



**City of Delray Beach
Parks and Recreation Department
Facility Rental Application**
All applications are subject to approval



Facility Information

Facility Requested: check one

Community Center _____ Delray Swim Club _____ Pompey Park _____ Pompey Pool _____ 505 Teen Center _____ Veterans Park _____

Name of Room Requested: _____

Calendar Information

Event Date(s): _____

Time: (include set up and clean up) From _____ am/pm To _____ am/pm

Contact Information

Organization/Individual Name: _____

Street Address _____ City, State, Zip _____

Contact Person: _____

Phone: (home) _____ (cell) _____ (other) _____

Email Address: _____

Will you be attending? Yes _____ No _____ If no, who will be in charge?

Name _____ Phone _____

Event Information

Type of Event: Please check which best describes the purpose of your event

Church Service _____ Meeting _____ Banquet _____ Wedding/ Reception _____ Seminar _____ Other – please explain _____

Estimated attendance _____ *Youth (18 & Under) _____ Adults _____

* 1 Chaperone (21 years of age or older) required per 10 youth. Please provide list of chaperone names and numbers.

Is your organization non-profit? Yes _____ No _____

If yes, please attach copy of IRS tax exempt certificate

Will you need the kitchen for prep and/or warming? Yes _____ No _____

No cooking is permitted in the kitchens

Will admission be charged for your event? Yes _____ No _____

If yes, attach copy of request letter. Must have prior approval from Director

Will your event have decorations? Yes _____ No _____

If yes, please describe:

Other notes _____

Room Set Up: Please attach drawing on forms provided. Indicate below the quantity of tables and chairs.

Long Tables: _____ Chairs: _____ Round Tables: **(POMPEY PARK ONLY)** _____
Quantity Quantity Quantity

Additional Items: Available upon request (additional \$100 deposit applies). Not all items are available at all facilities.

Microphone _____ Coffee Pot _____ TV/VCR _____ Games _____ Pool Table _____
Podium _____ Screen _____ Other _____

City of Delray Beach Parks and Recreation Facility Rental Application

Please read each policy below and initial next to it indicating you have read and understand what it says.

	Policy	Initials
1	All rental fees must be paid at application time to secure your date. A security deposit is also required at time of reservation. Please submit rental application and payment 4 weeks prior to your event.	
2	Cancellation of a rental or changing a confirmed date with less than 48 hours notice will result in loss of deposit. All cancellations and requests for refund must be in writing.	
3	Decorations require prior approval by Facility Supervisor. No signs or decorations will be nailed or permanently affixed to any City of Delray Beach facility walls, ceilings, windows or drapes/blinds. No glitter, rice, birdseed, confetti or other similar items will be allowed to be thrown in, around or used as decorations at the facility. The deposit will not be refunded if decorations are used without approval.	
4	Applicant is responsible for damage to City facility, equipment and property. The deposit will not be refunded if there are damages to the facility, equipment, or property.	
5	Animals and alcoholic beverages (beer, wine, champagne, and liquor) are prohibited at all City parks and recreational facilities (indoors and outdoors).	
6	No smoke or bubble machines are allowed. No open flame candles are allowed inside the facilities. Smoking is also prohibited in all City facilities and parks. If smoke alarms are activated due to the use of such items, which result in the call out of the City of Delray Beach Fire Department, applicant will be responsible for all charges incurred by the Fire Department and the City of Delray Beach.	
7	DJ's or bands are permitted at the event; however no vulgar language is permitted in any of the lyrics. Music must be kept at an appropriate level. All music must conclude at least thirty (30) minutes prior to the end of the event. Radios and amplified music must be approved prior to an event at the pool by pool supervisor at time of application.	
8	The City of Delray Beach is not responsible for articles, equipment, food or materials left at the conclusion of the event. These items will be disposed of at the discretion of the City.	
9	City policy prohibits any City employee from accepting gifts, gratuities, and other complimentary items from groups or individuals using the facility.	
10	City staff will not sign for any items that have been rented. All rented items (dance floors, lights, linens, etc) will need to be delivered during the rental time and picked up during the clean up time of the rental. If items are delivered before or picked up after the rental times the applicant will be charged the regular hourly rate. Same applies to any other vendors or caterers used for rental.	
11	The rental ending time means the facility must be empty of all guests. The rental ending time means all decorations, food, etc must be removed and the facility cleaned. The clean up time must start no later than thirty (30) minutes prior to the rental ending time. Trash must be put in the proper receptacles and the room must be returned to an "as found" condition. The facility, parking lot, grounds and equipment shall be left in the same condition as they were prior to use.	
12	The City of Delray Beach may, at its option, cancel the use requested by applicant. Such notice of cancellation, whether written or oral, shall be given to the contract person named above no later than 48 hours prior to the scheduled event. There may be unforeseen circumstances that cancel the event later than 48 hours, but will notify contact person about the situation and options available. In the event the City cancels an event, the applicant is entitled to the return of any money paid for the application being cancelled.	
13	A certificate of insurance and/or additional security may be required for some events or activities.	
14	If you are a tax exempt organization, you must show proof of exempt status at time of application in order to not pay taxes on the rental fee. A copy of your organizations tax id number is required. All payments by check or credit card must have your organizations name on it in order to receive the tax exemption.	
15	If you are charging an entrance fee, registration, or collecting a donation, or selling anything on City property (in or outside the facility) you must have prior written approval from the Director of Parks and Recreation before your event will be approved at the facility.	
16	FOR POOLS: Grills and glass containers are prohibited on the pool deck.	
17	FOR POOLS: Guests are to abide by all posted Pool Rules and Regulations when swimming at either pool.	
18	In order to receive a full deposit back, applicant is responsible for cleaning up after their event and ensuring they along with their guests follow all policies listed as well as not misrepresenting or failing to disclose information on rental documents. Failure to adhere to policies may result in a group being asked to leave the facility, forfeiture of security deposit and rental fees as well as loss of future rental privileges.	

