



ORGANIZATION RENTAL INFORMATION & PROCEDURES (2 Hour Minimum Rental)

- All rentals are accepted, subject to availability.
- Authorized individual (*age 21 or older*) must fill out reservation forms in person.
- Responsible party must provide a current, valid picture ID at time of reservation.
- All fees associated with requested rental must be paid in full at time of reservation.
(*Groups seeking the Non-Profit rate will be required to provide a copy of 501c status.*)
- Staff and police requirements are non-negotiable.
- Reservations made less than 7 days prior to event must be paid by cash or credit card.
- Organizations located within Mount Dora city limits are eligible for Residential Rates.
(*The representative must bring current, credible proof of physical location to qualify.*)
- Any rental causing a public disturbance, excessive cleanup, or damage to city property will result in forfeiture of the deposit.
- Rental times must include the time it takes to:
 - * Set up tables and chairs
 - * Decorate
 - * Have the event
 - * Clean up
 - * Take down table and chairs
- All rentals will be run in a continuous block of time. Breaks between set up and actual event time are not allowed.
- Renters who misrepresent the type of event can be charged additional fees or closed early with forfeiture of all fees.



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FACILITY CHARGES

****ALL fees below are per hour. Daily fees are available upon request.****

****A \$100 security deposit & \$5 processing fee are required for ALL reservations.****

****ALL fees must be paid at the time of rental.****

Facility	Resident/ Non Profit	Non Resident	Profit	Light Fee
Donnelly Park Building, Deck, Pad	\$30.00	\$50.00	\$70.00	-
Community Building Auditorium <i>(Upper Level)</i>	\$45.00	\$50.00	\$55.00	-
Community Building Lobby <i>(Upper Level)</i>	\$30.00	\$35.00	\$40.00	-
Community Building Green Room <i>(Lower Level)</i>	\$10.00	\$15.00	\$20.00	-
Community Building <i>(Entire Building)</i>	\$85.00	\$100.00	\$110.00	
Martin Luther King Center	\$20.00	\$40.00	\$80.00	-
Gilbert Park Pavilion 1 <i>30' x 30' (72 people)</i>	\$10.00	\$20.00	\$40.00	-
Gilbert Park Pavilion 2 <i>24' x 24' (36 people)</i>	\$5.00	\$10.00	\$20.00	-
Evans Park	\$25.00	\$35.00	\$45.00	
Sunset Park	\$10.00	\$15.00	\$20.00	
Cauley Lott Park Pavilion	\$5.00	\$10.00	\$20.00	-
Frank Brown Park Pavilion	\$5.00	\$10.00	\$20.00	-
Frank Brown Concession Stand	\$15.00	\$30.00	\$60.00	-
Frank Brown Park Fields	\$10.00	\$20.00	\$40.00	\$8.00
City Sports Complex Fields	\$10.00	\$20.00	\$40.00	\$8.00
Tennis Courts	\$5.00	\$10.00	\$20.00	-
Racquetball Courts	\$5.00	\$10.00	\$20.00	-
Swimming Pool	\$25.00	\$50.00	\$100.00	-



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COMPANY/ORGANIZATION FACILITY USE APPLICATION

It is our goal to provide you with the best possible customer service and to make your rental experience a positive occurrence. To achieve this goal we need the following application form completely filled out when renting a city facility or park. A valid I.D. is required at time of application. **All fees** associated with requested rental must be paid when submitting an application.

Applicant Information

This person will be the contact for the company/organization and will remain the contact for additional reservations and may only be changed by submitting a new Facility Use Application.

Agent Name: _____

Agent Email Address: _____

Agent Address: _____

City: _____ Zip: _____

Phone: _____ Cell Phone: _____

Company/Organization Name: _____

Company/Organization Address: _____

City: _____ Zip: _____

Rental Information

If more than one date is requested at this time, please include the additional date(s) and/or time(s) on the table provided on the second page of this application.

** Include sufficient time for set up and clean up of event for time requested.*

Facility Requested: _____

Date From: ____ / ____ / ____

Date To: ____ / ____ / ____

*Time Requested: START ____ : ____ AM/PM END ____ : ____ AM/PM

Additional Facilities/Dates/Times Requested

Facility	Date(s)	Start Time / End Time
		/
		/
		/
		/
		/
		/

Purpose of Use: _____ Estimated Attendance: _____

List any special needs or support you will require above the normal rental agreement. i.e. extra staff, extra tables and chairs, storage. Any request beyond the normal agreement will require additional fees and additional information such as a site plan for the event.

Will you have merchandise, food, or craft sales at your event? Yes / No

Will you be collecting revenue or charging for your event? Yes / No

Will tents be used at your event? Yes / No

Will alcohol be sold or distributed at your event? Yes / No

*If yes to alcohol, applicant must apply for permit. \$1,000,000 Liability insurance coverage is required; documentation of coverage must be presented to our office prior to event.

Signing below acknowledges that all information provided on this Facility Use Application is true and can only be altered upon written request:

Signature	Date
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FACILITY BOOKING & REFUND POLICY

All reservations will be accepted on a first come first served basis and may be submitted up to one year in advance of scheduled use. The premises may not be sublet without prior written consent of the City of Mount Dora.

- The facility may be reserved only after the Facility Use Agreement has been completed and all fees paid. Checks may be used for payment if received at least 7 days prior to the reservation. ALL payments made less than 7 days prior to the reservation must be paid in cash, credit/debit card, or money order. A \$5.00 non-refundable processing fee will be charged on all reservations.
- In the event of a cancellation, a written letter must be submitted by the renter to the City of Mount Dora Parks & Recreation Department (900 North Donnelly Street, Mount Dora, FL 32757) requesting a refund. In order to receive a full refund the user **MUST** notify the Parks & Recreation Department of any cancellation or change at least **7 days** prior to the scheduled event. Refunds **WILL NOT** be made due to inclement weather.

352-735-7183

Monday, Wednesday, Friday
8:00 am - 5:00 pm

Tuesday, Thursday
10:00 am - 4:00 pm

- Rental times **MUST** include the time it takes to set up tables & chairs, decorate, hold the event, clean up, and the take down of tables & chairs. All rentals will be run in a continuous block of time. Breaks between set up and actual event time are not allowed. Please take this into consideration as you schedule your facility use time. The facility must be vacated at the time posted on your permit to avoid forfeiture of your security deposit.
- The key may be picked up from the Police Department a maximum of 30 minutes prior to your rental start time and returned no later than 30 minutes after your rental end time or the security deposit will be forfeited. If keys are lost or stolen a rekeying fee of \$200 may be charged.
- Security deposit refunds will be mailed within 14 days after the event if the facility maintenance and use regulations are followed.

Signing below acknowledges you have read, understand and will abide by this agreement:

Signature

Date



CITY OF MOUNT DORA

PARKS AND RECREATION

FACILITY USE REGULATIONS

- ALCOHOL is NOT permitted in any city facility or on city property unless the proper permit is submitted by the renter and approved by the Parks & Recreation Department. ***SECURITY DEPOSITS WILL NOT BE RETURNED IF THIS ORDINANCE IS VIOLATED AND FUTURE USE COULD BE JEOPARDIZED!***
- All city public buildings and grounds are designated as NON-SMOKING FACILITIES. ***Please notify your guest of this policy.***
- The range/oven and microwave may ONLY be used for the heating/warming of food items. ***COOKING OR ANY OTHER FORM OF OPEN FLAME IS NOT PERMITTED DUE TO FIRE CODE!***
- The renter shall not use NAILS, THUMB TACKS, MARKERS, PAINT OR ANY OTHER ITEM THAT WILL LEAVE A PERMANENT MARK without the consent of the facility supervisor. The tape used must not damage the walls.
- The renter must supply their own extension cords, garbage bags and cleaning supplies. All garbage cans must be emptied, trash bags replaced and trash placed outside the front door for the custodian or in the park dumpster (*Gilbert Park*).

Problems concerning the building, call Darrell Hylton at 352-516-3659.

Disclaimers

The user will indemnify and hold harmless Mount Dora from and against all claims, damages, losses, and expenses, including reasonable attorney fees, arising out of, or resulting from the occupancy of the facility by the User, its agents, servants, invitees, and guest under this license.

The user will comply with all laws, ordinances, regulations, or other orders regarding the safety of persons or property, or their protection from damage, injury, or loss.

The user will take all reasonable precautions for the safety of, and will provide reasonable protection to prevent damage, injury, or loss to all persons and property in the facility. In an emergency affecting the safety of persons or property, the user will act with reasonable care and discretion to prevent threatened damage, injury, or loss.

Signing below acknowledges you have read, understand and will abide by this agreement:

Signature

Date



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FACILITY MAINTENANCE REGULATIONS

City staff may or may not be present before and after your event, however it is not the employee's responsibility to clean, set up or take down tables and chairs. They are here for facility inspections **ONLY**. If you choose to move any items, they must be returned to their original location after the event.

Failure to comply with any or all of these regulations will result in the forfeiture of any or all of the security deposit.

Your maintenance responsibilities include:

- Cleaning all used tables and chairs.
- Stacking and returning all tables and chairs to their original location.
- Sweeping, and cleaning all debris from the floors and counters (*including restrooms*).
- Removing all decorations including tape or any other type of adhesives used.
- Removing all your items and cleaning all spills from the refrigerator.
- Emptying all garbage cans, replacing trash bags, and placing trash outside the front doors for custodian or in the park dumpster (*Gilbert Park*).
- All the above regulations apply to outside rentals as well (*where appropriate*).

Thank you in advance for your cooperation.

Signing below acknowledges you have read, understand and will abide by this agreement:

Signature

Date



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SPECIAL USE PERMIT

Event Information

Entertainment: Yes No Type:
Rental Equipment: Yes No Type:
Sound Equipment: Yes No Staff:
Lighting Equipment: Yes No Staff:
Janitorial Staff: Yes No Staff:
Off-Duty Officer: Yes No Staff:
Alcohol: Yes No Type/Amount:
Liability Insurance: Yes No Policy #:

FOR OFFICE USE ONLY

STAFF - Initial on lines, DO NOT CHECK:

Resident Non-Resident Profit Non-Profit
Copy of ID Yes No Copy of 501c3 Yes No
Processing Paid \$ Deposit Paid \$ Rental Fee Paid \$
Forwarded to PD: Yes No Date:
Approved: Roy Hughes, Director Date: