

## Facilities and Recreation Department Rental Information

Please read and return last page with completed application and deposit.

### **RENTAL FEES**

All fee balances are due two (2) weeks prior to the event. Failure to remit full payment 2 weeks (14 days) prior to the event will result in cancellation of the rental agreement. The security deposit will not be refunded unless City is notified 14 days prior to event cancellation.

#### **Gymnasium:**

Minneola Resident	\$240.00 for first 4 hrs. (minimum)	\$60.00 each additional hour
Non – Resident	\$300.00 for first 4 hrs. (minimum)	\$75.00 each additional hour

#### **Meeting Room:**

Minneola Resident	\$25.00 per hour
Non – Resident	\$40.00 per hour

#### **Kitchen:**

\$100.00 flat fee per event

#### **Council Chambers:**

Minneola Resident	\$240.00 for first 4 hrs. (minimum)	\$60.00 each additional hour
Non – Resident	\$300.00 for first 4 hrs. (minimum)	\$75.00 each additional hour

**NOTE:** Council Chamber may only be rented under special circumstances with written approval from the City Manager.

**Sales Tax:** 7% on all rentals.

### **Other Facility Fees**

Security Officer\*: \$ 25.00/per hour

\$10.00 (flat rate) administrative service fee. – This is only an estimate. Staff will advise you of actual cost once the reservation is made and security services are scheduled.

\*Mandatory for any alcohol function. Please see “Functions Serving Alcohol” section for more details.

### **Note:**

Renter is responsible for set-up & break down. Please allow enough time to accomplish this when determining hours of rental.

Tables & Chairs are available for use.  
(Approximately 40 tables and 200 chairs)

**RENTAL HOURS:**

Monday through Saturday, closed on Sundays. Certain dates, times, and holidays are not available. Please check with the Recreation Coordinator for availability.

Rental Hours are 8:00 am to 10:00 p.m. This includes set up and clean up time.

Any time past the hour you have paid for will be deducted from your deposit.

**MAXIMUM OCCUPANCY CAPACITY, not to exceed the following:**

Gymnasium: 300 individuals

Meeting Room: 45 individuals

**SECURITY / DAMAGE DEPOSIT:**

This deposit is due at the time of booking.

Gymnasium: \$200.00

Gymnasium (with alcohol): \$400.00

Meeting Room: \$50.00

Refund of deposit is dependent upon an inspection of facility by City Staff after the event to ensure that facility has been cleaned, is damage free and restored to prior-rental condition.

Deposit refunds will be issued within 3 weeks of event.

**CANCELLATIONS AND RESCHEDULING**

All rental reservations for which City staff has received all required documents and information, including, but not limited to, deposits, insurance, and applications, pursuant to the policies contained herein shall not be rescheduled or canceled by City staff barring an emergency not within City's reasonable control.

However, if the renter is not present for or does not cancel a scheduled meeting with 24-hour notice, the security deposit will be forfeited to the city and a new deposit will be required before another room rental is allowed.

**FUNCTIONS SERVING ALCOHOL:**

All Alcohol Functions will require a security officer present at the event. The officer will be provided and scheduled by the city. This expense is to be paid by Renter and the cost will be included in the rental fee. Alcohol events shall be approved by the City Manager or designee. Allow yourself time to gain this approval prior to booking the facility for an event.

No alcohol will be allowed during youth-oriented events such as youth birthday parties, Sweet 16, quinceañera, etc.

**Host Liquor Liability Insurance**

The City Manager or Designee reserves the right to require Liability/Host Liquor Liability Insurance for any non-alcohol function at a city facility. However, Liability/Host Liquor Liability Insurance listing the City of Minneola as an additional insured party shall be required for any and all alcohol functions at a City facility,

and if such insurance is required, renters shall provide the Certificate of Insurance to City at least forty-eight (48) hours prior to the event.

### **Alcohol Function Requirements**

Liability/Host Liquor Liability Insurance in the amount of \$1,000,000.00 is required.

NO alcohol allowed outside of building.

NO glass containers allowed outside of building.

