



**CITY OF SOUTH MIAMI**  
**PARKS AND RECREATION DEPARTMENT**  
**FACILITY RESERVATION FORM**

No. \_\_\_\_\_

MAIN OFFICE  
6130 Sunset Drive  
South Miami, FL 33143  
(305) 663-6319

COMMUNITY CENTER  
5800 SW 66 Street  
South Miami, FL 33143  
(305) 668-7232

PALMER PARK  
6100 SW 67 Avenue  
South Miami, FL 33143  
(305) 663-6319

DANTE FASCELL PARK  
8600 SW 57 Avenue  
South Miami, FL 33143  
(305) 663-6319

FUCHS PARK  
6445 SW 81 Street  
South Miami, FL 33143  
(305) 663-6319

TO ALLOW TIME FOR PROCESSING, RESERVATIONS MUST BE MADE IN WRITING TO THE PARKS AND RECREATION DEPARTMENT A MINIMUM OF TWO WEEKS PRIOR TO THE SCHEDULED EVENT.

Facility Requested: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Group Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ # in group: \_\_\_\_\_

Coordinator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

FACILITY REQUESTED	RESIDENT	NON-RES.	NON-PROF.	FOR OFFICE USE ONLY
<input type="checkbox"/> Murray Park	<input type="checkbox"/> \$110.00	<input type="checkbox"/> \$220.00	<input type="checkbox"/> \$110.00	
<input type="checkbox"/> Dante Fascell Park Pavilion	<input type="checkbox"/> \$110.00	<input type="checkbox"/> \$220.00	<input type="checkbox"/> \$110.00	
<input type="checkbox"/> Fuchs Park Pavilion	<input type="checkbox"/> \$110.00	<input type="checkbox"/> \$220.00	<input type="checkbox"/> \$110.00	
<input type="checkbox"/> Multipurpose Room (3 hr. Min.)	<input type="checkbox"/> \$55.00/hr	<input type="checkbox"/> \$110.00/hr	<input type="checkbox"/> \$75.00/hr	
<input type="checkbox"/> Art & Craft Room	<input type="checkbox"/> \$35.00/hr	<input type="checkbox"/> \$70.00/hr	<input type="checkbox"/> \$75.00/hr	
<input type="checkbox"/> Education Room	<input type="checkbox"/> \$30.00/hr	<input type="checkbox"/> \$60.00/hr	<input type="checkbox"/> \$30.00/hr	
<input type="checkbox"/> Gymnasium (2 hr. Min.)	<input type="checkbox"/> \$100.00/hr	<input type="checkbox"/> \$200.00/hr	<input type="checkbox"/> \$150.00/hr	
<input type="checkbox"/> Gymnasium ½ Court	<input type="checkbox"/> \$50.00/hr	<input type="checkbox"/> \$100.00/hr	<input type="checkbox"/> \$75.00/hr	
<input type="checkbox"/> Security Deposit for Above	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00	
<input type="checkbox"/> Palmer Park Field (no lights)	<input type="checkbox"/> \$30.00/hr	<input type="checkbox"/> \$36.00/hr	<input type="checkbox"/> \$30.00/hr	
<input type="checkbox"/> Palmer Park Field (with lights)	<input type="checkbox"/> \$36.00/hr	<input type="checkbox"/> \$50.00/hr	<input type="checkbox"/> \$35.00/hr	

  

Amt. Paid	
Check #	
Cash #	
Rec'd. By	
Date	

**GENERAL AGREEMENT / RELEASE**

In consideration for the City of South Miami Parks and Recreation Department providing the requested facility, I, \_\_\_\_\_, do hereby:

(print name)

