



## HAINES CITY PARKS & RECREATION DEPARTMENT FEES, CHARGES, AND RESERVATION PROCEDURES FOR CITY OWNED BUILDINGS

**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.**

Lake Eva Community Center: 555 Ledwith Ave. | Haines City, FL 33844 | (863) 421-3700

Oakland Neighborhood Center: 915 Ave. E | Haines City, FL 33844 | (863) 421-3720

**All reservation requests must be approved by the Parks & Recreation Director.**

### RENTAL PROCEDURES

To complete a reservation, the applicant must submit the *Application for Recreation 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. Applicants requesting alcohol at the event must be made twenty-one (21) calendar days in advance. 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.

### DAMAGE DEPOSIT

A refundable damage/rule enforcement deposit of \$200.00 is required for renting any of the following facilities: Lake Eva Community Center Multi-Purpose Room, Lake Eva Community Center Gymnasium, Oakland Neighborhood Center, Oakland Auditorium, Oakland Gymnasium, or the Oakland Senior Center, in addition to the rental fee. A refundable damage/rule enforcement deposit of \$700.00 is required for any event that includes alcohol, in addition to the alcohol permit and rental fee. All fees (rental and deposit) must be paid in full at the time of reservation. Upon completion of the rental, a refund request will be assessed and processed. The deposit can be mailed to or picked up by the payee. Please allow up to fifteen (15) business days for this to process.

### INSURANCE

Liability insurance coverage may be required for events at City facilities 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 Building Regulations item 10 on page 3 of this packet for details.

### ALCOHOL PERMIT

Any rental that requests to have alcoholic beverages on premises will be required to submit an Alcohol Permit with the City and must be completed no less than (21) twenty-one calendar days prior to the event. There is a \$10 + tax non-refundable fee to apply for an alcohol permit and does not guarantee permit approval.

### POLICE OFFICERS

Any event may require Police Officers. This will be determined by the type of rental that is taking place and the length of the rental. Any rental where alcohol is being served, the Haines City Police Department is required to be in attendance - there are no exceptions to this unless the City Manager or Chief of Police gives the approval. \*Please note that rentals that are anticipated to draw large crowds and fall outside of the scope of the facility, or parties for youth/teens may be required to hire off duty officers to work the event. These situations will be handled on a case by case basis and will be determined by either Parks and Recreation Director or Deputy Director. The Haines City Police Department will determine the required number of officers, based on the anticipated attendance and the type of event.

Police Officers are paid at a rate of \$45.00 per officer, per hour, with a minimum of four (4) hours. Police Officer fees are to be paid at the Haines City Police Department at least ten (10) business days prior to rental.



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### 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).

FACILITY	RESIDENT/NON-PROFIT	NON-RESIDENT
<b>Lake Eva Community Center Multi-Purpose Room</b> <i>Capacity 175**</i> 555 Ledwith Ave.	\$300 / 5 hours \$50 each additional hour	\$500 / 5 hours \$75 each additional hour
<b>Lake Eva Community Center Gymnasium</b> 555 Ledwith Ave.	\$300 / 5 hours \$50 each additional hour	\$500 / 5 hours \$75 each additional hour
<b>Oakland Neighborhood Center Multi-Purpose Room</b> <i>Capacity 41</i> 915 Ave. E - Building A	\$100 / 5 hours \$25 each additional hour	\$200 / 5 hours \$45 each additional hour
<b>Leroy &amp; Virginia Tyler Youth Enrichment Center</b> <i>Capacity 95**</i> 1008 Ave. D	\$200 / 5 hours \$50 each additional hour	\$300 / 5 hours \$75 each additional hour
<b>Oakland Gymnasium</b> 915 Ave. E - Building B	\$300 / 5 hours \$50 each additional hour	\$500 / 5 hours \$75 each additional hour
<b>Oakland Auditorium</b> <i>Capacity 256**</i> 915 Ave. E - Building C	\$300 / 5 hours \$50 each additional hour	\$500 / 5 hours \$75 each additional hour
<b>Railroad Park Gazebo</b> 502 E. Main Street	\$100 / day	\$200 / day

***\*\*Capacity may vary depending on the type of event. \*\****

## BUILDING REGULATIONS, RULES, & REFUNDS

### BUILDING REGULATIONS

1. Applications for permits to use the building, 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. The City of Haines City may require youth parties to have a Haines City Police officer present for the duration of the event.
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.
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 and will forfeit their damage/rule enforcement deposit.**
9. The City of Haines City has a noise ordinance. Any music must be kept to a minimal volume and the doors shut at all times. 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

