



CITY OF MIAMI SPRINGS
 RECREATION DEPARTMENT
 1401 WESTWARD DRIVE
 MIAMI SPRINGS, FLORIDA 33166
 (305)805-5075 or (305)805-5076
RENTAL APPLICATION



Group Requesting Use: _____
 Contact person: _____
 Address: _____
 Telephone: _____ or _____
 E-Mail Address (optional): _____
 Requested Date: _____ Time: _____ to _____
 Security Deposit: _____

FOR OFFICE USE ONLY		
	Deposit	Rental
Amount Paid		
Check #		
Cash		
Date		
Receipt #		

Facility

- Multi- Purpose Room/ Meeting Room
- Field House/ Sr. Center
- 10X10 Pavilion at Prince Field Will you have a bounce house Insurance form turned in
 - Number of Pavilions: _____
- 20X20 Pavilion at Stafford Park Will you have a bounce house Insurance form turned in
- Basketball Gym
 - Full Court Half Court
- Volleyball Court
- Complete Gym (Wrestling/ Judo Tournament (whole gym))
- Softball & Baseball Fields
 - Practice Fee (no field prep required)
 - Game Rental
 - Game Rental w/ Lights
 - Lining Fee (field prep, drag & line)
- Soccer/ Flag Football
 - Game Rental
 - Game Rental w/ Lights
 - Lining Fee
- Batting Cages
 - No Lights
 - With Lights

EVENT DESCRIPTION: _____

ESTIMATED NUMBER ATTENDING: _____

FACILITY PERMIT/CLEAN-UP DEPOSIT

Facility reservations may be requested up to **six weeks** in advance and are based upon availability. A clean-up/damage deposit will be required in order to reserve a facility. The balance of the rental fees should be paid in full not less than 7 days prior to the event. If payment is made less than 7 days prior to the event, the payment must be made in the form of cash, money order or certified check. The City of Miami Springs reserves the right to retain a portion of the clean-up/damage deposit for events that are canceled due to circumstances beyond the City's control. 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 of the deposit.

INSURANCE

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

ACTIVITY

Any unusual equipment and/or activity must be approved by the Recreation Department and noted on the rental application form. All equipment must be delivered/removed within the rental period – no storage areas are available. Excessive amplified music or other loud noises which disturb other park patrons or adjacent property owners are prohibited. Premises must be vacated by 9:00 pm.

CONDUCT

Permittee must take all necessary steps to control all of their guests/participants/spectators. Any person(s) violating any of the Rules & 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. Parking on private property is prohibited.

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 Recreation Department. Additional time required for decoration and/or clean up will be charged at the rate of \$37.50 per hour for the Annex and the Field House and \$60.00 per hour for the pool. All facilities/furniture/equipment must be returned to its original condition and be replaced in its original position if moved.

INTOXICANTS

Alcoholic beverages are **NOT** permitted in any City of Miami Springs facilities.

FOOD SERVICE

Cooking of food is not permitted at these facilities – **food may be warmed, only**. Use of refrigeration equipment is not permitted.

SPECIAL REQUIREMENTS

Additional trash receptacles, cleanup crews, portable toilets, off duty police officers, etc. may be required depending on the facility, number of attendees, nature of event or other miscellaneous conditions as determined by the City.

PETS

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

CANCELLATIONS AND REFUNDS

In order to be eligible for a refund, cancellations must be made in writing to the Parks and Recreation Department at least fourteen days prior to the event date. Refunds generally take four weeks for processing. Refunds will not be issued due to inclement weather.

THE NON-COMPLIANCE WITH ANY OF THE ABOVE-STATED RULES MAY RESULT IN REVOCATION OF PERMIT, LOSS OF CLEAN UP/DAMAGE DEPOSIT AND REFUSAL OF ANY SUBSEQUENT PERMIT APPLICATIONS FOR A PERIOD OF UP TO ONE YEAR.

RENTAL RATES

Facility	Non-Profit/Private	For Profit
□ Multi- Purpose Room/ Meeting Room, 3 Hour Min	\$150.00	\$225.00
Every Additional Hour	\$50.00	\$100.00
Security Deposit	\$200.00	\$200.00
□ Field House/ Sr. Center, 4 Hour Resident	\$250.00	Non-Resident \$500.00
Security Deposit	\$100.00	\$100.00
□ 10x10 Pavilion at Prince Field, 3 Hours Resident	\$50.00	Non-Resident \$100.00
Additional Hour	\$15.00	\$25.00
Security Deposit	\$100.00	\$100.00
□ 20x20 Pavilion at Stafford Park, 3 Hours Resident	\$100.00	Non-Resident \$150.00
Additional Hour	\$30.00	\$50.00
Security Deposit	\$100.00	\$100.00
□ Basketball Gym, Per Hour Full Court	\$60.00	\$100.00
Half Court	\$30.00	\$50.00
□ Volleyball Court, Per Hour	\$30.00	\$50.00
□ Complete Gym (Wrestling/ Judo),	\$500.00	\$750.00
4 Hour Max Tournament (Whole gym)		
Every Additional Hour	\$125.00	\$175.00
□ Softball & Baseball Fields		
Practice Fee (no field prep required)	\$10.00	\$15.00
Game Rental, 2 Hour Min	\$30.00	\$40.00
Additional Hour	\$15.00	\$20.00
Game Rental w/ Lights, 2 Hour Min	\$40.00	\$50.00
Additional w/ Lights	\$20.00	\$25.00
Lining Fee (field prep, drag & line)	\$35.00	\$35.00
□ Soccer/ Flag Football		
Game Rental, 2 Hour Min	\$35.00	\$45.00
Additional Hour	\$17.00	\$22.00
Game Rental w/ Lights, 2 Hour Min	\$45.00	\$55.00
Additional Hour w/ Lights	\$22.00	\$28.00
Lining Fee	\$75.00	\$75.00
□ Batting Cages		
No lights per hour	\$15.00	
Lights per hour:	\$25.00	