

**HERNANDO COUNTY PARKS & RECREATION DEPARTMENT**

205 East Fort Dade Ave. Brooksville, FL 34601  
Phone (352) 754-4031 Fax (352) 754-4415 / 754-4098

E-mail: [recreation@hernandocounty.us](mailto:recreation@hernandocounty.us)

Contract # \_\_\_\_\_

Receipt # \_\_\_\_\_

[http://www.hernandocounty.us/parks\\_rec/](http://www.hernandocounty.us/parks_rec/)

**FACILITY USAGE APPLICATION**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Organization (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street City / State Zip  
Telephone (Day) (\_\_\_\_\_) Cell (\_\_\_\_\_) Telephone (Eve): (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Beginning and ending times must include all anticipated setup and cleanup time required. If facility is used during non-specified times, you will be charged the appropriate fees to cover usage. For extended periods of use or very involved facility usage, attach a written request with as much detail as possible with this application. If over 1000 people, this FUA must be reviewed and signed off by the Hernando County Risk Management Department.

RESERVATION DATE: \_\_\_\_\_ To \_\_\_\_\_

DAY or DAYS of WEEK: \_\_\_\_\_

BEGINNING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

# of Participants: \_\_\_\_\_ # of Spectators: \_\_\_\_\_

Describe your function by checking all that applies:  
(List Activity) \_\_\_\_\_

Is this a fund-raising event?  yes  no

Are any other fees associated with this event?  yes  no

**FACILITY**

List Specific Field or Court Number When Applicable  
Attached a schedule of events if more space is needed

**Location or Park:**

- KEY (gates, etc)  Storage# \_\_\_\_\_
- Meeting Room  Kitchen  Yes  No
- Baseball Field # \_\_\_\_\_  Gazebo # \_\_\_\_\_
- Press Box # \_\_\_\_\_  Tennis Court(s) # \_\_\_\_\_
- Softball Field # \_\_\_\_\_  Pavilion # \_\_\_\_\_
- Football Field # \_\_\_\_\_  Soccer Field(s) # \_\_\_\_\_
- Shuffleboard # \_\_\_\_\_  Bocce Court \_\_\_\_\_
- Initial Field Markings or Special Event Field Markings

Details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROVISIONS NEEDED FOR THIS FUNCTION**

\* We **do not** supply the following and additional fees may apply

- Electricity:  110  220
- Radio or PA System - 110 watts
- Large PA, Sound System, DJ, Band - 220 watts
- Private Event – Limited to your private group
- Advertised Event-general public
- Tent \*Staff approval needed & stakes 12 inches or greater  
Tent(s) may require building permit based on size
- Large Pull Behind Cooker  Small Backyard Grill
- Private Food Vendor  Concession Cart
- Security by Off-Duty Law Officer  Other: \_\_\_\_\_
- Bus(es) and # of : \_\_\_\_\_

\* Number of deputies to be determined by size of event  
(See Special Event Package)

\*\* No Fireworks, Moonwalks or similar structures allowed in County Parks.

Other Special Instructions / Requirements / Information  
\_\_\_\_\_  
\_\_\_\_\_

*I fully understand that this application does not confirm any request until it has been signed, dated, reviewed and approved by an authorized Recreation employee, at which time a permit will be given to me or my representative, or mailed to the address designated above. If applicable, understand that I will be informed prior to my event of any requirement for fees to be charged and collected for park staff. I further affirm that I have completed this application with as much accuracy and detail as possible. Security/Key Deposits are paid at the time keys are issued. Applicant agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usage of the facilities. **I acknowledge that I have received a copy and have read, understand and agree to all items and terms as outlined in the Facility Usage Agreement, including how to proceed in the event of any problems or emergencies that need immediate attention during my event.***

**PAYABLE TO: Hernando County Recreation Department or HCRD**

**\*\* Check, Money Orders, VISA or Master Card \*\***

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

FUA Received by STAFF: \_\_\_\_\_ Mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Walk In: \_\_\_\_\_ Entered in Class by: \_\_\_\_\_

