



City of Lauderhill Parks and Leisure Services Department
 Facility/Field/Gymnasium/Pool/Pool Deck/Pavilion Use Permit

Name of Facility/Permitted Area _____ (ALL AMENITIES COME "AS-IS")
 Today's Date _____ Requested Event Date _____ Three Months From Today _____

Permits may take up to 3 business days for approval and processing pending availability. Your check will be deposited upon approval and you will be notified. AMENITY USE ONLY AVAILABLE 14 OR MORE DAYS BEFORE REQUESTED DATE. Permits not issued more than three months in advance. Funeral reception requests accepted depending upon amenity availability. Outdoor parties over 50 participants MUST rent a second pavilion, as available. **We DO NOT permit rooms/pavilions for WEDDINGS, WEDDING RECEPTIONS, or WEDDING REHEARSALS or similar functions/events. For Special Events, please contact the Special Events Department at 954-730-3000.

AMENITY REQUESTED:
 Small Room Large Room Small Pavilion Large Pavilion Field Gymnasium Pool/Sundeck
 (Check one) Playground Other, Please explain _____

Person and/or Group responsible for event _____ # attending _____

Resident or Non resident (circle one) Proof of Residency Utility bill or other (circle one) Copy of DL yes no

Address _____ City _____ ST _____ ZIP _____

Phone _____ Alt phone _____ E-mail address: _____

Event Type Party Bridal Shower Baby Shower Meeting Community Event City-sponsored event
 (Check one) Other, please explain _____

Hours requested (min. 4 hours) _____ to _____ (Sports Park/Pool hours please indicate)

Fees – Due at time of request

SECURITY DEPOSIT	\$ _____	forfeit? yes or no
RENTAL FEE (includes set-up/clean-up time-no early/late arrival)	\$ _____	NO "DAY BEFORE" SET-UP
BUS PARKING FEE	\$ _____	
PLAYGROUND USE FEE	\$ _____	
ILLUMINATION TIME	\$ _____	
MAINTENANCE/OVERTIME	\$ _____	
TOTAL FEE	\$ _____	

Clean-up and security deposit is required from all groups. Fees are not refundable if event is cancelled within one week of requested event date. Park and Playground rental fees will not be refunded due to inclement weather. If inclement weather causes cancellation of event, parties may request a new date depending upon date availability 14 or more days after original event date. All fees must be paid at the time of permit request (unless otherwise specified) pending approval using check, money order or bank check only made payable to CITY OF LAUDERHILL. Security Deposit will be mailed to you up to 2 weeks after event date, pending property damage, rule/regulation violations (see back of this permit) or other charges resulting from event and/or event participants/vendors/etc. **ANY AND ALL REFUNDS ARE SUBJECT TO A \$20 PROCESSING FEE PER REFUND REQUEST. THIS DOES NOT APPLY TO POST-EVENT DEPOSIT RETURNS.**

WE REQUEST TO BE PROVIDED (Check one; if applicable how many)
 TABLES CHAIRS OTHER, PLEASE EXPLAIN _____

WE REQUEST TO BRING (Check one; if applicable how many)
 BOUNCE HOUSE TENTS DJ OTHER, PLEASE EXPLAIN _____

INDEMNIFICATION AND INSURANCE

You, on behalf of your organization, its members, volunteers, representatives, employees, guests, servants, agents, and participants (hereinafter collectively referred to as "ORGANIZATION"), do hereby knowingly, freely and voluntarily agree to fully release, covenant not to sue, acquit, waive, discharge, hold harmless and indemnify the CITY OF LAUDERHILL, its officers, employees, agents, volunteers, servants, representatives, attorneys, and their respective heirs, successors, and assigns from any and all liability arising from any and all claims or demands whatsoever which may be sustained in connection with the use of the facilities by ORGANIZATION. ORGANIZATION hereby agrees that it will **NOT** represent or hold themselves out to be an officer, agent, or employee of the CITY OF LAUDERHILL. You understand that you are required to carry liability insurance in the minimum amount of the combined single limit of \$1,000,000.00 and that the CITY OF LAUDERHILL is to be named as an additional insured under the policy. The policy must accompany this application and be approved by the City's Risk Manager.

PRINTED NAME OF PERSON REQUESTING PERMIT _____ SIGNATURE OF PERSON REQUESTING PERMIT _____
 If approached by a Parks and Leisure Services employee, you must be able to produce evidence of this permit.

