

 **March 19, 2018**

 **City of Florence**

 **Parks/Facilities Use Rental Policy**

1. **Purpose**

To manage the City of Florence facilities in a manner to assure equitable opportunities for use without risking the quality of our facilities.

 This will be accomplished by using the following:

1. Outline the available facilities and dates of usage.
2. Outline the facility scheduling policies and procedures.
3. Define rules and regulations regarding usage.
4. Define the fees and charges for use of the facilities.
5. Manage the limited number of facilities in a fair and equitable manner.

 **B. Statement of Priorities**

A Park use Permit is required when a group wishes to use an amenity or to reserve a portion of a park in order to ensure availability at a specified time. These permits are available on a limited basis and in accordance with the priorities noted below:

1. Parks & Recreation Department scheduled activities and programs.
2. Activities and Programs conducted by other groups or organizations that are co-sponsored by the Parks & Recreation Department.
3. Civic, service, or social organizations which conduct non-discriminatory and non-profit activities; church sponsored social events
4. City resident non-profit private functions.
5. Non-resident non-profit private functions.
6. Fundraising, for-profit events and partisan activities.

 **C. Available Facilities**

The City of Florence Recreation Department is responsible for scheduling the use of facilities. Fees and charges may be assessed for the use of any facility to help partially offset park operational costs. Security Deposits may be applied to rentals. These deposits are refundable if the venue is left in a clean and neat manner. If a venue is not left in a suitable manner, the deposit may be forfeited. Security Deposits may be obtained at the City of Florence Recreation Department Administrative Office during business hours any time after the rental has concluded. Business Hours include: Monday through Friday, 8:30 a.m.- 5:30 p.m. The Administrative Office is located at 513 Barnes Street, Florence, SC. The City of Florence Recreation Department reserves the right to increase facility usage fees if additional costs are incurred. The following facilities are available for rental use:

**COMMUNITY CENTERS**

*Contact: Community Center Coordinator - (843) 665-3253*

* Maple Park Community Center
* Levy Park Community Center
* Northwest Park Community Center

|  |  |
| --- | --- |
| **Community Center Use** | **Price** |
| Full Facility for Full Day* $25 Refundable Security Deposit
 | $30.00 for facility plus $17/hour for staff coverage  |

**GAZEBO OR AMPHITHEATER**

*Contact: Office Assistant III - (843) 665-3253*

* Timrod Park

|  |  |
| --- | --- |
| **Gazebo Use** | **Price** |
| Full Facility for Full Day  | $40.00 |
| **Amphitheatre Use** | **Price** |
| Full Facility for Full Day | $40.00 |

* Freedom Florence

|  |  |
| --- | --- |
| **Amphitheatre Use** | **Price** |
| Full Facility for Full Day  | $40.00 |

**PICNIC SHELTERS**

*Contact: Office Assistant III - (843) 665-3253*

* Maple Park Picnic Shelter
* Timrod Park Picnic Shelter
* Levy Park Picnic Shelter (near playground)
* Levy Park Picnic Shelter (near Youth Center)
* Freedom Florence Picnic Shelter
* Lucas Park Picnic Shelter
* South Park Picnic Shelter
* Northwest Park Picnic Shelter

|  |  |
| --- | --- |
| **Picnic Shelter Use** | **Price** |
| Full Facility for Full Day  | $20.00 |

**DR. EDDIE FLOYD FLORENCE TENNIS CENTER**

*Contact: Director of Tennis - (843) 665-3106*

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| --- | --- |
| **Tennis Court Use** | **Price** |
| Full Facility Rental for Full Day* $100 Refundable Security Deposit
 | $150.00 |
| Full Facility Rental for Half Day (4 hours or less)* $100 Refundable Security Deposit
 | $75.00 |
| Partial Rental for Half Day (50% or less of courts)* $100 Refundable Security Deposit
 | $50.00 |