FEE DUE: \$ \_\_\_\_\_ PAYMENT RECEIVED BY: \_\_\_\_\_ ENTERED IN CLASS BY: \_\_\_\_\_

PAYMENT:  MONEY ORDER or  CHECK # \_\_\_\_\_  CASH Drivers License \_\_\_\_\_

Credit Card Payment by  Phone or  Walk In  VISA or  MASTERCARD APPROVAL # \_\_\_\_\_

## GROUPS USING FACILITIES WITH AN ESTIMATED ATTENDANCE OVER 100 PEOPLE

Groups and organizations running special events of 100 or more in attendance are expected to have and provide the following:

1. **Special Events for Non Profit** groups of 100 people or more require a non-refundable Special Event Fee of \$150. Also must supply tax exempt certificate.
2. **Special Events for profit** groups of 100 people or more require a non-refundable Special Event fee of \$200.00.
3. **Special Events for profit** groups of over 500 people- a non-refundable fee will be negotiated with the Parks & Recreation Manager. Security deposits will also be negotiated for events over 500 people.
4. All special event groups will require General Park Staff at a rate of \$25 per hour to be determined by staff. (Usually 1-2 staff depending on the size of the event)
5. Technical staff assistance-\$35 per hour (electrician)
6. Pay a \$300 security deposit for an event with 100-499 people for possible damages. After an inspection if no damage-the deposit is returned.
7. \$1,000,000 general Liability Insurance naming the County as insured and listed as additional insured.
8. If considered a large special event- An off-duty deputy must be secured at the renter's expense.

### INSURANCE INFORMATION

Insurance must have the Hernando County Board of County Commissioners listed as additional insured in the amount of 1 million dollars per occurrence. Representative must purchase insurance and make sure that on the certificate of insurance document under the certificate holder it states:

**Hernando County Board of County Commissioners**  
**20 North Main Street**  
**Brooksville, FL 34601**

Also: under **Description Of Operations** it must state: The certificate holder is listed as additional insured with regard to general liability. If required, is a copy of the certificate of insurance attached? \_\_\_\_\_ On file \_\_\_\_\_

### RISK MANAGEMENT INFORMATION

*Reviewed and approved or denied for use by office of Risk Management for 1000 or more people.  
 Confirmation received by email [ ] Approved or [ ] Denied was received on \_\_\_\_\_ (date).*

### FACILITY RENTAL FEE SCHEDULE

**As of October 1<sup>st</sup>, 2010**

#### **ATHLETIC FIELD / COURTS**

Participants reserving the following facilities will be responsible for the following costs.

Bocce Ball and Tennis Courts: \$2.00 per hour  
 Athletic Field Usage- Senior Softball Fee- no lights: \$5.00 per hour  
 Athletic Field Usage - no lights: \$10.00 per hour  
 Athletic Field Usage - with lights: \$15.00 per hour  
*Nov – Mar 6pm-close / Apr - Oct 8pm-close*

If Parks Maintenance staff is furnished, charges shall be assessed at \$25.00 per hour and \$35 per hour for technical staff.

#### **COMMUNITY ACTIVITY CENTER/TEEN HALL KENNEDY PARK RECREATION BUILDING ISTACHATTA COMMUNITY CENTER**

Capacity: 100

#### **Monday – Friday**

\$300.00 Refundable Security/Key Deposit - Meeting Room  
 \$55.00 Rental First Hour - Meeting Room  
 \$25.00 Rental Each Additional Hour  
 \$50.00 Rental Fee for Kitchen  
 Maximum charge - \$200.00 per day (building only)  
 Maximum charge w/kitchen -\$250