OFFICE USE ONLY

ATTACHED INSURANCE WITH CITY OF LAUDERHILL NAMED ADDITIONALLY INSURED YES NO
 STAFF PRINTED NAME _____
 THIS EVENT IS HOSTED BY INDIVIDUAL BUSINESS NON PROFIT GOVT AGENCY OTHER _____
 SPONSORS? NO YES, PLEASE EXPLAIN _____
 VENDORS? NO YES, PLEASE EXPLAIN _____
 OPEN TO THE PUBLIC? NO YES, PLEASE EXPLAIN _____
 DISTRIBUTED EVENT FLYERS? NO YES, PLEASE EXPLAIN _____
 FEE PAID BY PARTICIPANTS? NO YES, PLEASE EXPLAIN _____

PERMIT APPROVED: _____ INITIAL OF SUPERVISOR/MANAGER _____ Check Number _____



Name of Facility/Permitted Area _____
REQUESTED EVENT DATE _____ **TIME OF EVENT** _____ **to** _____
 Name of Permit Holder _____

In order for us to keep extremely reasonable costs and to better serve you, we ask that you review and initial the following checklists as they apply to your event. With your initials, you agree to these terms post your event. If the terms are not followed, you understand that you will forfeit your entire security deposit and it will not be refunded to you. _____ (Permit Holder's Initial)

Room/Deck Rental Checklist

DESCRIPTION	Permit holder's Initial	Staff initial
1. Tables clean/stacked as originally found		
2. Chairs clean/stacked as originally found		
3. Walls free from debris (no tape, staples, posters, etc.)		
4. Ceilings free from debris (no streamers, tape, staples, decorations, etc.)		
5. Floors swept and mopped		
6. Mop bucket empty and mop clean		
7. Counters clean		
8. Refrigerator returned to original condition (no leftovers, spills, etc.)		
9. Microwave oven returned to original condition (no leftovers, spills, etc.)		
10. Kitchen counters and kitchen floor swept and mopped		
11. Trash cans empty		
12. Garbage taken to and placed in dumpster		
13. Other-		
14. Other-		
15. Other-		

Pavilion/Field Rental Checklist

DESCRIPTION	Permit holder's Initial	Staff initial
1. Pavilion/Field clean (swept, debris removed, spills cleaned, etc)		
2. Garbage taken to dumpster		
3. Area surrounding pavilion/field left clean (no litter, etc.)		
4. Clean grill, used charcoal removed (if applicable)		
5. Other-		
6. Other-		
7. Other-		

ROOM FACILITY OCCUPANT LOADS (as determined by Lauderhill Fire Department)

St. George Community Center – Activity Room (167); Gym/fitness room (22); Class room (30), Computer Room (12)
West Ken Lark – Classroom (18); Gym/Fitness room (25); Community Room (106)
Sadkin – Billiards/Nautilus room (16); Multipurpose room—all 3 rooms unpartitioned (140); Room #1 only (47); Room #2 only (47); Room #3 only (40); Stage only (27); Billiards/Fitness room (16); Kitchen (2); Gymnasium—bleachers retracted (416); Gym w/bleachers extended people sitting (160); Gym w/bleachers extended people sitting and standing 278; NOTE: cannot use rooms 2&3 simultaneously, 1&3 simultaneously, 2&3 plus kitchen, kitchen only, stage only
Veteran's Park – Large Meeting room-300, Nautilus Rom – 13, Art and Craft Room: 20, Nursery Room: 33



**City of Lauderhill Parks and Leisure Services Department
Facility/Field/Gymnasium/Pool/Pool Deck/Pavilion Use Permit (Page 3)**

In the interest of continuing public service for the residents of Lauderhill, and in order to maximize the utility, comfort and safety of the Parks and Leisure Services (PALS) Department Facilities, please observe the following:

FACILITY/FIELD/GYMNASIUM/POOL/POOL DECK/PAVILION—from henceforth referred to as “amenities”— REGULATIONS:

