

**City of Ocoee, Florida**  
**PARKS & RECREATION DEPARTMENT**  
**FACILITY CHECKLIST**

1820 A.D. Mims Rd.  
Ocoee, Fl 34761  
407-905-3180

Event Date: \_\_\_\_\_ Facility used: \_\_\_\_\_

Hours: \_\_\_\_\_ Staff Scheduled: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ Phone: (Night) \_\_\_\_\_

**THE RENTER BEARS THE RESPONSIBILITY OF LEAVING THE FACILITY IN THE SAME CONDITION AS IT WAS FOUND. FAILURE TO COMPLY WILL LEAD TO FORFEITURE OF ALL OR PART OF THE RENTERS SECURITY DEPOSIT.**

IN ORDER TO ENSURE A FULL REIMBURSEMENT OF THE SECURITY DEPOSIT, THE RENTER MUST MEET THE FOLLOWING CRITERIA:

- CLEAN & FOLD ALL USED TABLES
- RETURN ALL TABLES & CHAIRS TO THEIR ORIGINAL PLACE
- ALL TRASH BAGGED, REMOVED AND PLACED IN THE DESIGNATED DUMPSTER
- REMOVE ALL DECORATIONS, TAPE OR ADHESIVES
- REMOVE ALL SIGNS AND/OR ADVERTISEMENTS PUT UP BY YOUR ORGANIZATION
- ALL ITEMS MUST BE REMOVED BY THE END OF YOUR CONTRACTED RENTAL TIME
- FLOORS ARE SWEEPED AND MOPPED (IF NECESSARY), AND RESTORED TO THE SAME CONDITION AT THE START OF THE EVENT
- KITCHEN AREA CLEAN & CLEARED OF ANY FOOD OR DEBRIS

**THE UNDERSIGNED HAS READ AND WILL OBSERVE RULES STATED ABOVE. I UNDERSTAND THAT ANY LOSS OR DAMAGE TO THE CENTER, OR EXCESSIVE CLEANING AS A RESULT OF THIS FUNCTION WILL BE DEDUCTED FROM MY DEPOSIT, AND THAT I WILL BE BILLED FOR LOSS WHICH EXCEEDS MY DEPOSIT.**

**I FURTHER UNDERSTAND THAT THE SERVING OR CONSUMPTION OF ALCOHOLIC BEVERAGES AT THIS EVENT IS PROHIBITED AND MAY RESULT IN A DEDUCTION FROM OR FORFEITURE OF MY DEPOSIT.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**City of Ocoee, Florida**  
**PARKS & RECREATION DEPARTMENT**  
**DEPOSIT REFUND POLICIES**

THESE GUIDELINES WILL SERVE TO HIGHLIGHT THE RESPONSIBILITIES ON THE PART OF BOTH THE CITY OF OCOEE PARKS & RECREATION DEPARTMENT STAFF AND THE RENTER.

**STAFF**

THE CITY OF OCOEE DOES PROVIDE STAFFING FOR ALL EVENTS. THE PRIMARY FUNCTION OF THE STAFF IS TO OPEN AND SECURE THE FACILITY, AND PROVIDE THE TABLES AND CHAIRS NEEDED FOR THE EVENT (STAFF IS NOT RESPONSIBLE FOR ANY SET-UP OR TAKE DOWN). A STAFF MEMBER WILL REMAIN ON THE PREMISES FOR THE DURATION OF THE EVENT. THE STAFF MEMBER WILL PROVIDE THE RENTER WITH GUIDANCE FOR THE USE AND CLEANING OF THE CENTER. THEY WILL ALSO PROVIDE ANY CLEAN-UP MATERIALS, SUCH AS BROOMS, MOPS, SOAP AND TRASH BAGS NEEDED TO CLEAN THE CENTER.

**RENTER**

THE RENTER BEARS THE RESPONSIBILITY OF LEAVING THE CENTER IN THE SAME CONDITION AS IT WAS FOUND AND COMPLYING WITH THE CRITERIA NOTED ON THE FRONT OF THIS FORM. THE RENTER IS RESPONSIBLE FOR VACATING THE PREMISES BY THE TIME INDICATED ON THE RECREATION FACILITY USE APPLICATION. FAILURE TO COMPLY WITH THE RULES AND REGULATIONS FOR THE USE OF THE CENTER MAY LEAD TO THE FORFEITURE OF PART OR ALL OF THE RENTER'S SECURITY DEPOSIT.

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Security Deposit Refund Information (Staff Use Only)

Facility Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Damages Noted: (If Any) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please return this form to the Administrative Assistant at the Parks and Recreation Department.*

Refund is Authorized by: \_\_\_\_\_  
*Director's Approval*

Amount of Refund: \$ \_\_\_\_\_