
Additional Hours	\$35.00/hour	\$35 x _____ hours	_____
Additional Lifeguard	\$25.00/hour	\$25 x _____ hours	_____

GYMNASIUM/MULTI-DAY EVENT

Half Day Event (6 or less hours)	\$500/ day	x _____ days	50% non-profit	_____
Full Day Event (Over 6 hours)	\$1,000/ day	x _____ days	50% non-profit	_____

AFTER HOURS SUPERVISOR FEE \$30.00/ hour \$30 x _____ hours _____
 (When facility would normally be closed)

Sub-Total _____
6% Tax _____
Security Deposit *Rooms • Pool • Equip - \$100 • Gym • Skate Park - \$200* **Deposit** _____

TOTAL _____

*Non-Profits/Tax Exempt must provide 501 (c)(3) form & tax exempt certificate **BEFORE** receiving discount*

City of Delray Beach Parks and Recreation Facility Rental

Rules and Regulations

1. All rental fees and security deposit must be paid in full within 5 business days of receipt of application approval. Reservation is not confirmed until payment is received.
2. In order to receive security deposit back, applicant is responsible for cleaning up after the event and no damage has been incurred to City facilities or property.
3. Security costs will be borne by applicant and they must make their own arrangements with the Police Department. Security needs will be determined by the City of Delray Beach staff and police. Delray Beach Special Detail Phone # 243-7800.
4. A certificate of insurance may be required for some programs or events.
5. Non-Profit 501 (c) (3) and/or Tax Exempt Organizations must provide written proof of status at time of application to qualify for non-profit rates. Copy of organization's tax exempt certificate must be provided and checks or credit card must be in the name of said organization in order to qualify as tax exempt.
6. Any misrepresentation, regardless of whether it was unintentional, on the application, shall result in cancellation of the event, with no refunds given.
7. All decorations or products brought in for the event, must be pre-approved by Site Supervisor. All items brought on the premises must be completely removed by applicant from the premises in order to be eligible to receive the return of the security deposit.
8. Event must end and all patrons of the event must be off the premises at the time listed on application or extra rental fees may apply.
9. No alcohol, pets, or smoking are allowed on the premises as well as prohibited or illegal items.
10. 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 applicant, in addition to forfeiting security deposit.
11. 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. There may be however, unforeseen circumstances that necessitate the need to cancel the event within the 48 hours prior to the event. 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.
12. The City of Delray Beach will not be responsible for lost or stolen items or any items left by the applicant or anyone attending the event. City staff will not sign for any items that have been rented by applicant or delivered for the event.

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

Authorized By:

Title

City of Delray Beach Parks and Recreation Facility Rental Application

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, you forfeit the rental fees and deposit. All refunds will take at least two weeks and will be in the form of a check from the City of Delray Beach. If a security deposit is paid by check, refunds will only be sent after your 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 operating hours.

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

Insurance required: yes no

General liability insurance @ \$1 million/occurrence, combined single limit

City named as additionally insured

Copy of certificate of insurance

Rec Trac #: _____ Date Paid: _____ Deposit Refund Requested on: _____

Authorized by: _____ **Date:** _____

(Recreation Supervisor)

General liability insurance @ \$1 million/occurrence, combined single limit

City named as additionally insured

Copy of certificate of insurance

Rec Trac #: _____ Date Paid: _____ Deposit Refund Requested on: _____

Authorized by: _____ **Date:** _____

(Recreation Supervisor)