

CITY OF BUSHNELL
APPLICATION FOR RENTAL OF COMMUNITY CENTER

Name of Applicant: _____ Date: _____

Mailing Address: _____
P.O. Box or Street City State Zip

Phone Number: (_____) _____ Driver's Lic. No.: _____

Organization Affiliation (If Any): _____

(Check One) CITY RESIDENT/BUSINESS OWNER _____ PROOF OF RESIDENCY: ACCT. NO. _____ DATE OF RENTAL REQUEST: _____ WILL PERSONS BE UNDER THE AGE OF 18? _____ RENTAL PURPOSE: _____ WILL ADMISSION BE CHARGED? _____	COUNTY _____ OUT OF COUNTY _____ DL ADDRESS: _____ ANTICIPATED ATTENDANCE: _____ persons IS THIS PUBLIC USE OR PRIVATE USE _____ NOTE: Private use requires written guest list to be provided WILL A DONATION BE REQUESTED? _____
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Note: Chaperones and/or law enforcement may be required during your rental period as per Section 17-41. Bushnell Code of Ordinances. A law enforcement officer may enter the building at any time during the rental period to ensure that all rules and regulations are being observed. The officer has the right to terminate the rental if it is observed that rules and regulations are not being followed.

All applicants must be at least 18 years of age. Rental requests are determined on a first come, first serve basis. **Rental period begins at 8:00 a.m. on the day of requested use through 7:00 a.m. on the following day, event period from 8:00 am to midnight.** All deposits, rental fees, and/or taxes due shall be paid at the time of reservation. **Deposit will be refunded if the community center has been cleaned to the enforcement personnel's satisfaction. A Cleaning Standards form will be given to applicant.** Any person, group or organization requesting to cancel a reservation and receive a full refund of rental, deposit, and tax must request such refund and cancellation at least 5 days in advance of the requested rental date. Any request less than 5 days prior to the rental date will not be given a refund of rent or tax.

Applicant acknowledges receiving a copy of the rules and regulations for recreational use. Applicant agrees to abide by all rules and regulations as adopted by City Council of the City of Bushnell. Undersigned also agrees/understands that they will forfeit their Deposit and possibly the ability to be approved for future use should the rules and regulations be broken. All deposit refunds and future rentals are dependent upon a satisfactory report by the Public Works Department following your rental.

The applicant for this permit shall be liable for any loss, damage, or injury sustained by any person, and by reason of the negligence of the person, to whom such permit shall have been issued. **Liability insurance in the amount of one million dollars (\$1,000,000.00) shall be provided that indemnifies the City from any claims.** A liability insurance policy shall be required for public events by the permittee whose activities fit in the following categories as the City deems necessary:

- Any activity involving food preparation and consumption (exclusive of minor refreshment, ie; coffee, tea, cake or cookies for an event open to the public)
- Dances, dance instruction or athletic activities
- Any public activity where 100 or more people will be in attendance
- Any public activity where the participants pay an entrance fee

APPLICANT/RESPONSIBLE PARTY DATE

FOR OFFICE USE ONLY

APPLICATION HAS BEEN _____ APPROVED _____ DENIED DATE: _____ INSURANCE PROVIDED: _____

COPY OF DRIVER'S LICENSE PROVIDED: _____ APPROVED BY: _____
CITY REPRESENTATIVE

IF DENIED, REASON FOR DENIAL: _____

LAW ENFORCEMENT APPROVAL: _____ DATE: _____

SPECIAL CONDITIONS: _____

PAID: RENT \$ _____	DEPOSIT \$ _____	TAX \$ _____	TOTAL REMITTED: \$ _____
LIABILITY INS _____	CHAPERONE APPROVED _____	RECEIPT NO. _____	DATE: _____

BUSHNELL COMMUNITY CENTER RULES & REGULATIONS

407 E BELT AVE, BUSHNELL FLORIDA
RENTAL PERIOD: 8:00 A.M. – 7:00 AM
EVENT PERIOD: 8:00 AM - MIDNIGHT

I. PERSONS OR GROUPS WHO MAY USE FACILITIES:

The granting of permission for the use of municipal parks, recreational facilities, **community buildings**, and/or other properties shall be restricted to responsible and recognized organizations and persons.

