



FACILITY RESERVATION- INFORMATION SHEET
Department of Parks, Recreation and Cultural Affairs

Please complete the information below. This will enable us to determine any additional fees, permits, insurance and/ or proper classification for your request. You may be required to submit a written request addressed to the Director of Parks, Recreation and Cultural Affairs to complete your reservation. Please fax to 352-334-3299 or email to PRCA reservations@cityofgainesville.org.

Renter/Renting Agency Name: _____

Facility Requested: _____

Date & Time Requested (including set-up & clean-up): _____

Contact Name & Number: _____

Contact Address: _____

Email Address: _____

<u>Staff Routing/Comments</u>	
Comments:	_____
_____	_____
Initial _____	Date _____
.....
Comments:	_____
_____	_____
Initial _____	Date _____

- Will you be charging an admission or selling tickets for this event? YES / NO
 - Will there be a registration fee for vendors or participants of your event? YES / NO List Fee: \$ _____
 - Is this a fundraiser? YES / NO
 - How are you advertising for this event? _____
 - Will you be collecting donations of any type at this event? YES / NO What type: _____
 - Will any items be sold at this event (including food)? YES / NO
List Items Selling: _____
 - Are you having other vendors/organizations participate in this event? YES / NO List vendors name and what they will be doing or what service they are providing: _____
 - What is the TOTAL expected number of participants for your event: _____ **(must be less than building capacity)**
 - Is this event open to the public? YES / NO
 - Are there any age restrictions? YES / NO Age Limit: _____
 - Who are the main participants for your event? Family; Friends; Group/Organization Members; Students; General Public; Employees; Other (please specify): _____
 - Will you be serving Alcohol? YES / NO (**Only** allowed at: Thelma Boltin Center – Alcohol Liability Coverage is required)
 - Will you be serving food? YES / NO Do you need use of the Kitchen? YES / NO
 - Will there be equipment of any sort brought into the facility for your event? YES / NO
Please list: _____
 - Please list the specific areas and/ or equipment you would like to use at the facility (ex. Meeting Room, Stage) : _____
NOTE: Areas/Equipment requested may not be available for use and/ or additional charges may apply.
 - Security/Crowd Control requested? YES / NO Depending on the type of event, Gainesville Police Officers may **be required** – this will be determined during the review process. **NOTE: If required, the applicant is responsible for the expense.**
- Please give a brief description of what the main purpose of your event will be:

Applicants Signature _____ Date: _____

****Please do not write below this line**** **OFFICE USE ONLY** Department of Parks, Recreation & Cultural Affairs

Approved Require Gainesville Police Department Require Alcohol Insurance Require Special Event Insurance

