



Park Facility Rental Application

Facilities Requested (select all that apply)

<p>Large Pavilion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bagdad Park pavilion <input type="checkbox"/> Benny Russell Park pavilion <input type="checkbox"/> Fidelis Park pavilion <input type="checkbox"/> Floridatown Park pavilion <input type="checkbox"/> Navarre Park pavilion A (octagon) <input type="checkbox"/> Navarre Park pavilion B (rectangle) <input type="checkbox"/> SR Soccer & Horse Complex pavilion 	<p>Small Pavilion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Benny Russell Park pavilion <input type="checkbox"/> East Milton Park pavilion <input type="checkbox"/> Floridatown Park pavilion <input type="checkbox"/> Holley Ball Park pavilion <input type="checkbox"/> McCallister Park pavilion <input type="checkbox"/> Navarre Sports Complex pavilion <input type="checkbox"/> Pace Comm. Center Park pavilion <input type="checkbox"/> Patriot Park pavilion <input type="checkbox"/> Reservation Park pavilion <input type="checkbox"/> SR Soccer & Horse Complex pavilion <input type="checkbox"/> Santa Villa Park pavilion <input type="checkbox"/> Villa Venyce Park pavilion 	<p>Other facilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bagdad Comm. Center Kitchen <input type="checkbox"/> Bagdad Park Ball Field <input type="checkbox"/> Benny Russell Park Event Room <input type="checkbox"/> East Milton Gym <input type="checkbox"/> Horse Arena (SR Soccer & Horse Complex) <input type="checkbox"/> Locklin Field Ball Field <input type="checkbox"/> Pace Comm. Center Kitchen
<p>Community Centers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bagdad Park Comm. Center <input type="checkbox"/> Fidelis Community Center <input type="checkbox"/> Fidelis Community Center Cafeteria <input type="checkbox"/> Pace Community Center <input type="checkbox"/> Tiger Point Community Center 		

Event Information:

Date: _____ Time: From _____ To _____ Number of attendees: _____

Brief description of planned activities:

APPLICANT & EVENT ORGANIZER INFORMATION

Name: _____

Organization: _____

*If organization is non-profit, submittal of DR-14 is required and payee name must match that on the DR-14.

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____

RULES AND REGULATIONS

- Vendors are not permitted without approval from the Board of County Commissioners.
- Open fires are not permitted in County parks.
- Park restrooms and parking areas are public and may not be blocked off.
- Smoking is prohibited in County parks and facilities. Alcohol is prohibited except when approved by the Board of County Commissioners.
- No animals (except for companion or guide dogs) are allowed in County parks and facilities.
- Use of inflatables such as bounce houses requires approval by the Board of County Commissioners and \$1,000,000.00 of insurance coverage.

Additional rules regarding building rentals:

- Fog machines or open flame of any kind, including candles, are not permitted at any County facility.
- The area must be left clean after use. This includes removal of all garbage, cleaning of floors, and the return of all tables and chairs to the appropriate storage areas. Toiletries, cleaning supplies, and trash bags are the responsibility of the reserving party.
- Nothing shall be taped, nailed or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, or windows. Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings. Decorations may not include outdoor signage unless otherwise approved. No glitter, rice, confetti, birdseed or other similar materials may be used at any county facility.
- Absolutely no water activities are allowed.
- If issued a key(s) to open/close the County facilities on the day(s) reserved, the key(s) shall be for the applicant's strict use. The key(s) shall not be duplicated, and the applicant agrees to only unlock and utilize the facilities on the date(s) and time(s) previously approved by the County. Moreover, the applicant agrees to return the key(s) to the Administrative Services/Parks Operations Department no later than the day following the last scheduled and approved event.
- ALL DOORS ARE TO BE LOCKED AND SECURED POST EVENT.

Initial

_____ A completed application and reservation fee must be submitted to confirm a reservation.

_____ Cancellation request must be received fourteen (14) days prior to the event to receive a refund. Refunds and makeup dates are not given for inclement weather.

_____ User agrees to provide full cleanup of the area utilized. This cleanup operation shall be completed directly following the event. For building rentals, trash must be disposed of in dumpsters outside of the facility. If trash receptacles provided by the county are full, applicant agrees to dispose of refuse/trash. If the applicant fails to remove all trash/refuse from the event site, the applicant will be billed for all fees incurred Santa Rosa County to remove said trash/refuse from the site.

_____ User agrees to enter and vacate the facility at the times specified on the application. Pre-event decorating and post-event cleaning must be completed within the reserved time slot.

_____ Violation of any agreement conditions or County ordinances could be considered unlawful and could result in the prohibited future use of County facilities.

_____ User shall be liable for any and all damage done to the property covered by this agreement located in and on the rented park area, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, User shall agree to defend, indemnify and hold-harmless the county, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

I, the undersigned, having read and being in full agreement with the above conditions governing this application, do promise to comply with all policies and rules as stated above and in Santa Rosa County Code of Ordinances.

Name (please print): _____

Signature: _____ Date: _____

OFFICE USE ONLY

Application Approved Denied

Fee Paid - YES NO CASH CHECK CHARGE Amount: _____ Receipt #: _____

County Representative Signature: _____