



CITY OF BOYNTON BEACH
RECREATION & PARKS DEPARTMENT



Facility/Field Use Information

Recreation & Parks Department facilities and fields may be reserved for group use. Fees vary according to type of activity and organization (individual, non-profit or business). Reservations should be made a minimum of four weeks in advance and are subject to room and staff availability. Please contact the individual facility for availability and more information.

<u>Facility/Field</u>	<u>Address</u>	<u>Phone #</u>
Art Center	125 S.E. 2 nd Avenue	742-6221
Civic Center	128 E. Ocean Avenue	742-6240
Hester Center & Park	1901 N. Seacrest Blvd.	742-6550
Intracoastal Park Clubhouse	2240 N. Federal Highway	742-6650
Pence Park Field	600 S.E. 4 th Street	742-6641
Senior Center	1021 South Federal Highway	742-6570
Tennis Center	3111 S. Congress Avenue	742-6575
Wilson Park Complex (Carolyn Sims Center)	225 NW 12 th Avenue	742-6640

PLEASE NOTE:

1. Alcohol is **PROHIBITED** at all City facilities, parks and fields (with the exception of Intracoastal Park Clubhouse).
2. Animals are prohibited (Code of Ordinances Section #16-39), except for service animals.
3. 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 area within the City owned and operated buildings. The City of Boynton Beach DOES NOT permit smoking inside city facilities.
4. All recreation facilities have video recording systems.
5. 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 (Visit onebeaconentertainment.com). A Fire and Life Safety Inspection may be required based on event plans.
6. 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.
7. Customers will be allowed to set up a rental room for an event during normal business hours the day of the event, for a period not to exceed three hours, at no additional charge if the room is available. Customers will be allowed to set up a rental room for an event during non-business hours the day of the event for a period not to exceed three hours at a charge of \$25/hour for staff time only.
8. Customers are responsible for paying for staff and room rental during the entire rental period. There is no allowance for time after an event; customers must exit the rental facility at the contractually agreed upon time. Additional rental time will be deducted from the damage deposit.
9. **Payment Policy:** A 50% deposit is due at the time of booking. The balance plus the TULIP fee, if applicable, 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.
10. **Cancellation Policy:** A full refund will be issued if requested at least 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.
11. 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 return application to:
 City of Boynton Beach
 Recreation & Parks Department
 P. O. Box 310
 Boynton Beach, FL 33425-0310



CITY OF BOYNTON BEACH
RECREATION & PARKS DEPARTMENT
Facility/Field Use Application



NAME: _____

Type: Individual Business Non-profit E-Mail _____

CONTACT PERSON (if organization) _____

ADDRESS: _____

City _____ Zip Code _____

PHONE #: (HOME) _____ (CELL) _____ (WORK) _____

1. FACILITY/FIELD: _____ ROOM: _____

(Tennis Center only): #/Type of Courts Requested: _____

2. REQUESTED DATE & TIME (please indicate a.m. or p.m.): _____ # OF PEOPLE: _____

Single Use: Date _____ Hours: from _____ to _____

Weekly: Dates _____ Hours: from _____ to _____

Monthly: Day of Week _____ Start Date: _____ End Date: _____ Hours: _____

3. SPECIAL INSTRUCTIONS (please use the "FACILITY/FIELD PREPARATION REQUEST" form to detail set up or other requirements at least two weeks prior to event date)

4. PROGRAM INFORMATION (please check all appropriate categories):

- Private Function Food/Drink Served Alcohol Served (Intracoastal Clubhouse ONLY)*
- Educational Political Religious Recreational
- Meeting Other (please describe _____)
- Fundraising** Admission Fee** Food or Items Being Sold (list below)

Briefly describe type and purpose of function, including entertainment, special activities, etc. If the event is a fundraiser, list for whom the funds are being raised: _____

*Requires the purchase of additional insurance.

**If your function involves fundraising or an entry/admission fee, please provide:

Projected Attendance: _____ Gross Revenue: _____ Entry Fee/Team: _____ Entry Fee/Person: _____

I agree to comply with all policies listed on the facility/field use information form.

