

CHECK ONE: ☐ City Sponsored ☐ City School ☐ Individual ☐ Non-profit ☐ For -profit

NAME OF FACILITY _____

NAME OF APPLICANT: _____

**For proof of residency, please provide a copy of your VALID driver's license and a current (6 months or less) utility bill.*

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

NAME OF ORGANIZATION (if applicable): _____

EVENT DETAILS

TYPE OF EVENT : _____ EXPECTED ATTENDANCE _____

DATE(S) REQUESTED: _____ ROOM(S) REQUESTED: _____

KITCHEN REQUESTED: ☐ Yes ☐ No **subject to availability and additional charge of \$50.00*

TIMES REQUESTED (INCLUDES SETUP AND BREAKDOWN) START: _____ END : _____

DESCRIPTION OF
ACTIVITIES: _____

ADDITIONAL INFORMATION

1. Is the event open or advertised to the public? * ☐ Yes ☐ No
- If yes, complete public event application
2. Will there be an admission fee or accepting of donations? ☐ Yes ☐ No
3. Will you be using a caterer or outside vendor? ** ☐ Yes ☐ No
4. Will you be using the stage? ** ☐ Yes ☐ No
5. Will you be serving beer or wine? ** ☐ Yes ☐ No
- If yes, complete alcohol permit application

**** IF YOU ANSWERED YES TO QUESTIONS 1, 3, 4, OR 5 A CERTIFICATE OF INSURANCE NAMING THE CITY OF POMPANO BEACH AS AN ADDITIONAL INSURED IS REQUIRED. INSURANCE MUST BE IN THE MINIMUMAMOUNT OF \$300,000.00 OR GREATER AS DEEMED SATISFACTORY TO THE CITY RISK MGR.**

FACILITY APPLICATION

A Facility Use Application is required for all facility rentals. Rental times must be strictly adhered to and are as stated on the application. Rental hours are consecutive and include time for delivery of supplies, set-up, the event, clean-up, and vacating the premises. No one is allowed in the facility before the start time listed on the Facility Application. Payment is due in full upon completion of the facility application to secure the reservation. *Please refer to the Room Rental Rates Sheet for applicable fees.*

Initials: _____

SECURITY DEPOSIT

A security deposit of \$200.00 is collected upon completion of the facility application and is refundable upon satisfactory condition of the facility after use as determined by facility staff. Security deposits are to ensure not only proper clean-up, but that the facility was vacated at the time stated on the facility application. The City of Pompano Beach reserves the right to withhold a portion or all of the security deposit if the facility is not returned in operational condition or for any violations of the Facility Application Regulations. This includes the cost to repair or replace damage to a rental facility and/or equipment; failure to adhere to the rental times, and over capacitating the rental facility. **Please be sure to sign the Facility Inspection Checklist before and following the rental period.**

Initials: _____

ACTIVITIES/SET-UP/DECORATIONS

The use of staples, nails, tacks, or other items that perforates a surface is prohibited. Glitter, confetti, and fog machines are also prohibited. Candles and open flames are prohibited. Possession or discharges of firearms, fireworks, or explosives are prohibited. Pets are prohibited. Nothing can be hung from or affixed to lights or the ceiling. There shall be no portable stages, runways, or ramps without prior approval and may require a certificate of insurance. All items, including decorations must be removed by the end of the rental period. All table linen and decorations are to be provided by the applicant. The floor plan must be submitted at least two (2) weeks prior to the rental date. If no floor plan is submitted, a standard set-up will apply and will not be changed.

Initials: _____

MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of application documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

Initials: _____

CATERING AND INSURANCE

All catering agreements must be noted on the Facility Application. All food must come prepared. On-site cooking is prohibited. Prior to the rental of the facility, proof of insurance may be required with the policy naming the City of Pompano Beach as an additional insured so as to provide adequate coverage for the protection of the City and its property. The City's Risk Management Department shall determine insurance limits.

