

RENTAL AND REGISTRATION FEES

Seminole County Recreation Department Rental Fees

<u>Rental-by the hour</u>	<u>Location(s)</u>	<u>First 4 hours</u>	<u>Additional Hours</u>	<u>Refundable Deposit (additional)</u>	<u>Attendant Required</u>	<u>Security Required</u>
		\$50	\$10	\$25	TBD	
		\$35	\$10	\$25	TBD	
Rambeau Gymnasium-athletic use only	Brunson Street	½ day- \$140 All day- \$280	\$20/hour	\$50		
Park Pavilion	Recreation Complex	2 hrs min.- \$20/hr.	\$200/day	\$50		
Tennis Courts	Donaldson Park	NC				

TBD-To Be Determined on an individual reservation basis

	<u>Location(s)</u>	<u>Per Field</u> <u>Per Day</u>		<u>Refundable Deposit (additional)</u>	<u>Attendant Required</u>	<u>Security Required</u>
Recreation Center Fields # 1 & 2		\$150		\$50	Yes \$10/hourly	
<u>Ball Fields rental Usage Fee is per field/per hour</u>	<u>Location</u>	<u>Rental by the Hour (Practice)</u>	<u>Rental by the Hour (games)</u>			

Seminole County Recreation Registration Fees

	First Child	Each Additional Child	Team
Youth Sports	\$35	\$25	--
Adult Sports	--	--	\$300
Church Youth	--	--	\$225

TBD-To Be Determined on an individual reservation basis

SEMINOLE COUNTY RECREATION DEPARTMENT

FACILITY RENTAL CONTRACT

This contract between Seminole County and _____ enables the Organization to reserve space at the following Recreation facility on dates and times specified below:

SPACE(S) RESERVED FOR USE: _____

SPACE(S) TO BE USED FOR: _____

TIME OF RENTAL: FROM _____ TO _____ DATE: _____

SET-UP TIME (if any): FROM _____ TO _____ DATE: _____

NUMBER OF PERSONS IN ACTIVITY: _____ AGE RANGE: _____

EQUIPMENT TO BE USED: _____

FOOD TO BE SERVED: ___YES ___NO

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The following fees have been received by the Department:

Rental fee.....\$_____

Extra Hours.....\$_____ (# hours x \$_____ per hour)

Clean-up Fee.....\$_____

Security.....\$_____ (# hours x \$_____ per hour)

Other Charges....\$_____

TOTAL DUE.....\$_____

AMOUNT PAID.....\$_____ DATE PAID _____ RECIEPT # _____

BALANCE DUE.....\$_____ DATE DUE _____

BALANCE PAID.....\$_____ DATE PAID _____ RECIEPT # _____

Name of person in charge of activity (must be 21 years of age or older):

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

If different from above, provide name and address of person to whom refundable fees are to be returned:

Refund Amount (if any): \$_____ Date: _____ Staff Initials: _____

Damage Fee (if any): \$_____ Date: _____ Staff Initials: _____

SEMINOLE COUNTY RECREATION DEPARTMENT
RAMBEAU GYMNASIUM RESERVATION CONTRACT

This contract between the City of Donalsonville (LESSOR), and _____ (LESSEE) entered into this _____ day of _____, 20____, enables the LESSEE to reserve the gymnasium.

A. The following usage fees have been received by the Seminole County Recreation Department:

Rental fee 2 hours x \$20.00 per hour= \$140.00-1/2 day \$280.00/full day

Attendant's fee _____ hours x per hour, if required =\$_____

TOTAL =\$_____

B. 1. Gymnasium to use for _____

2. Number of persons in activity _____

3. Age group to be served _____

4. Time of use: FROM _____ TO _____ ON _____

C. Equipment and materials to be used _____

D. Name of person in charge of activity (must be 21 years of age or older):

Name _____ Phone _____

Address _____

E. CONDITIONS OF RESERVATION CONTRACT

1. No tobacco usage, alcoholic beverages, drugs, weapons or gambling are allowed.
2. All groups are responsible for set up and breakdown of chairs and tables, as well as for clean up for their space before leaving.
3. If you cannot have your event on the date or time reserved, you should contact the Recreation Department at least 48 hours in advance.
4. The County reserves the right to preempt use of space(s). Should such occasion arise, efforts will be made to provide an acceptable alternative location, time, date, or refund.
5. Violation of any of these terms will result in suspension of your contract with no refund of rental fee.
6. Gymnasium must be used for the purposes of athletic events and indoor games. All other rentals must complete a Facility Rental Contract.
7. LESSEE must follow rules and regulations applicable to facility, which are published, separately from this agreement. LESSEE acknowledges receipt of said rules and agrees to abide by them.
8. LESSEE agrees to save, defend, and hold harmless the County of Seminole, its agents and employees from any and all claims for damage for bodily injury (including death) and property damage arising from LESSEE's use or occupancy of any County of Seminole property or activity conducted by LESSEE on that property.

Signature of Authority Requesting Use

Signature of Facility Supervisor

Date Entered into Contract

CONDITIONS OF RESERVATION CONTRACT

1. If you cannot have your activity on the date or time indicated in this contract, you should contact the Recreation Department. Such notification must be provided no later than 48 hours prior to scheduled opening time of the event. All fees will be returned, provided this regulation has been followed.
2. In order to guarantee confirmation of rental, all fees must be paid in full at the signing of the contract and at least two weeks prior to rental date. If attendant is not required, keys may be obtained the last business day prior to reservation at the Administrative Office.
3. All youth must be adequately and properly chaperoned by responsible adults (age 21 and over) at the rate of one (1) chaperon per ten (10) youth. (List names, addresses and phone numbers of chaperons).
4. **NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED ON ANY SEMINOLE COUNTY RECREATION FACILITY. NO TOBACCO USE IS ALLOWED IN ANY COUNTY RECREATION FACILITY.**
5. Person requesting use agrees to remain until all parties have left the facility, furniture and equipment have been returned to their original place.
6. LESSEE agrees to save, defend, and hold harmless the County of Seminole, and its agents/employees from any and all claims for damages for injury (including death) and property damages arising from Lessee's use of occupancy of any County of Seminole property or any activity conducted by LESSEE on that property.
7. If any damages occur during rental, the person signing contract (LESSEE) will be responsible for paying for those damages. **Facilities are to be left clean upon completion of the rental. This includes wiping counters and appliances, removing decorations, and trash. The Recreation Dept. will not be held responsible for any items left on the grounds by the renter, or renter's guest.**
8. Music is allowed for rentals. However, renter is asked to maintain a moderate volume during the rental that is in compliance with the City's Noise Ordinance and out of consideration of the residents of the neighborhood nearest the Facility.
9. Violation of any of the contract's terms will result in the suspension of privileges to use any County of Seminole Recreation facility, as well as loss of fees in some cases.
10. The Seminole County Recreation reserves the right to cancel the reservation by written notice prior to the event and in the event of unforeseen occurrences that either prohibit the use of the facility or require priority of use for County affairs. Fees are also subject to change.
11. Any money due to renter will be returned by mail upon completion of the terms of this contract to the person named above. These monies should be received two weeks after rental date.
12. Non-profit groups or organizations are responsible for the use of facility and will be responsible for payment of the security deposit.
13. I have read and agree to the "Lessee's responsibilities" as set out in the attached document.

Signature of Person
Requesting Use

Date Entered
Into Contract

Signature of
Facility Supervisor

Printed Name

Receipt Number

Emergency Contact Number (indicate rental site)

Help Keep Our Recreation Facility Clean

LESSEE Responsibilities

Indoor Rentals

- Clean tables and counters.
- Put away all tables and chairs.
- Clean kitchen.
- Vacuum carpet and sweep floors.
- Spot mop and clean up any spills.
- Do not leave behind any food items, decorations or dirty diapers. Pull trash bags and place in green dumpster located outside the facility.

Do not attach/tape decorations to painted walls.

- Replace trash bags in trash cans.
- Do not attach balloons or strings to ceiling fans.

Outdoor Rentals

- Balloons used for decorations must be taken home. Do not burst.
- Do not attach balloons or strings to ceiling fans.
- Water balloon games are not allowed. Balloon pieces create dangerous litter.
- Place all trash in proper trash receptacles.

**ADMINISTRATIVE POLICIES AND PROCEDURES
RECREATION DIVISION**

SUBJECT: Picnic Area Use Policies

POLICY #:

APPROVAL: _____
Director

DATE: _____

This document sets forth the procedure to coordinate the reservation and rental use of picnic areas within City Parks.

POLICY

1.0 PURPOSE. It is necessary to formulate this policy for the following reasons:

- (a) The public demand for the utilization of picnic facilities exceeds the ability to permit unlimited use by all participants.
- (b) Individual users and user organizations need a procedure to reserve facilities to plan for special events.
- (c) Organized events held in picnic areas often require extended maintenance and supervisory functions.
- (d) Parks which have reserveable picnic space must also have picnic space available for drop-in use by the public; free of charge.
- (e) Capacity must be place on users and user groups utilizing park areas to maintain the ability to support the use (parking, restrooms, etc.) and remain sensitive to those residing near the park areas.

2.0 PICNIC AREA FACILITIES AND CAPACITIES.

<u>PARK</u>	<u>FACILITY</u>	<u>CAPACITY</u>
Pavilion		100

3.0 APPLICATION PROCESS. All prospective facility users must complete a Park Use Application. Applications are available at the Seminole County Recreation Office.

- 3.1 Application must be received by the Recreation Services Department at least 48 hours prior to scheduled event.
- 3.2 Applications for usage will be accepted for dates up to six months in advance. Exceptions may be made for special events, as determined by the Recreation Director.
- 3.3 A refundable security deposit of \$150 is required for groups of 50 or more people.
- 3.4 Possession of a signed and approved Seminole County Recreation Department Use Application will serve as a permit to use a specific facility.
- 3.5 Permit holders are entitled the exclusive use of a specific area as indicated by the date and time on the approved Recreation Use Application.
- 3.6 Priority in the scheduling of facilities will be determined by the adopted "Facility Use Schedule".
- 3.7 In the event of a double-booking, use will be granted to the individual or group whose application was approved at the earliest date. A refund will be issued to the user who has been denied use.
- 3.8 Refunds will be given for cancellations made at least fifteen days prior to the event, however a \$25.00 fee will be charged. In the case of rain, a refund or choice of another available date will be given. Requests for a rainout refund must be made within one week following the reservation.

4.0 GENERAL PARK RULES

- 4.1 Parks times will be posted
- 4.2 Sale, possession, or use of alcohol is prohibited in all parks.
- 4.3 Usage of dunk tanks, train rides and children's petting zoos are not allowed. The use of inflatable fun jumps are permitted only when the user has a reservation application on file with the Recreation Department.
- 4.4 Amplified music and/or sound mechanisms are prohibited as regulated under the Donalsonville City Ordinances.
- 4.5 Fires are prohibited, except in designated barbeque areas.
- 4.6 All vehicles, with the exception of City and emergency vehicles are prohibited from operation in the park in areas other than the parking lot.
- 4.7 Animals are not permitted on park property without the written permission of the Recreation Department.
- 4.8 Glass containers are not allowed on park grounds.

5.0 PARK MAINTENANCE

- 5.1 Without notice, park areas may be closed for maintenance, health or emergency purposes for indefinite periods of time.
- 5.2 Park users are required to clean up any trash or debris brought about by their use.

***Signs: are not to be taped, nailed or stapled to buildings or trees. Signs may be put up using tie ties or between poles/conduit.