SIGNATURE OF APPLICANT: _____ DATE: _____

FOR OFFICE USE ONLY

____ Approved
____ Rejected (reason) _____

Authorized by: _____ Date: _____

Deposit Payment (½ fees): \$ _____ Pay Type: _____ Date _____

Balance Payment: \$ _____ Pay Type: _____ Date _____

Proof of Insurance Rec'd: _____ Date: _____

Certificate Holder MUST be listed as: "City of Boynton Beach, its Officers, Employees and Agents"
Or

Proof of TULIP Insurance Rec'd: _____ Date: _____

Facility Fee: _____ hrs x \$ _____/hr =	\$ _____
Bill Code (circle): NR/R NP/Private/Commercial	
Field Use: _____ hrs x \$ _____/hr =	\$ _____
Court Use: \$ _____ per court x # courts _____	\$ _____
Sub-Total Above	\$ _____
Sales Tax (7% of sub-total)	\$ _____
Staffing Fee: _____ hrs x \$25/hr =	\$ _____
Field/Court Preparation (\$25/hr per person) . . .	\$ _____
Field /Court Lights: _____ hrs x \$ _____/hr =	\$ _____
Damage Deposit (refundable)	\$ _____
No tax charged for non-profit groups; MUST attach copy of tax exempt certificate.	
TOTAL FEE	\$ _____

CITY OF BOYNTON BEACH
RECREATION & PARKS DEPARTMENT
FACILITY/FIELD PREPARATION REQUEST

NAME: _____

CONTACT PERSON (if organization): _____ PHONE #: _____

LOCATION: _____ DATE: _____

EVENT TIME: BEGINS _____ ENDS _____

CUSTOMER SET-UP DAY/TIME _____

DELIVERY TIME (cake, caterer, etc.), if applicable: _____

Please note: *Customers will be allowed to set up a rental room for an event during normal business hours the day of the event, for a period not to exceed three hours, at no additional charge if the room is available. Customers will be allowed to set up a rental room for an event during non-business hours the day of the event for a period not to exceed three hours at a charge of \$25/hour for staff time only. Customers are responsible for paying for staff and room rental during the entire rental period. There is no allowance for time after an event; customers must exit the rental facility at the contractually agreed upon time. Additional rental time will be deducted from the damage deposit.*

** Any changes to the facility set- up request must be made at least 3 business days prior to your function. Changes made after this time cannot be accommodated and the renter will be responsible for changing the room set-up or accepting the room as originally requested.*

Please note that each facility has different furniture and equipment. Please check with facility staff to ensure your event needs can be met. Customers planning events such as receptions and large parties should take all factors into consideration, such as delivery and set up/clean up time, when scheduling the rental time.

OF CHAIRS REQUESTED: _____

OF RECTANGULAR TABLES REQUESTED: _____

(Please note that most facilities have 8' long tables; Intracoastal Park Clubhouse has 6' long tables)

OF ROUND TABLES REQUESTED: _____

(Please note that most facilities have 60" round tables; Intracoastal Park Clubhouse has 72" round tables)

ROOM ARRANGEMENT (Classroom style, theater style, U-shape, etc.)/OTHER INFORMATION:

FOR FIELD RENTALS:

FIELD LINED: _____ LIGHTS: _____

FIELD DRAGGED: _____ KEYS TO RESTROOM FACILITIES: _____

OTHER PERTINENT INFORMATION: _____



**CITY OF BOYNTON BEACH
STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE**

_____ (Name of Lessee), Its Officers and Members shall, through the signing of this document by an authorized party or agent, indemnify, save and hold harmless the City, its agents and employees from any claim, demand, suit, loss, cost of, expense or damage which may be asserted, claimed or recovered against or from City or City’s agents or employees, by reason of any damage to property or person, including death, sustained by any person whomsoever, which damage is incidental to, occurs as a result of, or arises out of the negligent or any act(s) or omissions of Lessee.

Signature

Date

Name of Organization (if applicable)

Title

DAMAGE DEPOSIT AGREEMENT

_____ (Name of Lessee), shall, through the signing of this document, agree to submit a “damage deposit” for use of a Boynton Beach Recreation and Parks Department facility (“facility”) in the amount of \$300. I understand that by signing this document and taking possession of the facility, I agree that the facility was in good, sanitary order, condition and repair, and with no defects of any sort, upon receipt. I understand that, as the Lessee, I am responsible that the facility will be returned to the City in the same good, sanitary order, condition and repair as delivered to the Lessee. I understand that if, for any reason, there is damage to the facility upon completion of the Lessee’s use of the facility, and a City inspection of the facility is conducted, the damage deposit will not be refunded. I understand that should the City incur any costs or expenses for the clean-up of the facility following its use by the Lessee, these expenses will be deducted from the damage deposit and any additional charges will be the responsibility of the Lessee. As the Lessee, I also agree to complete any necessary clean up after the event, including the removal of any trash from the facility and its surrounding area, and removal of all personal items, including linens, chair covers, catering equipment, all left over food products, and/or disc jockey and band equipment prior to the Lessee’s departure, as part of our fee waiver. I understand that no equipment or items of any kind brought into the facility can be left at the end of the event or stored at the facility either before or after the event. I also understand that any additional rental time incurred will be deducted from the damage deposit.

Signature

Date

Name of Organization (if applicable)

Title