

City of Ocoee, Florida
RECREATION FACILITY USE APPLICATION

DATE REQUESTED: _____

ANTICIPATED ATTENDANCE: _____

FACILITY REQUESTED:

BEECH CONF. RM

GYMNASIUM

ISON CENTER

ISON CONF. RM

COMMUNITY CENTER

GAZEBO

VIGNETTI CENTER

HOURS REQUESTED: (FROM) _____ (TO) _____

TYPE OF FUNCTION: _____

MAILING ADDRESS OF RENTER: *Name:* _____

Address: _____

City, State, Zip: _____

PHONE: (DAY) _____

PHONE: (NIGHT) _____

FEES:

Community Center, Ison Center, Vignetti Center \$ _____

Kitchen \$ _____

Gazebo \$ _____

Beech Conf. Rm, Ison Conf. Rm \$ _____

Gymnasium \$ _____

Refundable Deposit \$ _____

Total Due \$ _____

CHECK # _____

CASH / RECEIPT # _____

FEE WAIVED OR NO CHARGE: _____
(DIRECTORS APPROVAL)

CITY OF OCOEE – BY: _____

Date: _____	Staff Initial _____
Deposit Amount Received: \$ _____	
Date: _____	Staff Initial _____
Rental Amount Received: \$ _____	

RULES REGARDING USE OF FACILITIES

1. APPLICANT WILL PAY A SEPARATE SECURITY DEPOSIT OF \$250.00 FOR EACH EVENT IF REQUIRED. THE SECURITY DEPOSIT IS TO BE RETURNED TO APPLICANT AFTER THE EVENT, BY MAIL, PROVIDED THE FACILITY IS LEFT IN THE SAME CONDITION IN WHICH IT WAS FOUND I.E., PAPER ITEMS, CANS, BOTTLES, ALL DECORATIONS AND FLOORS DAMP MOPPED AND VACCUMED; CHAIRS AND TABLES WIPED DOWN, FOLDED AND RETURNED TO PROPER LOCATION; KITCHEN AREAS CLEANED; EQUIPMENT OR PERSONAL BELONGINGS OF APPLICANT REMOVED IMMEDIATELY FOLLOWING EVENT. PREMISES WILL BE INSPECTED BY CITY EMPLOYEE IMMEDIATELY THEREAFTER.
2. APPLICANT IS SOLELY RESPONSIBLE FOR DAMAGES FOR ANY AND ALL ACCIDENTS OR INJURIES TO PERSONS OR PROPERTY RESULTING FROM APPLICANT'S USE OF THE BUILDING. APPLICANT SHALL PAY ALL COSTS RESULTING FROM SAID ACCIDENTS OR INJURIES. APPLICANT SHALL INDEMNIFY AND HOLD HARMLESS THE CITY OF OCOEE, IT'S EMPLOYEES, AGENTS, OFFICIALS AND CONTRACTORS, HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, CAUSES OF ACTION, LOSS DAMAGE, INJURY, LIABILITY COST OR EXPENSE, INCLUDING WITHOUT LIMITATION, ATTORNEYS FEES (WHETHER INCURRED BEFORE, DURING, OR AFTER TRIAL, OR UPON ANY APPELATE LEVEL), ARISING FROM THE APPLICANT'S USE OF THE FACILITY.
3. GROUPS COMPOSED OF MINORS WILL BE APPROVED ONLY WHEN ADULT REQUESTS SUCH USE AND ACCEPTS THE RESPONSIBILITY FOR SUPERVISING THE MINORS THROUGHOUT THE PERIOD COVERED IN THE FACILITY USE APPLICATION. THERE SHALL BE ONE ADULT CHAPERONE FOR EACH 15 MINORS. CHAPERONES SHALL REMAIN ON THE PREMISES UNTIL ALL MINORS HAVE LEFT THE PROPERTY. RENTER AND THE CHAPERONES SHALL BEAR THE LEGAL RESPONSIBILITY OF THE MINORS ATTENDING THE EVENT. AT LEAST TWO DAYS PRIOR TO THE USE OF THE FACILITIES, APPLICANT SHALL PROVIDE THE CITY A LIST OF THE CHAPERONES BY NAME, ADDRESS, AND TELEPHONE NUMBER. FAILURE TO PROVIDE THE LIST TWO DAYS IN ADVANCE SHALL CONSTITUTE A BREACH OF THE RENTAL APPLICATION, AND THE APPLICATION SHALL BE REVOKED. ANY AND ALL FEES PAID BY THE APPLICANT SHALL BE FORFEITED BY THE APPLICANT IF THIS APPLICATION HAS BEEN BREACHED BY APPLICANT OR REVOKED FOR CAUSE BY THE CITY OF OCOEE.
4. CONTROL OF THE LIGHTS, THERMOSTATS, AND OTHER EQUIPMENT WILL BE ADMINISTERED BY AN EMPLOYEE OF THE CITY OF OCOEE.
5. AT NO TIME WILL APPLICANT REMOVE CHAIRS, TABLES, OR ANY OTHER EQUIPMENT FROM THE FACILITY.
6. THE FACILITY HOURS ARE FROM 8:00 A.M. UNTIL 12:00 A.M. **ALL FUNCTIONS AND CLEAN-UP MUST BE COMPLETE WITHIN YOUR SCHEDULED RENTAL TIME.**
7. ALL APPLICANTS HOLDING ANY OUTSIDE ACTIVITIES MUST INQUIRE AT THE BUILDING DEPARTMENT (IN CITY HALL) AS TO WHETHER A 'SPECIAL EVENT PERMIT' AND/OR 'TENT PERMIT' IS REQUIRED.
8. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON CITY PROPERTY.**
9. CANCELLATION FEE \$25.00

I HAVE READ AND WILL ABIDE BY THE RULES STATED ABOVE:

APPLICANT

DATE