## **BUILDING RULES**

1. On the day of the event, a staff member will unlock doors only to the renter that is named on the *Application for Recreation 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 responsible for clean-up of the facility and its grounds. **All clean-up must be completed immediately following the event and building vacated by the event clean-up and time listed on the application.**
4. A cleaning procedure checklist will be provided to all renters at the time of rental. Failure to adhere to the cleaning policy will result in a forfeit of the damage/rule enforcement deposit.
5. Use of alcoholic beverages for sale, possession, and/or consumption is prohibited unless an alcohol permit has been issued and approved.
6. **Fees do not include the set-up or clean-up of room by City staff.** Each individual renter is required to set-up, break-down, and clean for their own rental within the time established on the *Application for Recreation Facility Use* form. The room needs to be left as it was found. Tables are to be stacked on the table racks and the chairs are to be stacked in the designated area.
7. If the renter would like to add additional hours to the reservation, they must be added and paid for in person no less than 14 days before the event.
8. Decorations must be approved by the Parks & Recreation Director, or his/her designated representative before being placed.
9. Any activity causing extra labor for City staff could result in the forfeiture of the damage/rule enforcement deposit.
10. Under no circumstances will anyone be permitted to remove chairs, tables, or any other equipment from the building.
11. Gambling of any form is not allowed on any City premises.
12. Smoking is not allowed in any facility. This is State Law.
13. Tables should be covered when serving food or beverages and should be cleaned afterwards.
14. All trash resulting from the use of the facility must be picked up and deposited in the outside refuse containers before leaving the area of the facility.
15. Anyone not complying with any of these rules will not be granted use of the facility in the future and will forfeit their damage/rule enforcement deposit.
16. Any rental shall not proceed beyond 11:00 PM Sunday - Thursday, and midnight Friday - Saturday. The City of Haines City has a 12:00 AM curfew for juveniles (youth under 18 years of age). **All events involving minors must be complete by 11:30 PM.**

## **REFUNDS**

1. If cancellation occurs twenty (20) calendar days or more before a program/event, a 100% refund will be given for rental fees and deposits 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, and 100% of the deposit that have been paid.
3. Damage deposit refunds: The renter will complete a refund request form when the reservation is paid for, and the form will be processed following the reservation should no damage occur to the facility. If the damage deposit was paid via cash or check, the City will issue a refund check within 10-14 business days. Checks can be mailed to the address on the refund request form, or can be picked up in-person at the Lake Eva Community Center with valid ID. If the damage deposit was paid via credit card, the damage deposit will be refunded to the card that was used for the original transaction.



## APPLICATION FOR RECREATION FACILITY USE

Payment and application must be made FOURTEEN (14) calendar days prior to event.  
Alcohol permit requires TWENTY-ONE (21) calendar days notice. Make checks payable to: City of Haines City

### Type of Event & Description (*please be specific*):

#### Facility Requested (check one):

Oakland Neighborhood Center Multi-Purpose Room  
Leroy & Virginia Tyler Youth Enrichment Center  
Lake Eva Community Center Multi-Purpose Room  
Oakland Auditorium  
Lake Eva Gymnasium  
Oakland Gymnasium  
Railroad Park Gazebo

#### Requested Event Date:

#### Reservation Timeline:

Set-up Time: \_\_\_\_\_ to \_\_\_\_\_  
Event Time: \_\_\_\_\_ to \_\_\_\_\_  
Clean-up Time: \_\_\_\_\_ to \_\_\_\_\_  
Total Hours Requested: \_\_\_\_\_  
Number of Extra Hours Requested: \_\_\_\_\_

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: \_\_\_\_\_

**Are you requesting to serve alcohol?** Rentals serving alcohol must provide liquor insurance. Yes No

**Are you requesting to charge admission?** Non-profit organizations with 501-C3 status only. Yes No

By signing below, I acknowledge that I have received, read, and understand the Haines City Parks and Recreation Department building 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:

Rental Fee Amount:

Rental Form Complete:

Cash: Check: Credit Card:

Driver's License/ID: Proof of Residency:

Alcohol Permit Complete:

Date: Amount Paid:

Damage Deposit Refund Request Form Complete:

Cash: Check: Credit Card:

Damage Deposit Paid:

Tax-Exempt Form Submitted:

Date: Amount Paid:

Cash: Check: Credit Card:

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## 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:

Recreation Superintendent Comments:

Reviewed by Parks & Recreation Deputy Director (initial):

Date:

**Contract/Application is**

**APPROVED**

**DISAPPROVED**

Parks & Recreation Director's Signature:

Date:

Comments: