



**THE CITY OF GREENACRES  
LEISURE SERVICES DEPARTMENT  
FACILITY RENTAL APPLICATION AND AGREEMENT**

**Applicant Information:** Admission Charge:  Yes  No

\_\_\_\_\_  
Renter Name Phone # Alternate Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
Alternate Contact Name Phone # Alternate Phone #

**Facility Request:**

\_\_\_\_\_  
Facility Activity/Purpose

Estimated attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Total \_\_\_\_\_

Day(s) facility will be needed:  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

\_\_\_\_\_  
Date(s) \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
Time(s)

Bounce house or tent set-up:  Yes  No Additional requests/other relevant information:  
\_\_\_\_\_  
\_\_\_\_\_

**Long Term Rentals** (minimum of 8 rentals within one calendar year):

Rental start date: \_\_\_\_\_ Rental end date: \_\_\_\_\_

Day(s) and time(s) of rentals: \_\_\_\_\_

Classes held:  Weekly  Bi-weekly  Monthly  Other

**Equipment requested (all equipment provided as-is)**  
 Television  VCR/DVD Player  Chairs (Qty \_\_\_\_\_)  Tables (Qty \_\_\_\_\_)



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**Checklist and Regulations – Pavilion Rentals:**

- \_\_\_\_\_ Temporary Use Permit submitted for rental activities that include over 200 people in attendance, have a bounce house, pony rides, petting zoo, or tent set-up require a Temporary Use Permit. *(Applications available from the City's Building Department or the City's website at [www.ci.greenacres.fl.us](http://www.ci.greenacres.fl.us).)*
- \_\_\_\_\_ Pavilion rental hours are 10:30 a.m. until 8:00 p.m.
- \_\_\_\_\_ Sound systems turned off by 8:00 p.m.

**Checklist and Regulations – All Rentals:**

- \_\_\_\_\_ For non-profit agencies – submitted a copy of the organization's Internal Revenue Service 501c (3) certificate.
- \_\_\_\_\_ Rental fees were paid in full at the time of application. *(If the Renter cancels the rental up to two calendar days prior to the scheduled rental, a full refund less a 15% administrative fee will be charged. Any cancellation on the day preceding the event or on the day of the event will result in a 100% forfeiture of fees paid.)*
- \_\_\_\_\_ Security deposit paid. *(Failure to adhere to policies may result in a group being asked to leave the facility, forfeiture of security deposit, and/or loss of future rental privileges.)*
- \_\_\_\_\_ Submitted a Certificate of Insurance in the amount of \$1,000,000 naming the City of Greenacres as an additional insured for bounce houses, concession stand usage or other activities as determined by the City.
- \_\_\_\_\_ Coordinated with the City's Public Safety Department at (561) 642-2103 to set up security measures and for all additional costs related to security, if applicable.
- \_\_\_\_\_ Paid Florida sales tax or provided City with a Florida sales tax exempt certificate DR-14 form.
- \_\_\_\_\_ **Security Deposit:** Security deposits will be refunded within 7 –14 days after completion of the event for which the deposit is paid. Refunds will be processed after the appropriate paperwork has been received by the Department of Finance. All security deposits shall be deposited immediately into the bank account of the City. If a security deposit is made by check, the Finance Department will send a refund after the check has cleared the bank.



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**Guidelines and Regulations – All Rentals:**

- ✓ The Renter is required to have a copy of the receipt and permit with them on day of rental.
- ✓ Alcoholic beverages are prohibited. \_\_\_\_\_ (initials required).
- ✓ Commercial sales are prohibited, unless previously authorized by the Director of Leisure Services.
- ✓ No private fundraising activities allowed.
- ✓ For all indoor rentals, the standard temperature setting for air-conditioning is 72 degrees and 68 degrees for heat; adjustments may be 2 degrees above or below the standard setting.
- ✓ Neither the Renter, nor anyone in the Renter's party, is permitted in any area not designated in the agreement.
- ✓ The Renter is responsible for the actions of guests or any subcontractors hired by the Renter. All participants are expected to conduct themselves appropriately at all times.
- ✓ Additional rental time may be purchased provided availability of staff coverage for an extra charge of \$30.00 per hour. No Community Center rentals past 12:30 a.m.
- ✓ Upon arrival to the facility record any damage(s) found prior to the facility.
- ✓ Unloading must take place from the parking lot; no parking on the grass, even to temporarily unload. \_\_\_\_\_ (initials required).
- ✓ All decorations must be free standing. No tape, nails or balloon strings left on pavilion or classrooms. No confetti allowed.
- ✓ Prior to vacating the premises, all trash was removed and deposited in receptacles, and tables were cleaned. (*The City of Greenacres is not responsible for articles, food or materials left at the conclusion of the event. These items will be disposed of at the discretion of the City.*)
- ✓ Disrespect for other facility users or employees, damage to pavilion, failure to clean-up, non-compliance, or failure to vacate in a timely manner will result in loss of security deposit.

**ALL GUIDELINES MUST BE FOLLOWED IN ORDER FOR SECURITY DEPOSIT TO BE  
REFUNDED.**



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**Acknowledgement of Permit/Rental Checklist and Regulations**

Requirements and guidelines regarding my permit/rental have been reviewed with me by

\_\_\_\_\_ on \_\_\_\_\_. I understand that if any of these rules  
City employee Date

are violated, it may result in forfeiture of my security deposit and/or future use of City of Greenacres facilities.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE WAIVER**

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, child/children, heirs, executors and administrators, waive and release any and all rights and claims for damages, which I/we may have against the City of Greenacres, its representatives, successors and employers for any injuries which I/we may suffer in connection with my/our use of this facility. I have read the above and understand the rules and regulations of the City of Greenacres that have been made available to me.

I understand that if any of these rules are violated it will result in forfeiture of my security deposit.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Witness signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR CITY USE ONLY- RENTAL INSPECTION**

Rental Inspected by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

City Employee  
Deposit refundable: YES \_\_\_\_\_ NO \_\_\_\_\_ If no, reason \_\_\_\_\_