

CITY OF PALMETTO

CITY FACILITY RENTAL RULES AND REGULATIONS

City Facility

“City Facility” means any property owned or leased by the City of Palmetto and made available to the public for exclusive use; i.e. city parks, park structures and designated city-owned buildings.

Rental Period

There is a three hour minimum rental period for any City Facility. No activities will be permitted to extend beyond 10:00 p.m. Rental of City Facilities for more than five (5) days in any thirty (30) day period shall require approval of the City Commission. In order to preserve public access to City Facilities, City Commission approval shall be granted only upon a finding that the proposed long term use of City Facilities provides a special benefit to the residents of the City of Palmetto, over and above the benefit received by the general public.

Reservation Policy

Reservations for City Facilities will be taken on a first come first served basis and upon payment of the applicable rental fee and security deposit. The rental fee and security deposit may be paid in the form of cash, money order, or personal state of Florida checks bearing the imprinted name of the signer, together with photo identification. A \$20 charge will be assessed for any returned checks.

Fees

Fees for rental of the various City Facilities are set forth on the Facility Rental Application/Agreement and must be paid in full to secure a reservation.

Security Deposit

A security deposit in the amount specified on the Facility Rental Application/Agreement shall be submitted with each such application in a form acceptable to the City Clerk’s office. If the Event Specialist, or a designee, determines in his or her sole judgment that excessive cleaning is required after an event, the cleaning fees will be charged to the applicant. Cleaning fees will be deducted from the security deposit and any remaining amounts will be refunded to the applicant. The applicant shall be responsible for payment of cleaning/damage charges in excess of the security deposit.

1. All rental applications are considered tentative and are therefore non-binding until all fees and deposits have been paid, and all conditions or other special permits pertaining to use of City Facilities are met by the person or entity wishing to use said facilities.

2. Reservations for use of City Facilities must be made no later than two weeks in advance of the proposed date of use. Reservations may be made up to one year in advance providing that all fees and deposits are paid.
3. The City reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.
4. Where a rental application is submitted on behalf of a business entity or organization, it shall be signed by a person with authority to bind the company or organization.
5. No refunds will be made unless a written notice of cancellation is received by the Events Specialist at least seven days prior to the rental date. If notice is not received within the seven day period, the rental fee is forfeited and the security deposit shall be made available for pick up. Refunds will only be given to the person or entity whose name appears on the payment check or money order or, if paid with cash, the person who signed the rental application.
6. Applications for rental of City Facilities will not be accepted from anyone under 21 years of age. Youth groups must have adult sponsors who guarantee observation of these rules and regulations. A minimum of one adult per 25 people under the age of 21 is required at the activity.
7. In the event of an emergency, as determined in the sole judgment of the City, the City shall have the right to cancel scheduled activities or events.
8. Any misrepresentation as to the nature of the use or activity to occur at a City Facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.
9. City Facilities rented for exclusive use may not be used for advertising, solicitation of sales, posting of signs or distribution of pamphlets without written consent from the City Clerk..
10. No donations, under any guise or circumstance, or for any purpose, shall be solicited at any rented City Facility for causes not directly related to the activity in progress.
11. The City Clerk or his representative shall consider the safety, health and welfare of persons, and the security, preservation and orderly use of City Facilities as criteria for the granting of a rental permit. All applicable City ordinances, rules and regulations will be in effect. This includes, but is not limited to, the requirement that a special function permit be obtained for certain activities.

12. If the estimated number of attendees is 75 people or more, a City of Palmetto special function permit must be obtained.
13. The use of nails, tacks, staples, etc., is not permitted to secure decorations. All decorations and their attaching substances must be removed prior to leaving the City Facility.
14. Building capacities are based on fire safety codes and are not to be exceeded for any reason. No additional furniture will be allowed in City buildings, and furniture is not to be removed from City buildings at any time.
15. Applicant shall leave all City Facilities in a clean and satisfactory condition upon conclusion of the activity. All refuse shall be placed in appropriate cans or dumpsters, with any overages placed in securely tied plastic bags placed next to the can or dumpster.
16. As set forth in the City's Code of Ordinances, Chapter 28, Article V. *Regulations of Skates, Skateboards, Scooters, Coasters, Bicycles and Similar Devices*, wheeled devices discussed therein are not permitted at or in rented City Facilities or structures, including, but not limited to, ATV's, bicycles, skateboards, skates, rollerblades, go-carts, motorcycles and minibikes.
17. **PARKING ON THE GRASS IS NOT PERMITTED AT ANY TIME.** Parking is permitted only in designated areas.
18. **THE SALE OR CONSUMPTION OF ALCOHOL IS PROHIBITED** at all City Facilities, without the approval from the City Commission through the use of a Special Function Permit. Gambling or games of chance are not permitted at City Facilities.
19. Where the estimated number of attendees is less than 75, the City Clerk, with the approval of the City Commission, may require the applicant to hire, at its own expense, one or more certified law enforcement officers if he or she deems it to be in the best interest of the citizens and residents of the City. The Palmetto Police Department shall have the first right of refusal.
20. The City Clerk, with the approval of the City Commission, may require an applicant to provide an additional security deposit and/or obtain liability insurance naming the City of Palmetto as an additional insured covering the period of time that applicant plans to rent a City Facility.
21. Children under the age of 14 **MUST** be supervised by an adult at **ALL** times.
22. Where pets are permitted at or in City Facilities, all pets must be kept on a leash. Pet owners must clean up after their pets. Certified service animals are permitted in all City Facilities.

