



**City of Jacksonville**  
**Department of Park, Recreation and Entertainment**  
**Recreation Activities Division**  
**Community Center Use Permit - 1 Employee**

Employee Working

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Phone Number

Date: \_\_\_\_\_  
 Facility/Center Name: \_\_\_\_\_  
 Date Reserved: \_\_\_\_\_ Hours Reserved: Begin: \_\_\_\_\_ End: \_\_\_\_\_  
 Name of Applicant/Permittee: \_\_\_\_\_  
 Address: \_\_\_\_\_ Type of Social Function: \_\_\_\_\_  
 Telephone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_ other \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

**Reservations/Rules:**

- 1) Customers requesting space in the center for private functions must contact the Center Staff (5) five work days prior to the function to discuss rental needs and center/staff availability and execute the permit. The Facilities Use Permit must be completed and fees paid in full at the time of application. **Please note:** Permission for facilities use will not be considered without a completed permit and payment in full **at the time of center reservation**. The applicant will provide Center Staff with the name of the person who will be present at the rental for ensuring that the group complies with all permit conditions of the permit. The **Permittee** will be the one who signs this permit. Hereinafter, the applicant and designated responsible person are referred to as the Permittee.
- 2) The center is only available on Saturdays, Sundays or City Observed Holidays for private social events. Payment will be made at a rate of \$25 per hour (minimum 3 hours). The center may be rented between the hours of 8:00 a.m. to 11:00 p.m., **no exceptions**. Additional hours may be requested in advance of the center rental and approved based on employee availability. **Hours requested must include all the time needed to set up and breakdown of tables and chairs, decorate and trash removal, etc., no exceptions**. Full payment is required at the time the permit is signed. Only a Cashiers Check or Money Order will be accepted and should be made payable to the City of Jacksonville. The Permittee will be given a receipt and copy of the permit.
- 3) The Permittee will be held accountable for making sure all tables and chairs are set up and returned to its original location. The availability of tables and chairs is limited to the number available at the rented center. The Permittee will also be held accountable for **reimbursement of** any damage to the building and/or equipment. Failure to reimburse for damages will result in denial of future permits and possible collection action.
- 4) A clean-up fee of \$50 required at the time of signing center rental permit. The Permittee will be required take out the trash to the outside garbage disposal area.
- 5) Condition of centers and equipment located in each center varies based on the age, size etc of the center. Centers are rented "as is". The Permittee **may not** request additional painting, repairs, tables chairs, equipment, etc as a condition of the rental.
- 6) The Municipal Code prohibits illegal drugs, alcoholic beverages and/or tobacco products of any kind brought into the center or consumed on park grounds. In addition, firearms, pets (except service animals), any illegal activities and/or open fires (including candles) are not allowed in the center. Violation may result in your immediate removal from the premises by the Jacksonville Sheriff's Office.
- 7) The center may not be used by any individual or organization, public or private, to raise funds, except when all funds raised will be used to improve or add to the center programs, properties and/or equipment. Selling or exchanging of money is prohibited in the center.
- 8) The center will not be rented to anyone on a continuing or regular basis.
- 9) No cooking is allowed in the center.
- 10) Center rentals will not be allowed for events that will be open to the general public and advertised as such.
- 11) Pool tables and large equipment may not be moved.

- 12) Centers are available for one rental per day only.
- 13) The Permittee must leave the center when the rental time has expired. Failure to do so could result in removal from the premises by JSO.
- 14) The center parking lot is designated as public parking. Therefore, the center staff has no authority to reserve parking spaces for your center rental.
- 15) The approval of this Community Center Use Permit does not grant the Permittee exclusive use of the adjacent park grounds. The park is open to the public. If inflatables are to be used as part of the event, Permittee will be required to secure a Special Use Permit.
- 16) If event capacity exceeds the community center capacity, the event will be shut down immediately to safeguard the safety of our customers.
- 17) The Permittee gets the center as is. The condition of the center in terms of painting, repairs, etc. is not within the control of center staff. The tables and chairs present at the time of the rental are available for Permittee use.
- 18) A chaperone ratio of 1 adult: 10 children is required for youth parties. A door monitor will be required to screen invited guests. In addition, children need to be supervised at all times during the rental.
- 19) There is prohibited use of center games tables (i.e., pool table, table tennis table, etc.)
- 20) Permittee must ensure that all center rules and adhered to during the center rental.

**Liability:** In consideration for being allowed to use Center/Facility, the undersigned:  
 Acknowledges that the activities will be confined to the boundaries within the Center/Facility that this permit is being issued for.

Permittee assumes all risks, whether or not known or reasonably foreseeable, which may be associated with the permitted use. Shall hold harmless, indemnify and defend the City, its directors, officers, employees, representatives and agents against any claim, action, loss, damage, injury liability, cost and expense of whatsoever kind or nature (including but not by way of limitation, attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the use of City Park facilities.

The City of Jacksonville, Florida is a self-insurer pursuant to Section 768.28, Florida Statutes, under a funded program of self-insurance.

The party(s) requesting permit for use of City Park facilities is hereby notified that they are exposed to liabilities as the sponsor of planned activities being permitted. The party(s) may wish to contact an insurance representative of their choosing to discuss the planned activities, associated liabilities and availability of liability insurance for same.

**Cancellations:**

If it becomes necessary to cancel a center rental, the permittee must notify the Center Staff at least ten **(10) business days** in advance of the event or all fees will be forfeited. A \$20 Administrative Fee will be charged on all cancellations. **The City of Jacksonville reserves the right to cancel the center rental giving (0) day notice due to unplanned emergencies or unforeseen events.** If feasible, we will assist in relocating the center rental to another location.

**If you have any questions or concerns on the weekend regarding your Community Center Use permit, call the Emergency Pager: 499-4787. Someone will return your page.**

I have read the above and I accept responsibility for all of the conditions above to be met.

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Permittee Signature

Date

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Staff Signature

Amount Received

Receipt Number