### **DECORATING:**

Table Availability: 72" (6 ft.) long x 29" (approx. 2 ½ ft.) wide (rectangular)

Tablecloths are required - not provided by city

Decorations are allowed on the tables and floor only

Only floating candles are allowed

Helium balloons are not allowed

No rice or sand allowed

No confetti allowed inside or outside the building

No tape or labels allowed on furniture or appliances

Smoke or fog machines are not permitted

Hay is not allowed

Bubbles and birdseed outside the building are permitted. NO Rice allowed

No glass containers or bottles allowed outside of building

No furnishings may be used or moved without permission of the City of Minneola

All rental equipment brought must be removed from the premises immediately following the event unless other arrangements have been made with Recreation Director or City Manager

### **KITCHEN FACILITIES:**

The following equipment is available in the kitchen:

- Gas Stove/Oven
- Ice Machine
- Refrigerator
- Microwave
- Freezer
- Microwave must be cleaned after use
- All kitchen surfaces/appliances must be cleaned after use
- Garbage Cans
- Coffee Urns should be used for serving.
- City kitchen facilities do not have kitchen utensils, cooking pots, serving pieces, dishes, silverware, or glassware

**OPENING AND CLOSING FACILITY:**

Staff will meet you at opening time and be available during function

Staff will lock up at conclusion of event

Staff may be reached by pager or cell phone. Please ask staff member for this information.

**CHAPERONES:**

Chaperones are required for all youth functions. One chaperone will be required for every 25 youths attending. Submission of the chaperone list is required two weeks prior to the event when rental fees are due.

Function must be completed including clean up no later than 10:00 p.m.

Serving / drinking alcoholic beverages during any youth chaperoned events is prohibited.

All minors are required to stay inside the building. Chaperones are charged with the responsibility to ensure that minors are not in parking lots or outside of the building.

A security officer may be required depending on type / size of event. This will be determined by the Recreation Director or City Manager.

**CLEAN UP:**

Must be completed by function end time

All unwanted food must be removed by function end; all decoration items must be removed unless special arrangements have been made

Any unwanted decorations or food must be placed in trash cans

City staff will assist taking filled trash bags to dumpster.

User and/or caterer should clean up kitchen and main room including food spills

Accidental major spill should be reported to the staff member on duty

Bathrooms/Restrooms used must be left clean, trash cans emptied, and water faucets should be checked for turn-off

Complete carelessness, disregard or abuse of facility will result in a forfeit of the security deposit and additional fees will be billed.

**ALL FEES, INCLUDING FINAL PAYMENT AND OTHER REQUESTED INFORMATION ARE DUE 2 WEEKS PRIOR TO THE EVENT OR THE EVENT WILL BE CANCELLED.**

☐ **I have received the Facilities and Recreation Department Rental Information and understand what is expected when renting the use of a facility from the City of Minneola.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



**CITY OF MINNEOLA  
800 N. US HIGHWAY 27  
MINNEOLA, FL 34715  
PHONE: 352-394-3598**

**MINNEOLA RECREATION DEPARTMENT**

**APPLICATION FOR USE OF FACILITIES**

Date applied: \_\_\_\_\_ Event date: \_\_\_\_\_

Facility to be used: ☐Gym ☐Meeting Room ☐Council Chamber ☐Kitchen

**Will Alcohol be served at function?** (Circle one) Yes ☐ No ☐

Time use begins (open): \_\_\_\_\_ Ends: \_\_\_\_\_

Purpose for facility use: \_\_\_\_\_

\_\_\_\_\_

Person making application: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Deposit Amount \_\_\_\_\_ ☐Check# \_\_\_\_\_ ☐Cash

Deposit refund address: \_\_\_\_\_

\_\_\_\_\_



**CITY OF MINNEOLA  
800 N. US HIGHWAY 27  
MINNEOLA, FL 34715  
PHONE: 352-394-3598**

**MINNEOLA RECREATION DEPARTMENT**

**APPLICATION FOR USE OF FACILITIES**

I (we) hereby agree that the City of Minneola, its officials and employees, will not be responsible for any damage or accidents or injury that may happen to the user or his (its) agents, servants, employees, or property from any agreement in use of properties of the City of Minneola, and said user hereby releases the City of Minneola from, and agrees to indemnify it against, any and all claims for such injuries.