23. Only charcoal briquettes are permitted when grilling food at a City Facility. The use of wood is prohibited.

24. The applicant hereby assures that all programs and activities implemented at City Facilities and open to the general public will be conducted in a non-discriminatory manner, without regard to an individual's race, gender, color, creed or national origin.

25. The applicant shall agree to hold the City harmless and indemnify the City against any and all claims or liability for any loss, damage or injury arising out of or relating to applicant's use of the City facility, as more fully set forth in the Facility Rental Application/Agreement.

26. The City, acting through the City Commission, reserves the right to waive any of the requirements listed herein where use of a City Facility is authorized pursuant to an executed interlocal agreement.

Failure to follow park rules and regulations may result in removal from a City Facility and may be punishable by law.

In case of emergency contact the Palmetto Police Department. 723-4587

PALMETTO HISTORICAL PARK

ADDENDUM TO FACILITY RENTAL APPLICATION/AGREEMENT

In addition to the City Facility Rental Rules and Regulation, the following rules apply to rentals of Palmetto Historical Park:

- Smoking is not allowed on Palmetto Historical Park grounds or inside any facility located in Palmetto Historical Park.
- Animals are not allowed on Palmetto Historical Park grounds, other than certified service animals.
- Grilling or barbequing of any type is not allowed on Palmetto Historical Park grounds.

City of Palmetto Facilities and Events 516 8 th Ave West Palmetto, Florida 34221	Phone: (941) 723-4570 Fax: (941) 723-4576 E-Mail: gseger@palmettofl.org
--	--

CITY FACILITY RENTAL APPLICATION / AGREEMENT

Please complete this application with as much detail as possible. Return completed application
With ALL appropriate rental fees via mail to the address above or in person at 600 17th Street West.

Name of Applicant:		Name of Organization	
		<input type="checkbox"/> For Profit <input type="checkbox"/> Not For Profit	
Address:	City:	Zip Code:	
Phone (daytime):	Phone (evening):	Phone (cell):	E-Mail Address:
Contact 1 (if other than applicant):	Phone (daytime):	Phone (evening):	
Contact 2 (if other than applicant):	Phone (daytime):	Phone (evening):	
Anticipated attendance:	Minimum	Maximum	
Date(s) of Use:	Day(s) of week:		
Start time (include decorating/setup time):	End time (include cleanup time):		
Is this a fundraising event? <input type="checkbox"/> Yes <input type="checkbox"/> No Is an entry fee, ticket or registration fee required? <input type="checkbox"/> Yes <input type="checkbox"/> No Are any other fees associated with this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to any of the above, please explain how funds will be used.			

Please check all that apply to this event:

Baby/Bridal Shower Birthday Party Church Function/Social Family Gathering/Reunion
 Field Use (Games or Practices) Field Use (Recreational) Meeting Picnic Clinic
 Political Function Tournament Wedding or Reception Youth League Meeting Tents 10 x 10 or Smaller
 Electric (if available) Water (if available) Other (describe): Inflatable equipment. (Must Include Insurance)

Building/Facilities & Rental Fees

Please check ALL facilities being requested for use and circle the application fees.

Rental Hours are Dawn to Dusk, Unless otherwise noted.

ALL FEES, DEPOSITS AND TAXES ARE DUE BEFORE YOUR RESERVATION IS ADDED TO THE RSRVATION CALENDAR

Sutton Park- 1025 6th Street West

Bandstand Full Day : \$75.00 Half Day: \$40.00

Bandstand & Grounds \$200.00 Per Day

(Restrooms, electric and water are available)
(Does not include the use of the Auto or Video equipment)
Call for fees and labor costs for the use of equipment

Celebration Center- 950 6th Street West (Total Capacity, 48 people)

Celebration Center \$90.00 First 3 Hours /\$20.00 each additional Hour of use

Celebration Center \$225.00 Full Day

(Refrigerator, water, electric, restrooms, tables & chairs)
Rental hours: 8:00 a.m. – 9:00 p.m.

