



USE OF FACILITIES IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. An approved permit for use of City facilities is required for all uses and must be in possession of the event Permittee or representative.
2. Facility reservations may be requested up to four (4) weeks in advanced and a clean-up/security deposit is required at the time of the reservation.
3. Permittee agrees to provide certificate of insurance per standard Parks and Recreation Department requirements at the time of reservation and deposit is made. (see item #35)
4. The permit holder must take all necessary steps to control all of their 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 park property by the Parks and Recreation Department Staff or Police Department.
5. Permittee shall pay the full amount of the facility cost fourteen (14) days in advance to the Parks and Recreation office.
6. Reservation fees are nonrefundable unless cancellation is submitted in writing fourteen (14) days in advance to the Parks and Recreation office. Refunds will not be issued due to inclement weather.
7. Deposit refunds will be returned via a check in the mail, if eligible. Please allow four (4) weeks following the conclusion of the event to receive the clean up/security deposit refund.
8. Some events, based on attendance, may be required to pay for additional trash receptacles, portable toilets, etc.
9. The city will charge all events, which include sales or charge for admission, a percentage on all sales/admissions at the events held at City facilities. The percentage to be charged is at the discretion of the City Manager and/or the Parks and Recreation Director and shall be specified in writing.
10. Permittee will be charged for licensed, uniformed security officers depending on the number of participants/spectators in attendance of the event. The City of Miami Springs Police Department will determine the security personnel required.
11. Attendance will be limited to the occupant load of the facility as established by the City Fire Marshall or as determined by the Parks and Recreation Department.
12. Entrance to the facility is allowed at the time specified on the approved application and users are expected to leave at the time specified. The permittee will be allowed half an hour before the event to set up and a half an hour after the event to clean up.
13. Permittee shall at its own cost and expense upon the expiration of the permit, or its termination in any manner, deliver said facility to the City in the same condition that it was in at the commencement of this permit. If the facility is not left in a satisfactory condition as determined by the Parks and Recreation Department, a portion, or all of the deposit, will be retained. If the deposit does not cover cost of cleanup or damage, Permittee will be billed additional fees. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of

- a Department employee and to the attention of the Parks and Recreation Director as soon as possible.
14. Permittee shall at its own cost and expense provide cleanup of the area permitted for event use during and after the event.
 15. Fires are not permitted at City facilities; cooking, warming trays with open flame etc.
 16. Permittee shall not drive any nails, screws, tacks, staples, pins, or other objects into the floor, walls, ceiling, partitions, tables, doors, door or window castings, or woodwork of the facility. Decorations may be attached using masking tape only.
 17. All signs, banners, posters and flags must have approval from the Parks and Recreation office before posting on Park property.
 18. No structure or sets are to be built and no shrubbery or trees are to be cut, trimmed or destroyed.
 19. Barbeque grills are not permitted on City property.
 20. Fields are not allowed to be marked or staked by permittee.
 21. Alcoholic beverages are not permitted on City property.
 22. The consumption of alcoholic beverages is specifically prohibited by those directing, participating in or spectators of any athletic events, and in particular youth activities and programs organized by self-organized and authorized under permit by the Parks and Recreation Department.
 23. Smoking is not permitted in City public buildings or in City parks.
 24. Sale of food at City facilities requires a food vendor permit to be attached to this permit.
 25. If the event involves any type of performance, such as music, poetry reading, etc., the Permittee warrants and represents to the City of Miami Springs that the use of the facilities will not result in an infringement under Item 17 of the U.S. Code (copyrights) and that the Permittee will be solely responsible for the content of any performance at the facility. Permittee further agrees to assume the defense and indemnify and hold harmless the City of Miami Springs, its officers and employees from every expense, liability or payment, including attorney's fees, by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
 26. All permittee's materials and equipment, and/or owned by concessionaires, shall be removed from the grounds within twenty-four (24) hours after the closing of the event.
 27. All property taken into the permitted area by the permittee is taken there at the Permittee's own risk. The permittor shall not be responsible for any loss due to fire, theft, windstorm, or from any other cause whatsoever, nor failure upon its part to perform this agreement, should officers of the law seize, stop or prevent Permittee from operating under this Permit.
 28. All permittee's, vendor's and renter's vehicles must be legally parked in designated parking spaces. No off-street parking is allowed without written authorization from the Parks and Recreation Department.
 29. Animals, other than Seeing Eye and Companion Animals, will not be allowed inside City Facilities. The only other exception is for an animal act or show that has been approved by the City.
 30. Publicity of any type may not be released until for use relating to an event until approval is granted for the application.

31. The right to revoke permission for use of a facility at any time is retained by the City of Miami Springs.
32. An authorized representative of the City shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event.
33. The Parks and Recreation Director, when deemed in the best interest of the City or Community, may make exceptions to established policies, rules and fees.
34. The Parks and Recreation Department may terminate any special event activity when it is necessary for the safety, health, morality, welfare or reasonable enjoyment of the public, for protection of resources, for the violation of any rules and regulations of the City of Miami Springs, or if it is deemed necessary in the public interest.
35. Insurance Certificate requirements:
 - a. The Permittee will provide the City of Miami Springs with a Certificate of Insurance naming the **City of Miami Springs**, 201 Westward Dr., Miami Springs, FL 33166 as the Certificate Holder and Additional Insured. The General Liability Insurance will be in the amount of \$1,000,000 per occurrence and will identify the date; location and brief description of the use of the premises. Additional Insurance may be required if alcohol is being sold or otherwise served.
36. Sound Amplification requires a Special Event Policy.

In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in a program, service or activity of the **City of Miami Springs**, should contact the City of Miami Springs Parks and Recreation Department at 305-805-5075 or 305-805-5076, as soon as possible but no later than 72 hours before the scheduled event.

Signature: _____

Date: _____

Print: _____

Date: _____