Initials: _____

CONDUCT AND PARKING

The applicant will be responsible for the conduct of all members of their party. Persons acting in a disorderly conduct or causing disturbance of the public peace will be required to vacate the premises. The City reserves the right to terminate this agreement effective immediately in the event that the rental party is involved or becomes involved in behavior which exhibits aggressive or violent tendencies, whether physical or verbal, and or promotes or incites violence or aggressive behavior, which results in physical altercations, fighting and/or rioting, and/or if said behavior results in any property damage to the rented facility. In the event this agreement is terminated the City also reserves the right to deem the renter ineligible to rent from the City of Pompano for a term of one year. All vehicles must be parked in designated areas only. Any other arrangements must be approved and noted on the Facility Application.

Initials:_____

AMPLIFIED MUSIC AND INTOXICANTS

Amplified music is prohibited. Use of illegal drugs, smoking, and/or gambling is prohibited.

Initials:_____

SALE OF GOODS, RAFFLES, AND ADMISSION

The sale of any article, food, beverage, or “pay at the door” events must be approved and noted on the Facility Application.

Initials:_____

FACILITY EQUIPMENT

Facility rentals that include the kitchen provides for equipment such as an ice machine, refrigerator, freezer, microwave oven, etc. The care of this equipment is a part of the application’s security deposit. City-owned equipment made available and used by the rental group must be thoroughly cleaned (includes tables, chairs, kitchen facilities and equipment). Facility staff will provide trash can liners and are responsible for sweeping and mopping the facility. The City of Pompano Beach Parks and Recreation Department does not assume responsibility for personal property left unattended in City facilities.

Initials:_____

HEALTH AND SAFETY

The City of Pompano Beach prohibits the use of plastic straws and Styrofoam/expanded polystyrene food service articles. *Ordinance 96.61 & 96.62*

Initials:_____

CHANGES AND CANCELLATIONS

In the event a park recreational facility rental is cancelled (30) days or more prior to the reservation date, the applicant will receive a full refund minus the \$25 processing fee. No refunds of the facility rental fee will be made for cancellations that are less than thirty (30) days from the reservation date.

Initials:_____

SECURITY ARRANGEMENTS

The hiring of private security officers is strictly prohibited. All security personnel requests must be contracted through the Broward Sheriff’s Office.

Initials:_____

The submission of an application for use of a City Facility does not guarantee that approval of use of the City Facility will be granted. Application will not be finalized until approved and executed by the Parks and Recreation Manager or designee.

*By signing below, I acknowledge that approval of this application by the City of Pompano Beach does not make the City a participant in, or a sponsor of the event. The undersigned does hereby agree to indemnify, defend and hold harmless the City of Pompano Beach and all of its officers, officials, directors, managers, employees, commissioners, agents, staff, volunteers, advisors and/or representatives from and against any and all liabilities, claims, demands, causes or action and loss (including attorney's fees) which may be brought or imposed on or incurred by any of them, arising from any negligence or other acts or omissions of the undersigned, its agents and/or its employees, and/or any event participants, alleged to have caused in whole or in part any injury to any person(s) or damage to any property occurring during participation in, or caused as a direct or proximate result of, this event.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

- ☐ PROOF OF RESIDENCY (PHOTO ID AND CURRENT UTILITY BILL)
- ☐ PROOF OF ACTIVE SUNBIZ REPORT (IF APPLICABLE)
- ☐ INSURANCE CERTIFICATE (IF APPLICABLE)
- ☐ APPROVED ALCOHOL APPLICATION ATTACHED (IF APPLICABLE)

Recreation Supervisor Signature: _____ Date: _____

Recreation Manager Signature: _____ Date: _____

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Application Fee \$25.00 _____

Security Deposit \$200.00 _____

Facility Room Fee _____ (3 hr. minimum) _____

Additional Hrs. Fee _____ (per hr.) x _____ (number of hrs.) _____

Additional Room Fee _____ (3 hr. minimum) _____

Additional Room Hrs. Fee _____ (per hr.) x _____ (number of hrs.) _____

Gym Floor Covering Fee \$100.00 _____

Kitchen Fee \$52.00 _____

Personnel Fees \$52.00 (per hr.) x _____ (number of hrs.) _____

Sales Tax (3%) _____

TOTAL DUE _____