If this application is approved the applicant will be subject to the use agreements, rules, and regulations attached hereto. A permit will be sent to the applicant upon approval; if denied the applicant will be so notified.

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

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

Phone: \_\_\_\_\_

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

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



**CITY OF MINNEOLA  
FACILITY RENTAL FEE CHARGES**

**\*\*\*Attach this sheet to Facilities Use Agreement\*\*\***

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

Date of Event: \_\_\_\_\_

Name/Organization \_\_\_\_\_

**Fee Schedule:**

Description	Cost	Amount Due
Gymnasium Rental	\$240.00 for first 4 hours (Minneola Resident)	_____
Gymnasium Rental	\$60.00 each additional hour (Minneola Resident)	_____
Gymnasium Rental	\$300.00 for first 4 hours (Non – Resident)	_____
Gymnasium Rental	\$75.00 each additional hour (Non – Resident)	_____
Meeting Room R-\$25.00 / NR- \$40.00 per hour		_____
Kitchen	\$ 100.00 per event	_____
Sales Tax	7%	_____
Security Officer	\$ 25.00 per hour	_____
	\$ 10.00 Administrative Service Fee	_____
Total Amount Due		=====

Deposit Paid:

Date Paid \_\_\_\_\_ Ck No. \_\_\_\_\_ Amount \_\_\_\_\_

Fees paid:

Date Paid \_\_\_\_\_ Ck. No. \_\_\_\_\_ Amount \_\_\_\_\_

Deposit Refunded by City of Minneola:

Date Paid \_\_\_\_\_ Ck. No. \_\_\_\_\_ Amount \_\_\_\_\_

THIS AGREEMENT WAIVES LEGAL RIGHTS  
PLEASE CONSULT AN ATTORNEY IF YOU HAVE ANY QUESTIONS

In consideration of the allowance of my use of the City of Minneola's recreational facility known as

---

(hereinafter referred to as the "Facility") or participation in the City of Minneola's

---

program (hereinafter referred to as the "Program") or both, and for other good and valuable consideration, receipt of which is hereby acknowledged, I both for myself, my party, and for my heirs, executors, personal representatives, administrators, and assigns, release and forever discharge the City of Minneola, and its officials, employees, agents, representatives, successors and assigns of all liabilities, claims, actions, damages, costs or expenses, including attorney's fees, which I may have against them arising out of or in any way connected with my use of the Facility or participation in the Program, including but not limited to, travel and transportation to or from any event or activity connected therewith, and including personal or bodily injuries, wrongful death or property damage which may be suffered by me or others before, during, or after my use of the Facility or participation in the Program. In further consideration of the acceptance of my application for use of the Facility or inclusion in the Program, and for other good and valuable consideration, receipt is hereby acknowledged, I, both for myself, my party or group, my heirs, executors, personal representatives, administrators, and assigns, agree to indemnify and hold harmless the City of Minneola, its officials, employees, agents, representatives, successors and assigns for all liabilities, claims, actions, damages, costs or expenses, including attorney's fees, assessed against them arising out of or in any way connected with my use of the Facility or participation in the Program, including travel and transportation to or from any event or activity connected therewith and the operation of any equipment necessary for participation in the event or activity, and including personal or bodily injuries, wrongful death or property damage which may be suffered by me or others before, during or after my use of the Facility or participation in the Program. I understand that this release, waiver, and indemnification includes, but is not limited to, any claims based on gross negligence, negligence, action or inaction on any of the above parties, and includes, but is not limited to, personal injury, bodily injury, wrongful death and property damage. I further understand that this release waiver and indemnification is intended to be as broad and inclusive as permitted by the laws of the State of Florida.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THIS RELEASE, WAIVER AND INDEMNIFICATION OF LIABILITY, and further agrees that no oral representations, statements or inducements, apart from foregoing written agreement, have been made.

---

Signature of Participant

---

Street Address

---

Printed name of Participant

---

City, State, Zip

---

Phone Number