

FACILITY USAGE APPLICATION

DATE or DATES of USE: _____ To _____ DAY or DAYS of WEEK: _____
BEGINNING TIME: _____ ENDING TIME: _____ Number of Participants: _____ Number Of Spectators: _____

If over 1000 people, FUA must be reviewed and signed off by Risk Management.

Note: Beginning and ending times must include all anticipated setup and cleanup time required

For extended periods of use or very involved facility usage, attach a written request with as much detail as possible with this application.

User Name or Organization: _____ Contact Person: _____

Mailing Address: _____ Telephone (Day): () _____

Street City / State Zip

Fax Number () _____ E-Mail Address _____ Telephone (Eve): () _____

Describe your function by checking all that apply:

(List Activity) _____

Is this a fund-raising event?

yes no

Is there an entry fee or ticket required? yes no

Are any other fees associated with this event? yes no

PROVISIONS NEEDED FOR THIS FUNCTION?

If yes to any of these, please explain how fees will be used.

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

Electricity: 110 or 220

If yes, what will it be used for?

Water

Advertised Event - Open to the General Public

Private Event - Limited only to your Private Group

Radio or PA System (under 100 watts)

Large PA or Sound System, DJ, or Band

Tent *Staff approval needed for auguring & stakes 12inches or greater

Tent(s) may require building permit based on size

Outside Games Small Backyard Grill

Large Pull Behind Cooker Private Food Vendor

Concession Cart Vendor:

Security by off duty Law Officer Other: _____

Additional Parking Arrangements

Bus(es) and # of: _____

* Number of deputies to be determined by size of event

(See Special Event Package)

** No Fireworks allowed in County Parks

**NO MOONWALKS or Similar Structures allowed in County Parks

Other Special Instructions / Requirements or Information:

FACILITY?
(List Specific Field & Court Numbers When Applicable)

Location or Park: _____

Bandshell Gate Access Requested

Baseball/Softball Field/s # _____ Gazebo

Basketball Horseshoe Court/s # _____

Recreation Building, Meeting Lights for Fields

Room or Community Center Pavilion # _____

Is Kitchen Required? Press Box

Yes or No Shuffleboard # _____

Bocce Court/s # _____ Soccer Field/s # _____

Concession Stand Storage # _____

Dance Floor @ DWP Only Tennis Court/s # _____

Football Field/s # _____ Other _____

COUNTY STAFF ASSISTANCE REQUIRED?

Initial Field Markings or Special Event Field Markings

See Attachment for Special Instructions or Requirements

Lifeguards, during season only, if available.

Applicant: Will supply Lifeguards. How Many?

Lifeguards must be American Red Cross Certified and copy of certification must be on file with Recreation Department

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 copy will be given to me or my representative, or mailed to the address designated above. If applicable, I understand that I will be informed prior to my event of any requirement for fees to be charged and collected for staff overtime. I also acknowledge that I have received a copy and have read, understand and agree to all items and terms as outlined in the Facility Rental Agreement, including how to proceed in the event of any problems or emergencies that need immediate attention during my event. 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.

** We only accept checks, money orders, VISA, or Master Card**

RENTAL FEES FOR BUILDING RENTALS, BANDSHELL, GAZEBO'S OR PAVILIONS MUST BE INCLUDED WITH THIS APPLICATION

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

If you do not receive a receipt, please ask to see or call the Recreation Manager.

SIGNATURE OF APPLICANT: _____ DATE: _____

Applicant's Printed Name _____

DATE RECEIVED: _____ APPROVED / DENIED/ DATE: _____ BY: _____ ENTERED INTO CLASS BY: _____

RENTAL FEES: \$ _____ [] MONEY ORDER or [] CHECK # _____ DATE PAID: _____ PAYMENT RECEIVED BY _____ Driver's License # _____

[] VISA [] MASTERCARD APPROVAL # _____ Mailed In: _____ Phoned In: _____ Faxed: _____

FOR OFFICE USE ONLY
FACILITY USAGE INFORMATION...