1. All PALS amenity rentals will require the approval of the PALS Management by submitting an amenity Use Permit 14 calendar days prior to the desired date of use. NO EXCEPTIONS.
2. All permits will be issued in person only, M-F 9am until 5pm at the following locations: Lauderhill Golf Course, Lauderhill Sports Park, Sadkin Community Center, St. George Community Center, West Ken Lark Park, West Wind Park, and Veteran’s Park unless otherwise specified. Permit applications are available for pick-up after 5pm on weekdays and on weekends.
3. Permit Holder shall indemnify and hold harmless the City of Lauderhill, its officers, employees, agents and assignees from any and all claims for injury/damages to persons or property including wrongful death, resulting from the use of this permit. Department’s approval may include a request for a certificate of insurance naming the City of Lauderhill as an additional insured (i.e. Bounce House, trains, etc.). The exact coverage needed will be given to the permit holder based on our Risk Management policies.
4. NO ANIMALS ARE ALLOWED IN THE PARKS OR PARK FACILITIES.
5. A copy of this permit must be presented upon request.
6. Permits are for amenity rental. Set-ups, breakdowns, maintenance, and/or clean-up **are not provided**. Those groups physically unable to do set-up/break down must request PALS maintenance and/or recreation staff in advance. There is a fee to add this staffing as indicated in the PALS fee schedule for maintenance and/or recreation staff (minimum 4 hours per staff person).
7. All amenity rental requests will only be available for use during regular operating hours and must end 1 hour prior to closing.
8. The responsibility for crowd control and discipline is assumed by the permit holder.
9. The use of municipal amenities is subject to all applicable state laws, municipal ordinances, park rules/regulations and Health Department regulations. Food permits may be required in order to serve food by permit holder and/or vendors of permit holder.
10. The use of electricity is prohibited for personal items. No extension cords are allowed inside or outside the facilities. NO EXCEPTIONS.
11. Permit holders are responsible for cleaning the space rented at the conclusion of each permit-period. Failure to return the facility to pre-rental condition will result in forfeiture of the security deposit return.
12. Smoking is prohibited.
13. Permit holder is prohibited from charging entry fees or admission and from deviating from schedule listed on permit. Additional charges will be added to the cost of rental for violations and security deposit return will be forfeited.
14. The holder of the permit will be held responsible for damage to municipal property resulting from use therein and will not be allowed to use any facility until damages are paid for.
15. Groups that meet at regular intervals will be reviewed for continued use on a regular basis.
16. Any facility (kitchen or otherwise) is not to be used for cooking purposes. NO BAKING, FRYING, SAUTEING, DEEP-FRYING, ETC. They are for storage and distribution ONLY. NO PROPANE, BUTANE or other fuel may be used for cooking. NO EXCEPTIONS.
17. **NO ALCOHOLIC BEVERAGES MAY BE STORED, OPENED OR CONSUMED AT MUNICIPAL FACILITIES.** Recreation staff members reserve the right to contact Lauderhill Police Department for enforcement.
18. Groups complying with Municipal Resolution No. 83-210 are exempt from fee assessment for rental purposes. However, those groups will be required to provide the listed security deposit and must pay for maintenance as outlined in article 6 if this service is requested. All such groups must file with the City Clerk for non-profit status. To be considered for facility usage under this category, the group must be located within the City’s Municipal boundaries and/or submit membership roster verifying a minimum of 50% residing in Lauderhill.
19. DRIVING ON GRASS or NON VEHICLE THROUGH WAYS IS PROHIBITED.
20. Groups may be bumped at the discretion of the Director.
21. Amenity use priority:
 - A. City sponsored youth/adult sports/recreation functions/activities
 - B. Private RESIDENT groups
 - C. Not-for-profit organizations in compliance with Resolution No. 83-210
 - D. Non-city sponsored outside adult sports and athletic groups
 - E. Private Non-resident groups
22. ALL ADVERTISING—i.e. *flyers, handouts, pamphlets, banners, media publicity, etc.* —MUST BE APPROVED BY THE City of Lauderhill PUBLIC RELATIONS MANAGER (954-730-3082) PRIOR TO DISTRIBUTION/AIRING/POSTING.
23. PLEASE BE ADVISED: PARKING SPACE IS NOT GUARANTEED. Other events may be scheduled at the same time as your event. Staff cannot make special parking accommodations for any group.
24. FAILURE TO FOLLOW ANY RULES OR REGULATIONS WILL CAUSE THE PERMIT TO BE VOIDED IMMEDIATELY AND PERMANENT CANCELLATION OF FACILITY USAGE; NO SECURITY DEPOSIT WILL BE REFUNDED AND PERMIT HOLDER WILL BE BANNED FROM RENTING ANY CITY OF LAUDERHILL PARKS AND LEISURE SERVICES DEPARTMENT FACILITY.
25. NO ONSITE ICE MACHINE ACCESS - Ice will not be available, NO EXCEPTIONS.

I have read and agree to adhere and honor the terms of all the rules set forth by the City of Lauderhill as detailed in this document.

x
Signature of Permit Holder/PLEASE PRINT NAME HERE

DATE