



HAINES CITY PARKS & RECREATION DEPARTMENT FEES, CHARGES, AND RESERVATION PROCEDURES FOR CITY OWNED AQUATIC FACILITIES

Reservations for any facility can be taken at the Lake Eva Community Center or the Oakland Neighborhood Center between the office hours of 8:00AM - 8:00PM, Monday through Friday. All reservation requests must be approved by the Parks & Recreation Director.

For more information, please contact the the Aquatics division at (863) 421-3715.

RENTAL PROCEDURES

To complete a reservation, the applicant must submit the *Application for Aquatic Center Facility Use* form, along with the appropriate user fee. Applications must be submitted fourteen (14) calendar days prior to the date requested and must be made in person. All rentals are taken on a first come, first serve basis. The RENTER is responsible for set-up and clean-up of the facility and this must be completed within the hours specified on the application.

LIFEGUARD FEES

Lifeguards are required to be present at all pool rentals at a rate of \$10.00 per hour, per lifeguard. Additional lifeguards may be required based on the number of people attending the event and the areas that are being requested.

INSURANCE

We reserve the right to require liability insurance coverage for events that fall outside of the normal scope of a facility rental including, but not limited to: events with alcohol, events for minors (Sweet 16, Quinceañera, graduation parties, etc.) or facilities rented by businesses, schools, and organizations. Insurance may also be required for outside vendors (caterers, inflatables, decorating services, etc.). Please see item #10 under **Facility Regulations** on page 3 of this packet for details.

WEATHER POLICY

The City of Haines City has a weather monitoring system at multiple facilities, including the Lake Eva Aquatic Center and the Janet J. Smith Aquatic Facility. These systems detect lightning strikes within a certain radius of each facility. If the Earth Networks lightning detection alarm goes off during your visit, the pool deck must be cleared. Guests should seek shelter and return to their cars. The wait period is 30 minutes from the last lightning strike detected within range, at which point an all-clear horn will sound and we will return to normal operation.

FACILITY RENTAL FEES

Proof of residence located within the incorporated limits of Haines City must be shown at time of reservation to receive the resident rate. Forms of proof include City of Haines City Water Bill or Polk County Property Tax Bill (showing taxes paid to the City of Haines City). Non-profit organizations must provide a copy of their tax-exempt certificate at time of rental.

<u>FACILITY</u>	<u>RESIDENT/NON-PROFIT</u>	<u>NON-RESIDENT</u>
Lake Eva Aquatic Center 321 S. 6th Street	\$150 + tax / 2 hours Lifeguard Fees: Pool Area 3 Lifeguards = \$60 Kiddie Area 5 Lifeguards = \$100 Entire Area 7 Lifeguards = \$140	\$250 + tax / 2 hours Lifeguard Fees: Pool Area 3 Lifeguards = \$60 Kiddie Area 5 Lifeguards = \$100 Entire Area 7 Lifeguards = \$140
Janet J. Smith Aquatic Facility 1900 N. 10th St.	\$100 + tax / 2 hours Lifeguard Fees: 4 Lifeguards = \$80	\$200 + tax / 2 hours Lifeguard Fees: 4 Lifeguards = \$80

REFUNDS

1. If cancellation occurs twenty (20) calendar days or more before a program/event, a 100% refund will be given for rental fees that have been paid.
2. If cancellation occurs nineteen (19) calendar days or less before a program/event, a 50% refund will be given for the rental fee.

WEATHER CANCELLATIONS / REFUNDS

If there is inclement weather in the area before the start of your rental or if inclement weather is predicted for the time of your rental, you may request a refund or the option to reschedule for another day, provided you speak with staff at least 30 minutes prior to the start of your rental. If the lightning detection alarm goes off less than 30 minutes prior to the start of your rental, or during your rental, no refunds will be issued.

Staff contact Heidi McIntee, Aquatics Supervisor, at (863) 514-3510.