INSURANCE INFORMATION

Insurance must have the Hernando County Board of County Commissioners listed as additionally insured: will or will not be required. If required, is a copy of the certification of insurance attached? _____ On file? _____

INSPECTION/OPENING/CLOSING/LIGHTING AGREEMENTS

I have received a copy, read and fully understand and agree to all of the information and terms contained in the following:

- Building and Concession Usage & Rental Agreement Field Lighting Agreement
 Concession and Kitchen Opening & Closing Procedures Inspection Checklist

Signature of Authorized Representative: _____ **Date:** _____

I will or will not be able to have a representative available at 10:00 a.m. for the Final Inspection (if applicable). If not, please explain:

Additional notations:

KEY ISSUANCE / DEPOSIT / RENTAL FEES

Key Tag Number (s) Issued: _____ For: _____ Date Issued: _____
Key Tag Number (s) Issued: _____ For: _____ Date Issued: _____
Key Tag Number (s) Issued: _____ For: _____ Date Issued: _____
Key Tag Number (s) Issued: _____ For: _____ Date Issued: _____
Gate Key Tag Number Issued: _____ For: _____ Date Issued: _____

Deposit Amount \$ _____ MO or Check#: _____ For: _____ Date Paid: _____ Received By: _____
Deposit Amount \$ _____ MO or Check#: _____ For: _____ Date Paid: _____ Received By: _____
Rental Fee Amount (w/tax): \$ _____ MO or Check#: _____ Date Paid: _____ Received By: _____
Rental Fee Amount (w/tax): \$ _____ MO or Check#: _____ Date Paid: _____ Received By: _____
If any payment made by check: Driver License # _____ Height _____ Hair _____ Eyes _____ Weight _____
Name on the Check/Money Order: _____

KEY / DEPOSIT RETURN

Key Tag Number(s) Returned: _____ Date Returned: _____ **Key Recorded by:** _____
Key Tag Number(s) Returned: _____ Date Returned: _____ **Key Recorded by:** _____
Key Tag Number(s) Returned: _____ Date Returned: _____ **Key Recorded by:** _____
Key Tag Number(s) Returned: _____ Date Returned: _____ **Key Recorded by:** _____
Gate Key Tag Number Returned: _____ Date Returned: _____ **Key Recorded by:** _____

Date Deposit Refunded: _____ Amount Refunded: _____ By: _____ **DEPOSIT RETURNED TO:** _____
Date Deposit Refunded: _____ Amount Refunded: _____ By: _____ **DEPOSIT RETURNED TO:** _____
Refund Refused/Reason: _____

Reviewed and approved or denied for use by office of Risk Management:
FOR 1000 OR MORE PEOPLE IN ATTENDENCE

Approved Denied

Risk Management Representative _____ Date _____

HERNANDO COUNTY RECREATION DEPARTMENT
205 E FT DADE AVENUE, BROOKSVILLE, FL 34601
PHONE (352) 754-4031 FAX (352) 754-4415
www.hernandocounty.us

FACILITY RENTAL FEE SCHEDULE

As of June 2004, add 6.5% sales tax to all rentals

ATHLETIC FIELD/SPORTS LIGHTING

Per BOCC, participants using athletic fields during evening hours (w/lights) will be responsible for contributing to the utility cost as follows: **\$12.00 per hour ALL FIELDS**
If support personnel (i.e. Recreation Leaders, Parks Maintenance Workers, etc.) are furnished, charges including overtime and/or holiday pay, shall be assessed at \$18.00 per hour for non-exempt employees, or as defined for contractual services and fixed fee services.

BANDSHELL/HERNANDO PARK

\$30.00 Rental Fee for 4 Hours or Less
\$50.00 Rental Fee for More than 4 Hours

CONCESSION BUILDINGS

Vendors are under contract with Hernando County Board of County Commissioner. See Recreation Manager for more information.

COMMUNITY ACTIVITY CENTER/TEEN HALL

Capacity: 100
\$300.00 Security/Key Deposit - Meeting Room
\$50.00 Rental First Hour - Meeting Room
\$20.00 Rental Each Additional Hour
(with a maximum of \$150.00 per day) Extra \$50.00 Daily Rental for Kitchen

DELTA WOODS RECREATION BUILDING

Capacity: 45
\$200.00 Security/Key Deposit
\$30.00 Rental First Hour
\$5.00 Rental Each Additional Hour
(with a maximum of \$100.00 per day)

ERNIE WEVER YOUTH PARK RECREATION BUILDING

Capacity: 43
\$200.00 Security/Key Deposit
\$30.00 Rental First Hour
\$5.00 Each Additional Hour
(with a maximum of \$100.00 per day)

LINDA PEDERSON PARK RECREATION BUILDING

Capacity: (5 Tables & Chairs for 25)
\$200.00 Security/Key Deposit
\$30.00 Rental First Hour
\$5.00 Each Additional Hour
(with a maximum of \$100.00 per day)

