

**PARKS AND RECREATION FACILITY RESERVATION FORM**

Person/Group \_\_\_\_\_ Date Needed \_\_\_\_\_  
Address \_\_\_\_\_ Time (From) \_\_\_\_\_ (To) \_\_\_\_\_  
\_\_\_\_\_ Function \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_

Is the reservation for a Non-Profit Organization? \_\_\_ Yes \_\_\_ No

If yes provide Tax Exempt # \_\_\_\_\_

Please identify which facility you will be renting and the amenities you need. **Check all that apply.**

- \_\_\_\_\_ Civic Center. Kitchen: \_\_\_ Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): long \_\_\_\_\_ round \_\_\_\_\_
- \_\_\_\_\_ TRA Room. Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): \_\_\_\_\_
- \_\_\_\_\_ Ingraham Center. Kitchen: \_\_\_\_\_ Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): \_\_\_\_\_
- \_\_\_\_\_ Wooton Park. Amenities: \_\_\_ Large Gazebo; \_\_\_ Pavilion
- \_\_\_\_\_ Tavares Recreation Park: Reservation for boat tournaments required. Only one picnic table will be reserved for tournament.
- \_\_\_\_\_ Fred Stover Sports Complex. Field # \_\_\_\_\_
- \_\_\_\_\_ Woodlea Sports Complex. Field # \_\_\_\_\_
- \_\_\_\_\_ Dragon Boats: Number of boats \_\_\_\_\_ Number of vests \_\_\_\_\_ Number of paddles \_\_\_\_\_
- \_\_\_\_\_ Other Facilities: \_\_\_\_\_

Are there any safety/security precautions required? : Yes \_\_\_\_\_ No \_\_\_\_\_

Please Explain: \_\_\_\_\_

I have read and understand all of the rules and regulations governing the use of the City of Tavares facilities as defined on the back of this page. I Agree to indemnify and save harmless the City of Tavares from and against all claims, suites, damages, cost, losses and expenses in any manner resulting from, arising out of, or connected with their events, as a result of the use of the above rented premises. Facility keys to be picked up and returned to the Community Services Department at Tavares City Hall.

\_\_\_\_\_  
Signature of Representative Date Signed

\_\_\_\_\_  
Staff Approval Date Signed

**Staff Use Only**

Insurance Required: \_\_\_ Yes \_\_\_ No Received Date \_\_\_\_\_  
Facility Rental: Date Paid \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_  
Keys Needed: Civic Center \_\_\_\_\_ Kitchen \_\_\_\_\_ Microphone \_\_\_\_\_ TRA Room \_\_\_\_\_ Ingraham Center \_\_\_\_\_

# Rules & Regulations Governing the Use of City of Tavares Facilities

## 1. Scheduling:

- a) Reservations will be made on a first come, first serve basis. No individual or group shall have precedence over another, except Government functions wherein an entire facility is used.
- b) Tentative reservations may be made by telephone; however, until a written reservation is submitted to the Community Services Department and paid for in advance, a permanent reservation will not be confirmed.
- c) Facility keys to be picked up and returned to the Community Services Department at City Hall. **If facility is rented on a weekend or holiday, key must be picked up by 5:00p.m. on the business day prior to scheduled event.**
- d) Reservations should be made at least two weeks in advance but may not be made more than one year in advance.
- e) The individual making the reservation must appear in person at the Community Services Department at City Hall to complete reservation permit, receive copies of permit and rules and pay in full. The individual making reservations will be provided one copy of the permit (white), which must be presented to the Community Services Department to obtain any keys necessary for the facility reserved.
- f) Long-term reoccurring reservations may be made, however no group may use the facilities more than once a week on a reoccurring basis.

## 2. Rates:

Facility	Civic Groups	Non Civic Groups	Additional Fee	Deposit
Civic Center	\$12.00 / hr	\$20.00 / hr*	\$60.00	\$75.00 non-alcohol function
Civic Center with kitchen	\$17.00 / hr	\$30.00 / hr*		\$400.00 alcohol function
Ingraham Center	\$12.00 / hr	\$20.00 / hr*	\$60.00	\$75.00
TRA Room	\$10.00 / hr	\$15.00 / hr*	\$30.00	
Wooton Park Pavilion Wooton Park Gazebo Wooton Park Stage	½ day = \$20.00 Full day = \$30.00	½ day = \$20.00 Full day = 30.00		
Baseball/Softball Fields Multi-Use Field	\$30.00 / hr \$50.00 / day \$120.00 / month			
Field Lights	\$7.50 / hr (Minimum 2 hours)			
Dragon Boat	\$25.00/day			\$50.00

\*Sales tax of 7% for non-tax exempt groups will be charged for use of the Civic Center, Ingraham Center and TRA room. No charge will be made for school or government functions.

## 3. GENERAL RULES:

- a) The use of tobacco products in City facilities is strictly **PROHIBITED**.
- b) The use of alcohol is prohibited in the TRA Room, Ingraham Center and all City park facilities.
- c) The use of alcohol is permitted for events within the Civic Center subject to the following rules:
  1. No alcohol shall be consumed or served outside of the building.
  2. Any caterer providing alcohol for an event must provide liquor liability insurance.
  3. Alcohol provided by anyone other than a caterer must purchase liquor liability insurance.
- d) Any person or organization that abuses any City facility will be held accountable for the cost of repairs and /or replacement required to correct the damage. Such person or organization may also be denied further use of these facilities and may be subject to criminal charges.
- e) City staff provides table & chair set-up and take down per person/group request.
- f) Person/group is responsible for decorations and clean up of facility.
- g) A deposit must be paid prior to using the Civic Center or Ingraham Center. If facility has been left clean and there has been no breakage or damage, deposit will be refunded in full.
- h) Rental of the kitchen will be permitted only under the following conditions:
  - i. A responsible member of the group must be on hand at all times to assist in the use and clean up of the kitchen.
  - ii. All dishes, pots pans, serving utensils, etc., must be left clean and must be returned to proper locations.
- i) The capacities of the City facilities are as follows: **CIVIC CENTER 250                      TRA 65                      INGRAHAM CENTER 96**

\*These capacities will be strictly adhered to and violations will result in the reservation and/or use being revoked immediately.

- j) The use of facilities for any chance or gambling in any form is prohibited.
- k) Operating hours are 6:00 a.m. until 11:00 p.m.
- l) Emergency government events will take precedence over any prior reservation. In the event this occurs, all efforts will be made to accommodate person/group involved.
- m) The responsible party agrees to indemnify and hold the City of Tavares harmless for all claims and liability, costs, expenses and legal fees that the City may incur as a result of the use of the City property on the date set forth.

## 4. INSURANCE:

**(\$1,000,000 LIABILITY WITH CITY OF TAVARES NAMED ADDITIONAL INSURED).** Any users whose activities fit in the following categories of who the City deems necessary, will be required to provide proof of insurance:

- a) Any activity involving food preparation and consumption (exclusive of minor refreshment, i.e. coffee, tea, cake, or cookies).
- b) Dances, dance instruction, athletic activity.
- c) Any activity where 200 or more people will be in attendance.
- d) Any activity where the participants pay an entrance fee.

## 5. EXCEPTIONS:

Questions or problems not covered herein will be referred to the Community Services Director.