



## Parks & Recreation

### **CITY OF HIALEAH DEPARTMENT OF PARKS AND RECREATION FACILITY RENTAL PERMIT APPLICATION**

A facility rental is defined as a rental of one of the park facilities overseen by the Department of Parks & Recreation for purposes of parties, gatherings, shows, exhibitions, sporting events or activities, tournaments, and other similar events, whether operated totally outdoors, temporarily within City recreation or community centers, on stage, under tents or with the use of temporary structures, to which friends and family, members of the public and/or outside organizations are invited to or participate in events, activities, sports, or the like. To ensure the safety of our residents and to maintain the quality of life of our community, the City of Hialeah must approve all rental inquiries prior to any event or activity taking place.

#### **Application Submittal Process**

- Submit completed application, along with all required documents, to the Park Manager of the facility you are renting. Some applications may take up to three (3) weeks to approve. Facility rentals may only be applied for at a maximum of six (6) months in advance. Facility rentals may only be applied for at a maximum span of three (3) months at a time.
- Once all documents are submitted, the application must be reviewed and approved by the Department of Parks & Recreation prior to a permit being executed.
- During the review period, staff will verify all submitted documents for legitimacy. It is the responsibility of the applicant to answer any questions/comments that are addressed electronically by the Department. It is imperative that the applicant supply a valid email address when submitting the application so that proper communication is made.
- Once the application is completely reviewed and all questions/comments have been addressed, the application will receive approval by a designee of the Parks division and/or the Recreation division.
- Upon receiving approval, the applicant and the facility's Park Manager will finalize a permit listing specific guidelines, dates and times, amenities being used, pricing and other details pertaining to the rental. Rental permits must be fully executed prior to the initial rental date in order to be confirmed as final. All payments and deposits **MUST** be made at the time of the rental permit being signed – prior to the initial rental date.

## Required Documentation

The following list of documentation is required for all rentals. It is the discretion of the City of Hialeah to waive any required documentation. If any of the applicable requirements are not submitted with the application, the application will be considered incomplete and disapproved.

- I. Facility Rental Permit Application
  - To be signed and submitted at least three (3) weeks prior to the rental date.
- II. Proof of Residency or Business
  - Sufficient proof would be a utility bill, occupational license, business tax receipt, etc.
- III. Security Deposit
  - Depending on the amenity requested, a security deposit in the form of a check (paid to the order of: City of Hialeah) will be required at the time of payment if the application is approved. Security deposits will be returned to renter after the rental has concluded and the renter was not found to be in violation of the rental permit.
- IV. Certificate of Insurance (C.O.I.)
  - A certificate of insurance is only required if the rental involves a third-party service (DJ, caterer, entertainer, etc.), members of a sports league, academy or camp, for-profit organizations and non-for-profit organizations.
  - Certificate must list the City of Hialeah as additionally insured and as the certificate holder affording coverage for general liability with limits of \$1M per occurrence, \$1M policy aggregate, protecting from and against bodily injury and property damage, and affording coverage for premises and operations liability, and products liability using the following address:  
**City of Hialeah**  
**501 Palm Avenue**  
**Hialeah, FL 33010**
- V. Proof of Non-Profit or Tax Exemption *(Required only if claiming sales tax exemption or non-profit status)*
  - Certificate of Exemption
  - 501 (c) Determination Letter
- VI. Pricing Guide *(Required only if charging for entry or items throughout rental)*
  - List of pricing per individual *(subject to approval by Department of Parks & Recreation)*

## Staff & Field Setup Fees

Staff, lighting, and/or field setup fees will be assessed by the facility's Park Manager if the rental requires park staff present, lighting, and/or field setup to take place during the rental. For more information or an estimate on staff, lighting, and field setup fees, please contact the Park Manager of the facility you are interested in renting.

### Applicant Information

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

### General Rental Information

Name of Facility: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

#### **TYPE OF RENTAL**

- Birthday Party
- Baby Shower
- Wedding
- Athletics / Sports
- School Activity
- Business Gathering/Meeting
- Community Function
- Other (Please Specify): \_\_\_\_\_

Please provide a brief description of the rental and the exact space being requested below:

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**DATE(S)**

*(Please enter either a range of dates OR a list of dates)*

**RANGE**

From: \_\_\_\_\_ To: \_\_\_\_\_

**OR**

**LIST**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TIMEFRAME**

*(Please enter the timeframe in which the rental will take place)*

Weekday Start Time: \_\_\_\_\_ Weekday End Time: \_\_\_\_\_

Weekend Start Time: \_\_\_\_\_ Weekend End Time: \_\_\_\_\_

**QUESTIONNAIRE**

Yes                      No

                      Will your rental be open to the public?

                      Will there be an admission fee to attend?

                      Will there be sponsors present?

                      Will this rental require the use of fields/courts?

                      If indoors, will this rental require the use of tables and chairs?

                      Will this rental require field/court lighting?

                      Will this rental require fields to be painted?

### **Weather Policy**

Fees will be processed and reservations must go on as scheduled regardless of weather conditions. Severe weather conditions are exceptions. If the weather conditions are deemed unsafe by a City of Hialeah employee, the rental fee will be refunded upon written request. Written request must be submitted to the Department of Parks and Recreation no later than two (2) business days after the event date.

If the applicant feels a weather forecast may have negative implications on the rental, written notice must be received at least two (2) business days prior to the rental date for any cancellations or rescheduling.

Rescheduling of the rental is subject to availability and only allowed at the City's discretion.

### **Hold Harmless Agreement**

I, the undersigned, do freely agree to make the following contractual representations and agreements.

I acknowledge and understand that participation in any activities involve the risk of serious injury, including permanent disability and/or death and severe social and economic losses.

I acknowledge that I am subject to the limitations contained in Florida Statute, Section 768.28, I, the undersigned, shall indemnify and hold harmless the City of Hialeah, its officials, employees, agents, representatives and attorneys, from and against any and all claims, liabilities, losses and cause of action which arise out of or in connection with the usage of this facility, activities under this agreement, including all NEGLIGENT or intentional acts or omissions to act on the part of myself, my organization or any person acting for or on its behalf, and from and against any orders, judgments, or decrees which may be entered and from and against all costs, attorney's fees, expenses incurred at the trial, appellate or administrative level or proceedings and liabilities insured in the defense of any claims or in the investigation thereof.

I, the undersigned, have read the above provision, fully understand its terms, and understand that I have given up substantial rights by signing this agreement and I acknowledge that I signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and I agree that, if any portion of this form is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

**[THIS SPACE IS INTENTIONALLY LEFT BLANK]**

### Terms & Conditions

By signing below, I acknowledge that I have read and fully understand the Facility Rental Permit Application, its guidelines, process and policies. I also acknowledge that all information listed in this application is true and that the submittal of this application is subject to approval by the Department of Parks & Recreation prior to receiving a permit.

\_\_\_\_\_

Print
Sign
Date



Parks & Recreation

THANK YOU FOR CHOOSING THE CITY OF HIALEAH'S  
DEPARTMENT OF PARKS & RECREATION  
TO HOST YOUR EVENT/ACTIVITY!

**FOR OFFICE USE ONLY**

<b>Fee Rate:</b>	Resident	Non-Resident	Non-Profit
<b>Staff Required:</b>	Full-Time	Part-Time	Both
<b>Security Deposit:</b>	Yes		No
<b>Notes:</b>			

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Lizandra Macias, Parks Supervisor I  
Parks Division

APPROVED / DISAPPROVED

\_\_\_\_\_

Steven Diaz, Recreation Facilities Supervisor  
Recreation Division

APPROVED / DISAPPROVED