#### **Weekends (Saturday & Sunday) and Holidays**

\$300.00 Refundable Security/Key Deposit - Meeting Room  
 \$75.00 Rental First Hour - Meeting Room  
 \$30.00 Rental Each Additional Hour  
 \$50.00 Rental Fee for Kitchen  
**Minimum charge - 4 hrs - \$165** (building only)  
 Maximum charge - \$250.00 per day (building only).  
 Maximum charge w/ kitchen- \$300

#### **LINDA PEDERSEN PARK RECREATION BUILDING DELTA WOODS RECREATION BUILDING**

Capacity: 25

\$200.00 Refundable Security/Key Deposit  
 \$30.00 Rental First Hour  
 \$5.00 Each Additional Hour  
 (with a maximum charge of \$100.00 per day)

#### **LONNIE COBURN PARK**

Seating: 144 Parking Spaces: 16

\$25.00 Refundable Key Deposit  
 \$30.00 Rental Fee Per Use

#### **PAVILIONS / GAZEBO / BANDSHELL**

**\$40.00 Rental Fee - 4 Hours or Less; 9am-1pm or 2pm-6pm**  
**\$70.00 Rental Fee - over 4 Hours or other specified time frame**

- (2) ANDERSON SNOW PARK- PAVILION
- (1) BAYPORT PARK - PAVILION
- (1) DELTA WOODS PARK - PAVILION
- (1) DELTA WOODS PARK - GAZEBO
- (2) ERNIE WEVER YOUTH PARK - PAVILION
- (1) HERNANDO PARK - BANDSHELL
- (1) HILL N' DALE PARK- PAVILION
- (3) LINDA PEDERSEN PARK - PAVILION
- (3) LAKE TOWNSEN REGIONAL PARK - PAVILION
- (3) RIDGE MANOR PARK- PAVILION

#### **MISCELLANEOUS FEES AND DEPOSITS**

Gate Access \$25 per key, Refundable Security/Key Deposit  
 Field Paint \$40 per case  
 Field Chalk \$7.50 per bag  
 Delivery Fee \$10 per delivery (paint and chalk)  
 Electric \$15 per event (i.e. DJ/small PA sys) – 110 watts  
 \$30 per event (i.e. Band/Sound Sys/lg PA sys) – 220 watts  
 (Anderson Snow Park / Hernando Park / Linda Pedersen Park)

