

# Facility Use Policies

The City of Boynton Beach Recreation and Parks Department offers facility rentals at specified prices. Reservations are required at least five weeks prior to your function, and may be made up to one year in advance.

## Please note:

- Certain activities or functions, including all facility rentals, require the applicant to provide proof of insurance, endorsed to include the City as Additional Insured. As such, Certificate shall specifically include: "City of Boynton Beach, its Officers, Employees and Agents." Insurance may also be purchased through the City's TULIP program. A Fire and Life Safety Inspection may be required based on event plans.
- A damage deposit will be collected for all facility rentals, and may be required for field use. Any additional charges will be deducted from the damage deposit.
- **SMOKING POLICY:** In compliance with the "Florida Clean Indoor Act" Chapter 386.201FS and the City of Boynton Beach Resolution 90-BBB, this policy establishes designated non-smoking areas within the City owned and operated buildings. The City of Boynton Beach **WILL NOT** permit smoking inside the facility.
- **Alcohol is PROHIBITED at all City facilities, parks and fields** (with the exception of Intracoastal Park Clubhouse).
- All recreation facilities are continuously video recorded.
- Each recreation facility has specific closing times. Please contact the facility directly for this information.

Revised 1/11/17

- A 50% deposit is due at the time of booking. The balance, plus proof of insurance, is due at least four weeks prior to the event. The full amount is due at the time of booking for events taking place within 30 days or less.
- A full refund will be issued if requested at 30 days prior to the event date. A 20% cancellation fee will be charged if a refund is requested within 30 days of the event. All cancellations must be made in person or in writing.
- Per ADA (Americans with Disabilities Act) requirements, applicant agrees not to discriminate on the basis of disability while using City of Boynton Beach facilities or parks.
- Please refer to the *Pavilion Reservation* brochure for information regarding locations, amenities and fees of pavilions available for rental.

## Rental space is available at the following locations:

### Art Center

125 SE 2nd Avenue, 742-6221

### Civic Center

128 E. Ocean Avenue, 742-6240

### Hester Center

1901 N. Seacrest Boulevard, 742-6550

### Intracoastal Park Clubhouse

2240 N. Federal Highway, 742-6650

### Senior Center

1021 S. Federal Highway, 742-6570

### Sims Center

225 NW 12th Avenue, 742-6640

### Tennis Center (courts)

3111 S. Congress Avenue, 742-6575



## City of Boynton Beach Recreation and Parks Department

# Facility Reservation Information



## City of Boynton Beach Recreation & Parks Department

P.O. Box 310

Boynton Beach, FL 33425-0310

recdept@bbfl.us

[www.boynton-beach.org](http://www.boynton-beach.org)

## Facility Rental Fees (hourly)

FACILITY	ROOM	CAPACITY	RESIDENT NON-PROFIT	NR NON-PROFIT	RESIDENT PRIVATE	NR PRIVATE	RESIDENT COMMERCIAL	NR COMMERCIAL
Art Center	Meeting Room	50	\$25	\$35	\$35	\$45	\$45	\$60
Civic Center	East/West	60/37	\$25	\$35	\$35	\$45	\$45	\$60
Civic Center	Auditorium	198	\$50	\$65	\$100	\$130	\$130	\$170
Hester Center	Meeting Room	60	\$35	\$45	\$50	\$65	\$65	\$85
Hester Center	Gymnasium	500	\$50	\$65	\$100	\$130	\$130	\$170
Intracoastal Park Clubhouse	Program Rooms	33	\$35	\$45	\$50	\$65	\$65	\$85
Intracoastal Park Clubhouse	Event Room	100	\$100	\$130	\$175	\$230	\$230	\$300
Senior Center	Classroom	27	\$25	\$35	\$35	\$45	\$45	\$60
Senior Center	Activity Room	55	\$35	\$45	\$50	\$65	\$65	\$85
Senior Center	Arts & Crafts	37	\$35	\$45	\$50	\$65	\$65	\$85
Senior Center	Multi-Purpose	99	\$45	\$60	\$80	\$105	\$105	\$135
Sims Center	Rooms A or B	93	\$40	\$50	\$75	\$100	\$100	\$130
Sims Center	Room C	185	\$80	\$100	\$150	\$200	\$200	\$260
Tennis Center	*Courts (Clay/Hard)	n/a	\$10/\$4	\$10/\$4	\$16/\$6.50	\$16/\$6.50	\$25/\$10	\$25/\$10

### Additional Fees:

Sales Tax on room/court rental fees: 7%

Refundable Damage Deposit: \$300

Staffing Fee: \$25 per hour

Insurance is also required, and may be purchased through the City's *TULIP* program.

Visit [www.boynton-beach.org/departments/risk\\_management/special\\_event\\_permits.php](http://www.boynton-beach.org/departments/risk_management/special_event_permits.php)

\*Fees are per court

Residents are those residing within the corporate city limits of Boynton Beach. Proof of residency is required in order to receive the resident rate.

Proof of 501c3/c4 status is required to receive the non-profit rate.

For athletic field use requests and fees, please contact 742-6641.