



**City of Delray Beach**  
**Parks and Recreation Department**  
*Old School Square Park*



**Applicant Name:** \_\_\_\_\_ **Phone:** (daytime) \_\_\_\_\_ (cell) \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 Street City, State, Zip

*For purposes of defining the park space, Old School Square Park is divided into 3 sections, as indicated on the attached map between light poles in the park. This is an open park and the area reserved does not prohibit the public from accessing the reserved area. Park hours are 8 a.m. – 10 p.m. unless authorized by a special event permit and approval.*

Area 1 – NE 1<sup>st</sup> Ave (closest to OSS Pavilion) Area 2 – middle section Area 3 – NE 2<sup>nd</sup> Ave

**REQUEST:**

Area Requested: \_\_\_\_\_  
 Date Requested: \_\_\_\_\_ Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
 Type of Activity: \_\_\_\_\_  
 Estimated Attendance: \_\_\_\_\_ Age Group: \_\_\_\_\_  
 Facilities Needed:

Restrooms       Lights  
 Electric       Water hook-up  
 Is organization non-profit? (If yes, please attach copy of IRS tax exempt certificate)      Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will there be fees charged?      Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what are they? \_\_\_\_\_  
 Comments: \_\_\_\_\_

**PARK RULES AND REGULATIONS**

- 1.) All rental fees must be paid at application time (at least 2 business days prior to the event).
- 2.) Alcoholic beverages are prohibited at all City parks and facilities unless waived by the City Manager per code.
- 3.) No motorized vehicles are allowed in the park beyond the parking area unless authorized for the event set-up.
- 4.) The area must be left in the same condition as when you arrived.
- 5.) In order to receive a refund, a 48 hour notice is required. The cancellation and refund request must be put in writing.
- 6.) No pony rides, golfing, grills, open fires, silly string or anything that leaves debris behind will be allowed in the park.
- 7.) Tents without stakes ( held down by sandbags) may be allowed with the approval from the Parks and Rec Department.
- 8.) A certificate of insurance or special event application may be required for some events or activities.
- 9.) This is an open public park. The general public cannot be prohibited from accessing the reserved area (unless fenced off by permit for a special event). Please be sure you have your copy of this permit on-site.

**RENTAL FEES:**

**All fields will require a \$100 refundable security deposit.**

	<u>Non- Profit</u>	<u>Profit</u>	
One area rental	\$110.00/ 4 hours	\$200.00/ all day	\$220/4hrs \$400/day _____
Two area rentals	\$220.00/ 4 hours	\$400.00/ all day	\$440/4hrs \$800/day _____
Entire Park	\$330.00/ 4 hours	\$600.00/ all day	\$ 660/4hrs \$1000/day _____
Water Hook-Up	Minimum \$20.00/or actual usage whichever is greater		_____
Electric	\$20.00 flat fee		_____
Sales Tax 6.0%			_____

**Your Rental Fee is: \$** \_\_\_\_\_  
 + Refundable Deposit \_\_\_\_\_

**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.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Department Approval

\_\_\_\_\_  
Date

=====

**OFFICE USE ONLY:**

Fee Paid: \_\_\_\_\_ Rec Trac #: \_\_\_\_\_ Date: \_\_\_\_\_

DISTRIBUTION: Customer (  ); Park Rangers (  ); Old School Square (  ); Assistant City Manager (  ); Police Dept.(  )  
Parks Maintenance (  ); Building Maintenance (  )