FACILITY REGULATIONS & RULES

FACILITY REGULATIONS

1. Applications for permits to use the facility, or any part of it, must be made on a form provided for this purpose. All applications for reservations must be accompanied by the appropriate rental fee and are subject to the approval of the Parks & Recreation Director or his/her designated representative. The Director will act upon all requests within two working days. Applicants are encouraged to make reservations as early as possible.
2. The City may cancel any grant of space to the lessee if use of the property in any way conflicts with Federal, State, or Local Laws, or if the occupancy, in the opinion of the Parks & Recreation Director, operates to discredit the City of Haines City.
3. The applicant is solely responsible for any damages to the property and for any accidents or injuries to persons from his/her use of the facility.
4. Permits for groups composed of minors will be issued only to adults who accept responsibility for supervising them throughout the period covered by the permit.
5. It is NOT the intent that City facilities be used for commercial, profit-making ventures. Permits of this nature will be refused. Only non-profit and not-for-profit organizations carrying a 501-(C)3 status will be allowed to charge admissions for an event. NO EXCEPTIONS. Approval must be granted by the Parks and Recreation Director.
6. The City of Haines City assumes no responsibility for personal property, such as decorations, flowers, shrubs, etc. used or left on the premises by persons renting any recreation facility. Such properties will be removed no later than the expiration time of the reservation unless special arrangements are made through the Parks & Recreation Director at the time of application for reservation, and the City of Haines City, its officers, and employees will not be held liable for any such properties remaining on the premises after the appointed time.
7. The permitted use of the City of Haines City Parks & Recreation facilities will be without discrimination because of race, religion, color, creed, or national origin.
8. All participants must abide by the written regulations of the Parks & Recreation Department and the City of Haines City. Anyone not complying with any of these regulations will not be granted use of the facility in the future.
9. The City of Haines City has a noise ordinance. Any music must be kept to a minimal volume. If complaints are received about noise coming from your event, and corrective measures are not taken, the event may be shut down by the Parks & Recreation Director and/or Police Department.
10. If liability insurance is required for an event, the applicant shall provide the City with a valid Certificate of Insurance (binders are unacceptable) no later than seven (7) days prior to the date of the rental listed on this agreement. The applicant shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for non-payment of premium. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the applicant to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder. In the event the agreement term goes beyond the expiration date of the insurance policy, the applicant shall provide the City with an updated Certificate of Insurance no later than ten days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the agreement until this requirement is met. The certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior. The City shall be named as an Additional Insured on all liability policies, with the exception of Workers' Compensation. The title of the Agreement, Bid Contract number, event dates, or other identifying references must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

**City of Haines City
620 E. Main Street
Haines City, FL 33844**

FACILITY RULES

1. At the time of your event, Aquatic Center/Facility staff will be at the facility to meet the renter named on the *Application for Aquatic Facility Use* form, and only during the specified times on form. If another individual will arrive before the actual renter, written notification of that individual's name must be submitted to the Parks and Recreation Department prior to the rental. That individual must present identification at time of arrival.
2. Any deviation from activities listed and approved on the application may result in the event being canceled, and deposits being forfeited.
3. All renters are required to leave the rented facility as they found it.
4. Use of alcoholic beverages for sale, possession, and/or consumption is prohibited at the Lake Eva Aquatic Center and the Janet J. Smith Aquatic Facility.
5. Decorations must be approved by the Parks & Recreation Director, or his/her designated representative before being placed.
6. Appropriate swim wear should be worn (no jeans, etc.). Infants must wear swim diapers.
7. No inflatables are allowed in the pools. Only US Coast Guard approved life vests may be worn. Both facilities have some available for use.
8. Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment from the facility.
9. Gambling of any form is not allowed on any City premises.
10. Smoking is not allowed in any facility. This is State Law.
11. It is recommended that tables be covered when serving food or beverages and should be cleaned afterwards.
12. Anyone not complying with any of these rules will not be granted use of the facility in the future.



APPLICATION FOR AQUATIC FACILITY USE

Payment and application must be made FOURTEEN (14) calendar days prior to event.

Make checks payable to: City of Haines City

Type of Event & Description:

Facility Requested (check one):

LAKE EVA AQUATIC CENTER

Kiddie Area Only

Pool Only

Entire Facility

Requested Event Date:

Requested Time:

9:30 AM - 11:30 AM

6:30 PM - 8:30 PM

JANET J. SMITH AQUATIC FACILITY

Name of Organization Hosting Event (if applicable):

Is this organization non-profit? If yes, please provide current tax exempt certificate.

Yes

No

Person Responsible for Event & Charges:

Address:

City, State, Zip:

Phone Number:

Email Address:

How will event be advertised?

Estimated Event Attendance:

By signing below, I acknowledge that I have received, read, and understand the Haines City Parks and Recreation Department facility regulations, rules, and refund policies. I do hereby agree to indemnify and hold harmless the City of Haines City from any and all liability arising out of my use of the recreation facility. I understand that my program/event will be terminated should it create any violation of City of Haines City ordinances. I also understand that I will be unable to use said facilities in the future as a result of a violation of City policies.

I, the undersigned, agree to abide by the regulations governing the said facility and am responsible for charges incurred to the Parks and Recreation Department including damages to the facility. I also understand police officers may be required.

Applicant's Signature:

Date:

PARKS & RECREATION DEPARTMENT OFFICE USE ONLY

Received by (staff initials):

Community Pass Account #:

Date Received:

Area of Facility Requested:

Rental Form Complete:

Number of Lifeguards Required:

Driver's License/ID:

Proof of Residency:

Rental Fee:

Cash:

Tax-Exempt Form Submitted:

Lifeguard Fee:

Check:

Credit Card:

Amount Paid:

Date Paid:

PARKS & RECREATION ADMINISTRATION ONLY

Certificate of Insurance Required:

Yes

No

Date Received:

Police Officers Required:

Yes

No

of Officers Required:

Amount Due for Officers:

Date Paid:

Aquatic Supervisor Comments:

Reviewed by Parks & Recreation Deputy Director (initial):

Date:

Contract/Application is

APPROVED

DISAPPROVED

Parks & Recreation Director's Signature:

Date:

Comments: