



# CITY OF AUBURNDALE PARKS & RECREATION Facility Use Contract

<b>Office Use Only</b>	
Approved	_____
Denied	_____

Application for use of facilities (**complete in full**)

**RESPONSIBLE PARTY/ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**NAME & DESCRIPTION OF EVENT** \_\_\_\_\_

**EVENT HOURS:** From \_\_\_\_\_ To \_\_\_\_\_ **MAX # OF PEOPLE ATTENDING** \_\_\_\_\_

**\*\*REGARDLESS OF YOUR EVENTS HOURS THE BUILDING SHOULD BE CLEANED AND VACATED NO LATER THAN 1:00 am\*\***

**FACILITY REQUESTED** \_\_\_\_\_ **DATE REQUESTED** \_\_\_\_\_

**DESCRIBE HOW EVENT WILL BE PROMOTED/ADVERTISED** \_\_\_\_\_

**WILL ADMISSION BE CHARGED?** Yes \_\_\_ No \_\_\_ **IF SO, WHAT DOES THE FEE INCLUDE?** \_\_\_\_\_

**\*\*IF ADMISSION IS BEING CHARGED YOU ARE REQUIRED TO SECURE ONE (1) POLICE OFFICER FOR YOUR EVENT AT THE PRICE STATED IN THE FACILITY REGULATIONS\*\***

**ARE ALCOHOLIC BEVERAGES TO BE PRESENT/SERVED?** Yes \_\_\_ No \_\_\_ **SOLD?** Yes \_\_\_ No \_\_\_

**\*\*IF ALCOHOL IS PRESENT AT YOUR EVENT YOU ARE REQUIRED TO SECURE 2 AUBURNALE POLICE OFFICERS AND 2 PARKS & RECREATION STAFF AT THE PRICE STATED IN THE FACILITY REGULATIONS\*\***

Note: If alcoholic beverages are to be sold, all necessary permits must be obtained by the applicant.

I, \_\_\_\_\_ received, read and understand the Auburndale Parks and Recreation Departments building regulation, refunds and rules policy. **I understand that my event/program will be terminated should it create any violation of the City of Auburndale rules and regulations. I also understand that the responsible party/organization will be denied future use of all city facilities as a result of a violation of city rules and regulations.**

**I understand that if I cancel this reservation I will only be returned my deposit if and when the facility is rented to another party for the date which I have held. I understand there will be a \$20 charge if my event date/venue is changed more than once from its original date.**

I, the undersigned, agree to abide by the regulations governing the said facility and am responsible for charges incurred to the Recreation Department including any damages to the facility. Any occurrence of Facility Regulations not being followed may result in your damage deposit not being returned to you.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Individually and on behalf of the above named responsible party/organization.

Rental Fee	_____	1 <sup>st</sup> Payment	_____	Date	_____
Sales Tax	_____	Balance Due	_____		
Total	_____	2 <sup>nd</sup> Payment	_____	Date	_____
Damage Deposit	_____				