Denied

Director's Signature: _____ **Date:** _____

Director's Comments: _____

FACILITY RENTAL GUIDELINES AND RULES

- 1.1 City recreation facilities are available for rental to groups, clubs, individuals and organizations upon approval by the Director of Parks, Recreation and Cultural Affairs, or his/her designee. This approval will be based upon whether or not the proposed activity provides a positive public service and meets a legitimate public need.
- 1.2 Programs, events, activities and classes sponsored by the City of Gainesville will have priority over all other requests. All other rental events may be scheduled on a date that does not conflict with a City event.
- 1.3 Recreation facilities may not be available on City-designated holidays. A list of these holidays for the current year is available in the Department of Parks, Recreation and Cultural Affairs Administrative office, 334-5067.
- 1.4 A Parks, Recreation and Cultural Affairs employee will be present and in charge of the facility during each rental use. No rental may take place without a Parks, Recreation and Cultural Affairs employee present.
- 1.5 If the City deems necessary, the renting organization or individual may be required to provide comprehensive general liability insurance in an amount specified by the Risk Management Department. If insurance is required, the City of Gainesville must be listed as Additional Insured and an original copy of the insurance certificate provided.
- 1.6 The renting organization is responsible for the conduct of its participants, workers and guests. The City reserves the right to restrict access to any group or individual.
- 1.7 The renting organization or individual will be monetarily responsible for any damage that occurs during the course of the rental.
- 1.8 Because of the public nature of City facilities, any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any renting organization or individual. Neither should any fixed part of the facility be disarranged in any manner.
- 1.9 Facility Decorations and Equipment Use During Rental Periods
 - 1.9.1. The renting organization shall neither erect nor operate on the premises, without consent of the Director of Parks, Recreation and Cultural Affairs, or his/her designee, any machinery or equipment operated by electrical or other power.
 - 1.9.2. The renting organization shall not use upon the premises any substance of an explosive or highly flammable nature.
 - 1.9.3. The renting organization shall not install any wires or electrical appliances without consent.
 - 1.9.4. Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. Any decorations must be put up without defacing the facility and will be subject to the approval and subsequent supervision of the Department Director.
- 1.10 The City Parks, Recreation and Cultural Affairs Department will furnish lights, heat, water, and ventilation. Any special lights or lighting effects or fixtures shall be provided and paid for by the renting organization, and require pre-approval by the Department Director.
- 1.11 The renting organization or individual is responsible for obtaining all necessary licenses and permits, and for paying all taxes, which may be required.
- 1.12 The sale of food, drinks, or other items are prohibited in Parks, Recreation and Cultural Affairs facilities by anyone other than City of Gainesville staff, unless the Director grants an exemption (per City Ordinance 961060, section 18-20).
- 1.13 The City of Gainesville shall not be responsible for items left by guests, workers, employees or representatives of the special event/rental.
- 1.14 Use of Tables and Chairs During Rental Period
 - 1.14.1. There are a limited number of tables and chairs at each facility that will be made available for use during the rental period.
 - 1.14.2. Under no circumstances will tables and chairs be moved from one facility to another facility. The renting organization or individual must furnish any additional tables or chairs that are needed to accommodate the rental.
 - 1.14.3. If additional tables and chairs are to be brought in by the individual or group that is renting the facility, it must be done during the time allotted for the rental. Nothing may be brought in and/or stored at the facility prior to the start of the rental period. The same applies for the conclusion of the rental also.
- 1.15 All activities must comply with posted occupancy limitations. Any event that exceeds building capacity may be terminated without notice. No fees will be refunded for time lost due to non-compliance of this policy.
- 1.16 With the exception of the Thelma Boltin Senior Activity Center, Boulware Springs Park, Ironwood Golf Course and the Thomas Center, alcoholic beverages are not permitted in any facility, including but not limited to, parking lots, picnic areas and parklets.
- 1.17 Security Requirements During Rental Periods
 - 1.17.1. Security required during a rental period is at the discretion of the Department of Parks, Recreation and Cultural Affairs.
 - 1.17.2. If any activity requires a security presence, security or police officers will be supplied by the Gainesville Police Department. The cost for security will be the responsibility of the individual or group renting the facility.
 - 1.17.3. The number of officers required during a rental shall be determined by the Gainesville Police Department based on circumstances of the event in question.
 - 1.17.4. Fees charged for security officers will be based on rates determined by the Gainesville Police Department. The cost of required security officers will be due in advance by the renter.
- 1.18 All activities taking place in the recreation facilities shall be done in accordance with the City of Gainesville Ordinance No. 1840, an ordinance relating to noise.
- 1.19 Food and drinks are allowed in designated areas only. The renting organization shall be responsible for cleaning up the facility following use.
- 1.20 The Parks, Recreation and Cultural Affairs Department reserves the right to end or cancel any facility rental without prior notice.
- 1.21 Time Considerations During Rental Period
 - 1.21.1. If a facility rental exceeds the amount of time designated on the rental contract, the damage deposit may be used to cover this additional expense.
 - 1.21.2. Times listed in the facility rental contract must include set-up and clean up. A rental is considered "continuous" if there is no break in the hours of use.
 - 1.21.3. No extra time will be allotted at the end of the rental period for cleanup. Renters must be aware that the facility MUST be vacated and cleaned by the time their rental period ends. If not, then policy 1.21.1 listed above will apply.
- 1.22 Rentals prior to 6:00 am or after 11:30 PM are not permitted in City of Gainesville facilities. Parks are closed from sun down to sun up each day.
- 1.23 City facilities are designated "Non-Smoking". As a courtesy to others, please restrict smoking to designated areas outside of the facilities.
- 1.24 Users are to remain in assigned area(s) and are responsible for supervising all participants in their program so as not to interfere with other on-going activities/programs.
- 1.25 The storage of any items at the facility the day before the rental event and the day after the event will not be provided. No materials may be stored in reference to the rental.
- 1.26 Failure to adhere to any of these conditions may result in immediate cancellation of the existing agreement, forfeiture of the security deposit, and restriction from future use of other City facilities.
- 1.27 All organizations are required to set up, remove, and clean the facility they have rented unless prior approved arrangements have been negotiated with the management.
- 1.28 The name of the individual or group whose name appears on the Facility Use Agreement will be held responsible for all damages incurred during the use of the facility, except for normal wear and acts of nature.

NOTE: A complete copy of the Facility Rental Manual is kept at the renting facility and the Administration Office. This is only one section of the Manual (Section 1).