Lamb Park Grounds

(Picnic tables, water, electric) \$75.00 Per Day \$40.00 Half Day

17th Street Park- 910 16th Street West

(Pavilion, picnic tables, water and electric)

\$75.00 Full Day / \$40.00 Half Day

Hydrant Park – 14th Avenue & 12th Street

(Pavilion, picnic table and playground)

Full Day \$40.00 / Half Day \$20.00

Hidden Lake Park – 12th Street & 17th Avenue

(Pavilions, picnic tables and restrooms)

Full Day \$40.00 / Half Day \$20.00

Estuary Park- 101 US 301

(Pavilions, picnic tables and restrooms)

Full Day \$40.00 / Half Day \$20.00

Taylor Park – 8th Street & 3rd Avenue

(Pavilion, picnic tables and playground)

Full Day \$40.00 / Half Day \$20.00

Soccer Field 14th Ave & 9th Street

Soccer Field

Full Day \$40.00 / Half Day \$20.00

Riverside Park West - Riverside Drive West and 8th Avenue West (Tournaments, Events and Festivals)

Pavilion, Restrooms & Grounds

Green Bridge Fishing Pier

Boat Ramp

(Water, electric and benches)

\$200.00 Full Day

\$200.00 Half Day

\$10,000. Full Day \$5,000. Half Day Number of Days _____

NOTE: A SPECIAL FUNCTION PERMIT AND ADDITIONAL SECURITY DEPOSIT ALSO MAY BE REQUIRED PURSUANT TO CHAPTER 19, ARTICLE VI. OF THE CITY CODE OF ORDINANCES. RENTAL OF CITY FACILITIES FOR MORE THAN FIVE (5) DAYS IN ANY THIRTY (30) DAY PERIOD SHALL REQUIRE CITY COMMISSION APPROVAL. FEES FOR LONG TERM RENTAL OF CITY FACILITIES SHALL BE BASED ON THE ADDITIONAL OPERATION AND MAINTENANCE COSTS INCURRED BY THE CITY IN CONNECTION WITH SUCH LONG TERM USE.

Security Deposit: \$50.00 per facility unless a different amount is specified above. This amount is payable at time of Reservation and is refundable upon the Completion of a favorable inspection. Up to 100% of the security deposit may be Retained for damage and/or clean up if deemed necessary by management. In addition, the applicant shall be Responsible for payment of cleaning/damage charges in excess of the security deposit.

Total Fees Enclosed: \$_____ []Cash or Check #_____ for Rental Fees _____ for Deposit(s) _____

A Drivers License # is required for ALL checks for the person whose name is on the check:

State _____ # _____

FOR OFFICE USE ONLY

Date Rec'd:	Approved or Denied
Fees Collected:	Receipt #/s:
Palmetto Parks and Recreation Department	_____

**CITY OF PALMETTO
FACILITY RENTAL APPLICATION**

APPLICANT ACKNOWLEDGEMENT

The Applicant, _____, hereby
Acknowledges and agrees to the following:

- All rental fees and taxes must be included with this application
- Submittal of the application does not confirm reservation dates
- Reservation requests are subject to City approval and are processed on a first come, first served basis
- Applicant has been provided with a copy of the City Facility Rental Rules and Regulations and agrees to abide by same

Applicant hereby affirms that the information contained in this application is true and correct, acknowledges receipt of a copy of the application, and agrees to all of the terms and conditions as outlined in the Facility Rental Agreement, including how to proceed in the event of an emergency during the event.

In the case of an emergency contact the Palmetto Police Department at 941-723-4587.

The applicant hereby agrees to indemnify and hold harmless the City of Palmetto (“City”), its agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from or related to the use of the City Facility permitted under this rental agreement. The undersigned applicant certifies that he or she accepts responsibility on behalf of his/her organization / group and it’s guests for any damage or theft sustained by the City (premises, landscaping, equipment, furniture) because of occupancy of the City Facility by the organization. I have read and agree to comply with the rules and regulations stated in or incorporated into this rental agreement. The cost of any special cleaning or damage to the City Facility, equipment of grounds due to the scheduled activity or event will be deducted from the security deposit provided for herein. In the event that such costs exceed the amount of the security deposit, the undersigned agrees to be personally responsible for the payment to the City of any overages.

By: _____

Print name: _____

Date: _____