ISTACHATTA COMMUNITY CENTER

Capacity: 100
\$300.00 Security/Key Deposit - Meeting Room
\$50.00 Rental First Hour - Meeting Room
\$20.00 Rental Each Additional Hour
(with a maximum of \$150.00 per day)
Extra \$50.00 Daily Rental for Kitchen

KENNEDY PARK RECREATION BUILDING

Capacity: 98
\$300.00 Security/Key Deposit - Meeting Room
\$50.00 Rental First Hour - Meeting Room
\$20.00 Rental Each Additional Hour
(with a maximum of \$150.00 per day)
Extra \$50.00 Daily Rental for Kitchen

LONNIE COBURN PARK

Seating: 144 Parking Spaces: 16
\$50.00 Security/Key Deposit
\$30.00 Rental Fee Per Use

PAVILIONS OR GAZEBO

Pavilion rental hours are 9am-1pm or 2pm-6pm and will be charged the 4hr fee. Rentals more than 4hrs or any other time frame is a full day rental fee. _____ Renter Initial.

(2) ANDERSON SNOW PARK

(1) BAYPORT

(1) DELTA WOODS PARK - PAVILION

(1) DELTA WOODS PARK - GAZEBO

(2) ERNIE WEVER YOUTH PARK

(2) LINDA PEDERSON PARK

(1) HILL N' DALE

(2) LAKE TOWNSEND REGIONAL PARK

(2) RIDGE MANOR

\$30.00 Rental Fee for 4 Hours or Less

\$50.00 Rental Fee for More than 4 Hours

MISCELLANEOUS FEES AND DEPOSITS

Gate Access \$25.00 Security/Key Deposit
Electric \$15 per event (i.e. DJ/Band etc.)

**CHECK/MONEY ORDER TO BE MADE PAYABLE TO:
(H.C.R.D.)**

Deposits and fees must be paid separately and prior to date of use. If you utilize a facility during any time frame other than specified on the rental contract, you will be charged for an additional day of usage. _____ Initial.

A Special Event is considered as anything over 100 people or more. Addition fees and conditions may apply to your special event. If a special event is to take place the fee for non-profit organization will be \$150.00 per day and \$200.00 per day for profitable organizations. If you plain on having a special event you must fill out a special event packet. Ask the office staff for any additional information.

No alcohol or pets are allowed at any county parks. No smoking is allowed inside any county building. Key(s) must be picked up one day prior to the event by an **Adult Only** and returned the next business day.

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PHONE (352) 754-4031 FAX (352) 754-4415
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FACILITY USAGE & RENTAL AGREEMENT

1. All requests for use and/or rental of any county facility require submission of the facility rental application mailed or hand delivered to the address above.
2. Requests will be approved based on the date your application is received by the Recreation Office, **NOT** from verbal requests. A copy of the approved/disapproved application will be sent to you upon receipt of your request and completion by a Recreation staff, unless further details or clarification are necessary. You must have your copy of the approved application 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 additionally insured in the amount of one million dollars or as determined.
4. Any event that requires additional staff time over and above normal work schedules must pay \$18.00 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 designed areas. (I.e. cork or bulletin boards) If you use any of the above, you must remove all of the above 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, that is they may never be allowed to use the County's fields or facilities again.
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 key deposit per tag 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 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 \$18.00 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 \$18.00 per hour per staff, plus supplies. Any requested lining for special events or circumstances after that will be invoiced at the \$18.00 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 facilities.
13. **No alcoholic beverages 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 concessions stands or by vendors using their own equipment. **PEPSI is the official sponsor of the Hernando County Parks and Recreation and Facilities** 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:

1. **Hernando County Recreation Department at 754-4031 (Mon - Fri. 8am - 5pm) if we cannot be reached...**
2. **To reach a Hernando County Parks Department on-call staff person call 650-1334 or page 531-0127.**
3. **Hernando County Sheriffs Department at 754-6850. (After hours for emergencies only! A staff person will be contacted if necessary.)**
4. **Overflowing/ed toilets or water problems require immediate notification to the appropriate contact listed above.**

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, Concession Building and Kitchen Opening & Closing Procedures, Concession/Kitchen Facility Checklist, and the Field Light Usage 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 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 and the Inspection Checklist.).

I agree to the terms and conditions listed above.

Applicant's Signature _____ Date _____ Print Name _____ Date _____