Any activity in which municipal parks, recreational facilities, **community buildings**, and/or other properties are utilized will be conducted according to law, and will conform to written policies and procedures. The City Manager, Public Works Director, Public Safety Department and/or their designee shall be enforcement personnel and is hereby empowered to enforce such rules and regulations governing the use of such municipal parks, recreational facilities, community buildings, and/or other properties.

II. COMMUNITY CENTER/BUILDING RENTAL REGULATIONS:

All applicants must be at least 18 years of age. Rental requests are determined on a first come, first serve basis. Rental period begins at 8:00 a.m. on the day of requested use through 7:00 a.m. on the following day; event period is from 8:00am to midnight. All deposits, rental fees, and/or taxes due shall be paid at the time of reservation. If an application has been submitted that requires authorization (request for fee waiver or law enforcement chaperone required), the City will reserve the space until the use has been approved. Any person, group or organization requesting to cancel a reservation and receive a full refund of rental, deposit and tax must request such refund and cancellation in writing at least 5 days in advance of the requested rental date. Written request must be executed by the applicant that applied for the use of same. Any request less than 5 days prior to the rental date will not be given a refund of rent or tax.

- CHILDREN UNDER THE AGE OF 6 YEARS OLD MUST BE ACCOMPANIED BY AN ADULT IN ANY AREA OF THE COMMUNITY BUILDING.
- PERMISSION FROM THE ENFORCEMENT PERSONNEL MUST BE OBTAINED FOR ANY EVENTS THAT REQUIRE ANY ADMISSION, DONATION FEE, OR PARKING FEE FROM THE PERSON(S) ATTENDING AN EVENT. THE PARTY REQUESTING PERMISSION TO CHARGE ADMISSION, DONATION FEE, OR PARKING FEES FROM PERSONS ATTENDING SUCH AN EVENT MUST BE A CIVIC, NON-PROFIT, OR CHARITABLE ORGANIZATION. ALL OTHER PARTIES REQUESTING PERMISSION, NOT MEETING ONE OF THESE CATEGORIES, MUST HAVE A LOCAL COMMUNITY SERVICE ORGANIZATION BE DIRECTLY BENEFICIARY OF ANY ADMISSION OR DONATIONS RECEIVED FROM THE PUBLIC.
- **NO PERSONS SHALL USE, CARRY, OR POSSESS FIREARMS OF ANY DESCRIPTIONS, OR AIR RIFLES, SPRING GUNS, BOWS & ARROWS, SLINGS OR ANY OTHER FORMS OF WEAPONS.**
- **NO PETS ALLOWED - WITH THE EXCEPTION OF SERVICE ANIMALS FOR ALL HANDICAPPED PERSONS.**
- **NO PERSON SHALL USE ALCOHOL IN ANY FORM IN THE CENTER, NOR ENTER OR REMAIN THERE IN A STATE OF INTOXICATION OR UNDER THE INFLUENCE OF ILLEGAL DRUGS.**
- NO VEHICLE TRAFFIC IS ALLOWED OUTSIDE OF DESIGNATE TRAFFIC AREAS WITH THE EXCEPTIONS OF EMERGENCY, MUNICIPAL MAINTENANCE, OR DELIVERY VEHICLES, PROVIDED SAID DELIVERY VEHICLES VACATE THE AREA AFTER THE DELIVERY DROP OFF.
- NO PERSON SHALL HAVE IN THEIR POSSESSION, OR SET OFF OR OTHERWISE CAUSE TO EXPLODE OR DISCHARGE OR BURN, ANY FIRECRACKERS, TORPEDO, ROCKET, OR OTHER FIREWORKS OR EXPLOSIVES OF INFLAMMABLE MATERIAL.

I HAVE READ AND UNDERSTAND THE ABOVE RULES AND REGULATIONS:

APPLICANT

DATE