### **HERNANDO COUNTY PARKS & RECREATION DEPARTMENT**

**FACILITY USAGE AGREEMENT: Customer Copy**

1. All requests for use and/or rental of any county facility require submission of the facility usage application mailed or hand delivered to the address above. **If facility is used during non-specified times on the FUA, you will be charged the appropriate fees to cover usage.**
2. Requests will be approved based on the application date (1<sup>st</sup> come, 1<sup>st</sup> serve) and approval by the Recreation Office, **NOT from verbal requests**. A copy of the approved rental permit will be sent to you upon completion by Recreation staff, unless further details or clarification are necessary. You must have your copy of the approved permit with you at the time of your event in case proof of reservation is requested.
3. Proper proof of liability insurance, if required, must be provided and list the Hernando County Board of County Commissioners as additional insured in the amount of 1 million dollars.
4. Any event that requires additional staff time over and above normal work schedules must pay \$25.00 per hour for each additional hour worked per staff. This will be determined on an "as needed" basis and the necessary party will be invoiced after the event to cover the time/costs turned into the Recreation Office.
5. Tables/chairs are not to be removed from building, pavilions or surrounding park areas. Staples, tacks, tape, etc. may only be used when appropriate, in/on designated areas. (i.e. cork or bulletin boards). If you use any of the above, you must remove items before receiving your deposit back.
6. Trash left on the grounds outside buildings or concession facilities, or left near courts, fields or other facilities, must be picked up and placed in the nearest trash receptacle. Trash from buildings, press boxes and concession facilities must be disposed of properly, removed from the building and taken to the nearest dumpster and you must provide your own trash liners when using these facilities. Any excessive trash must be disposed of in the nearest dumpster to allow other park users to utilize trash receptacles. Do not leave overflow trash sitting next to trash receptacles.
7. If damage occurs to any field or park facility when using after periods of heavy rains or inclement weather, the league or responsible party is under the following obligations: (1) they will be responsible for paying any damages caused by inappropriate use; (2) notwithstanding that they will be liable for payment of damages, their privileges may also be suspended for a period for inappropriate use; and (3) if the damage is severe or willful, their privileges may be revoked.
8. All rental fees and deposits must be paid by the workday prior to your event and no more than six months in advance. If paying by check, two separate checks are needed for the deposit and rental fee. Rental fees will be deposited immediately and **will not be refundable unless we are notified in writing of your cancellation at least two weeks prior to your event.** Note: Community Buildings/Meeting Rooms, Pavilion and Gazebo rental fees must accompany facility rental application in order to be approved.
9. All keys require a minimum \$25.00 per key deposit to be paid at the time the key is issued. It is your responsibility to make the proper arrangements for keys to be picked up during our office hours the working day before they are needed. If keys are not picked up, necessary access will not be possible for your event. Our hours are Monday - Friday 8:00 a.m. until 5:00 p.m., excluding holidays.
10. Gate keys must be requested if loading/unloading of supplies and/or equipment is needed. Gates must be locked immediately following the unloading of supplies. Vehicles must return to designated parking areas after loading/unloading cargo. Gates must be locked immediately behind you to prevent entrance from other vehicles.
11. All keys must be returned on the next business day following the date of facility use or end of season. Security/key deposit will be refunded after inspection of facility is completed. **We must be notified if key return will be delayed for any reason.**
12. In the event paint or chalk markings are required for an event, an invoice will be done to cover the cost of the supplies used by the County.  
If the preparation requires staff to go above what can be done in a normal workweek, the \$25.00 per hour staff time fee will apply as stated in #4. For league play and tournaments, park staff **will do** the initial striping one time per field at the cost of \$25.00 per hour per staff, plus supplies. Any requested lining for special events or circumstances after that will be invoiced at the \$25.00 rate. Leagues/organizations will be invoiced for paint and chalk on a monthly basis. Failure to remit the balance by the due date will result in a \$25.00 late fee and will jeopardize further use of the facilities.
13. No alcoholic beverages or pets are allowed on county property by order of the Hernando County Board of County Commissioners.
14. No smoking is allowed in county buildings, portables, concession facilities, press boxes or restrooms by order of the Hernando County Board of County Commissioners.
15. Applicant will sell, or allow to be sold, only PEPSI products by any and all vendors, whether at concession stands or by vendors using their own equipment. PEPSI is the official sponsor of the Hernando County Parks and Recreation Department and PEPSI products are the exclusive products to be sold or otherwise distributed in the Hernando County Parks.
16. Applicant accepts the premises as is and agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usage of the facilities.

**In the event you encounter any problems that need to be attended to immediately, please call:**

Hernando County Recreation Department at 754-4031 (Mon - Fri. 8am - 5pm) if we cannot be reached...

**Contact a Hernando County Parks Department on-call staff person at 650-1334 or Hernando County Sheriffs Department at 754-6850. (After hours for emergencies only! A staff person will be contacted if necessary.)**

Overflowing toilets or water problems require immediate notification to the Parks & Recreation Department.

**REFUND OF SECURITY/KEY DEPOSIT**

If all of the applicable requirements are not met (as outlined above or within the Building and Concession Usage & Rental Agreement), your security/key deposit will not be returned to you, but will be transferred into the general fund to pay for cleanup and/or repair of the facility. Any lost or stolen keys will require a fee of \$25.00 per key either deducted from your security/key deposit or paid directly to this office for the replacement of keys and change out of locks. Only deposits for weekend rentals will be kept on file at the Recreation Office. All other deposits will be deposited and held in an account until the end of the season or usage is complete and all requirements are met (such as returning all keys, paying applicable fees, and facilities cleaned according to the above listed information).

**C U S T O M E R   C O P Y**