- 1) Assume all risk of possible damage or injury through the use of the requested facility.
- 2) Agree to compensate the City of South Miami for any repair and/or replacement costs for damages to the requested facility or equipment while in use during the above date and time.
- 3) Agree to indemnify and hold harmless the City of South Miami and/or its departments, agents or employees from any and all liability, claims, suits, losses, damages including attorney's fees at the trial and appellate court level, paralegal fees and investigative costs or injury to person or property arising out of my use of the requested facility.
- 4) Understand and agree to abide by all applicable rules and regulations as set forth herein and attached to this form. I further understand that I may be asked to vacate the premises and may forfeit my security deposit if I fail to abide by these rules and regulations or any other reasonable request from City of South Miami staff.
- 5) I certify that the above information is correct and that I have read and understand the rules and regulations governing this permit.
- 6) Understand that Saturday's events can go no later than 8:00pm and Sunday's events can go no later than 6:00pm.
- 7) Understand that there are no holds until deposit is given.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Recreation Official: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## **RULES AND REGULATIONS**

### **FACILITY PERMIT / SECURITY DEPOSIT \_\_\_\_\_**

Facility reservations may be requested up to six months in advance and are based upon availability. A security deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full not less than 14 days prior to the event. If payment is made less than 14 days prior to the event, the payment must be made in the form of personal check, money order or certified check. Failure to adequately clean the facility, damage to or loss of park property or violation of park rules will result in the loss of all or part of the deposit. Rentals can only be held with a \$100.00 check

### **INSURANCE \_\_\_\_\_**

Prior to the use of a facility, proof of insurance may be required with the policy naming the City of South Miami as an additional insured for the duration of the event.

### **ACTIVITY \_\_\_\_\_**

Any unusual equipment and/or activity must be approved by the Parks and Recreation Department and noted on the facility reservation form. All equipment must be delivered/removed within the rental period – no storage areas are available. All delivery vehicles must remain in designated parking areas. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. Rides of any kind including pony rides, mechanical and inflatable rides, petting zoos, etc. are not permitted in any City parks. Pavilion rentals must be completed by 6:00 PM. Rentals at Palmer Park must be completed by 10:00 PM.

### **SET UP/DECORATIONS \_\_\_\_\_**

Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and clean up of the facility to the satisfaction of the Parks and Recreation Department. All facilities/furniture/equipment must be returned to its original condition and be placed in its original position if moved.

### **FOOD SERVICE \_\_\_\_\_**

Cooking of food must be done in prescribed areas only. No food or drinks will be allowed in the Gymnasium at the Community Center. Miami-Dade County and the State of Florida may require permits/licenses when food is to be sold. It is the responsibility of the permittee to contact these agencies for this information and to obtain all required permits.

### **SPECIAL REQUIREMENTS \_\_\_\_\_**

**Occupancy Limits** - 30 people per pavilion at Dante Fascell Park; 50 people at Fuchs Park; 80 people in the Multipurpose Room. Additional trash receptacles, clean up crews, portable toilets, off-duty police officers, or other special conditions may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the City in its sole discretion and/or in the public interest. The sale of merchandise of any kind is prohibited unless otherwise noted on the application form.

### **CONDUCT \_\_\_\_\_**

Permittee must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules and Regulations contained herein, any City ordinances or other laws, or who are, in the opinion of the Parks and Recreation Department, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility by Parks and Recreation Department staff or Police Department. All vehicles must remain in the designated parking lots. The consumption of alcoholic beverages and gambling of any form is prohibited in all City parks.

### **PETS \_\_\_\_\_**

With the exception of seeing-eye dogs, pets are not permitted into or upon City parks.

### **CANCELLATIONS AND REFUNDS \_\_\_\_\_**

In order to be eligible for a full refund, cancellations must be made in writing to the Parks and Recreation department at least 30 days prior to the event date. The City reserves the right to retain 10% of the rental payment for events that are cancelled within 30 days of the scheduled event or due to circumstances beyond the City's control. Refunds will not be issued due to inclement weather; however, an alternate date may be provided at the discretion of the City.

**THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES AND REGULATIONS MAY RESULT IN THE REVOCATION OF PERMIT, LOSS OF SECURITY DEPOSIT AND REFUSAL OF ANY SUBSEQUENT FACILITY RESERVATION APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_