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Schedule of Fees and Charges

Recreation Center Room Rentals

Refundable Deposit (meeting rooms only)	\$100		\$
*3-way room or Teen Center	\$90 (first 3 hours)		\$
*2-way room or Veterans Park	\$60 (first 3 hours)		\$
*Single room	\$30 (first 3 hours)		\$
*Kitchen (prep & warming only)	\$30 (first 3 hours)		\$
*Additional Hours (meeting rooms only)	\$20 (per hour)	\$20 x ___ hours	\$

Gymnasium/Skate Park Rentals

Refundable Deposit (gym & skate park only)	\$200		\$
*Gymnasium or Skate Park (no admission)	\$100 (first 3 hours)		\$
*Gymnasium or Skate Park (admission)	\$250 (first 3 hrs)+50% ticket sales		\$
*Additional Hours (gym & skate park only)	\$40 (per hour)		\$

Pool Rentals

Refundable Deposit (pool only)	\$100		\$
*Pool (includes 2 lifeguards up to 50 guests)	\$100 (first 3 hours)		\$
*Additional Pool Hours	\$35 (per hour)	\$35 x ___ hours	\$
Additional Lifeguard (for additional 25 guests)	\$25 (per hour)	\$25 x ___ hours x ___ lifeguards	\$

All Rentals

After Hours/Weekend Fee**	\$25 (per hour)	\$25 x ___ hours	\$
After Hours/Weekend Set Up Fee**	\$60 (one time flat fee)		\$
Security	Call Police Department for rate		\$
Sales Tax*	6.5%		\$

*sales tax is charged to items with asterisk above.

**Weekend hours are Friday 5pm-Midnight Sunday

TOTAL

\$

All rentals have a 3 hour minimum charge. Additional hours will be charged according to the hourly rate noted above.

A facility Supervisor will determine if more than one supervisor is necessary.

Kitchens are for prep and warming only. No cooking should be done in any of our facilities.

Submit all set up drawings at time of application.

Operational plans of an event and the event itself shall not interfere with the normal operations of the facility.

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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.

Refund Policy

An applicant can request a refund 48 hours prior to scheduled event date. The request must be made in writing. If a cancellation occurs within 48 hours of a scheduled rental, you forfeit the rental fees and deposit. All refunds will take at least two weeks and will be in the form of a check from the City of Delray Beach. If a security deposit is paid by check, refunds will only be sent after your check has cleared the bank.

Signature

I have read the above and understand the rules and regulations of the City of Delray Beach Facility Rental Application that have been made available to me.

Applicant Signature

Date

Facility Contact Information

Community Center
50 NW 1st Avenue
(561) 243-7250

Delray Swim Club
2350 Jaeger Drive
(561) 243-7358

Pompey Park
1101 NW 2nd Street
(561) 243-7356

Pompey Park Pool
1101 NW 2nd Street
(561) 243-7358

505 Teen Center
505 SE 5th Avenue
(561) 243-7158

Veterans Park
802 NE 1st Street
(561) 243-7350

Please contact facility for their operating hours.

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OFFICE USE ONLY:

Approved _____ Rejected _____ (reason) _____

Insurance required: yes no

General liability insurance @ \$1 million/occurrence, combined single limit

City named as additionally insured

Copy of certificate of insurance

Rec Trac #: _____ Date Paid: _____ Deposit Refund Requested on: _____

Authorized by: _____ **Date:** _____

(Recreation Supervisor)