**FREEDOM FLORENCE RECREATION COMPLEX**

*Contact: Complex Coordinator - (843) 669-4597*

* Baseball/Softball Fields
* Football Fields
* Gymnastics Center

|  |  |
| --- | --- |
| **Baseball/Softball Field Use** | **Price** |
| Single Field for 1 Hour with Field Drag | $20.00 |
| Single Field For 1 Hour with Field Drag & Lined | $40.00 |
| Single Field for 1 Hour with Field Drag & Lights | $50.00 |
| Single Field for 1 Hour with Field Drag, Lined, & Lights | $70.00 |
| Full Baseball/Softball Complex for 1 Day Tournament | $150.00 |
| Full Baseball/Softball Complex for 1 Day Tournament & Drag Between Games | $350.00 |
| Full Baseball/Softball Complex for 1 Day Tournament & Use of Lights | $300.00 |
| Full Baseball/Softball Complex for 1 Day Tournament, Drag Between Games & Use of Lights | $500.00 |
| **Football Field Use** | **Price** |
| Single Field for 1 Game (2 Hours)  | *$75.00* |
| Single Field for 1 Game (2 Hours) with Use of Lights  | *$150.00* |
| Additional Use of Lights per Field (per Hour) – applies only when more than one field is reserved. | $30.00 |
| **Gymnastics Center** | **Price** |
| Lobby Area * $25 Refundable Security Deposit
 | $30.00 |
| Gym (includes instructor-lead games and light gymnastics activities) Reserve 2 hour increments  | $70.00 for 2 hours plus $17/hour per staff |

**PEARL MOORE BASKETBALL CENTER**

*Contact: Athletic Director - (843) 665-3253*

* Basketball Courts
* Meeting Rooms

|  |  |
| --- | --- |
| **Full Facility Use** | **Price** |
| Weekend Rental (Friday 12pm- Sunday 6pm)* $100 Refundable Security Deposit Required
 | $1675 |
| Full Facility Rental for Full Day- (10 hour period)* $100 Refundable Security Deposit Required
 | $630 |
| Full Facility Rental for Half Day (5 Hours or less)* $100 Refundable Security Deposit Required
 | $315 |
| **Main Gym Use** |  |
| Full Day use (10 hour period)* $100 Refundable Security Deposit Required
 | $450 |
| Half day use (5 hour period)* $100 Refundable Security Deposit Required
 | $225 |
| Per Hour Rental | $45 |
| **Auxiliary Gym** |  |
| Full day use (10 hour period)* $100 Refundable Security Deposit Required
 | $540 |
| Half day use (5 hour period)* $100 Refundable Security Deposit Required
 | $270 |
| Auxiliary Gym Rental per hour (two courts) | $54 |
| Auxiliary Gym Single Court Rental Per Hour | $45 |
| Charge per hour over scheduled reservation period | $30 |
| **Meeting Room Use** | **Price** |
| Full Room for Full Day | $50.00  |

**SOCCER COMPLEX**

*Contact: Athletic Director – (843) 665-3253*

* Soccer Field Use

|  |  |
| --- | --- |
| **Soccer Field Use** | **Price** |
|  |  |
| ***Weekend Rental Rates*** |
| Weekend Rental (Friday 12pm- Sunday 6pm) * Full Facility 10 Fields(includes use of lights)
* $100 Refundable Security Deposit
 | $1800.00 |
| Weekend Rental (Friday 12pm- Sunday 6pm) * Partial Facility 5 Fields (includes use of one lighted field, if two lighted fields are required, an additional charge of $45 per hour will be added)
* $100 Refundable Security Deposit
 | $900.00 |
| **One Day Rental Rates** |
| Full Facility for Full Day (10 hour period)* $100 Refundable Security Deposit
 | $1000.00 |
| Partial Use for Full Day (50% or fewer of fields) * $100 Refundable Security Deposit
 | $500.00 |
| **Single Field Rental Rates** |
| Single Field for Full Day (10 hour period/lights not included)* $100 Refundable Security Deposit
 | $300.00 |
| Single Field for Half Day (5 hours or less/lights not included)* $100 Refundable Security Deposit
 | $150.00 |
| Hourly Rate per Field (lights not included) | $30.00 |
| Lights for Championship Fields – hourly rate per field | $50.00 |
| * Staff Coverage for Reservation Required at a Charge of $17/HR and is included in the rental rate
 |  |
| * Charge per hour over scheduled reservation period
 | $30.00 |

**BASEBALL/SOFTBALL LEAGUE ATHLETIC FIELDS**

*Contact: Athletic Director - (843) 665-3253*

* Freedom Florence – Lower Complex Only
* Maple Park
* McLeod Park
* Northside Park

|  |  |
| --- | --- |
| **Baseball Field Use** | **Price** |
| 1 Hour without Lights  | $20.00 |
| 1 Hour with Lights | $25.00 |

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**NEIGHBORHOOD ATHLETIC FIELDS**

* Iola Jones Park
* Levy Park
* Northwest Park
* Southpark

These neighborhood athletic fields are intended for immediate neighborhood use, and are available to organized athletic groups for practice on a drop-in basis. Since these fields are not typically available for rental, there are no fees associated with their use except during scheduled events and activities in which a full park may be reserved. The City of Florence Recreation Department reserves the right to suspend field availability during opportunities for necessary field maintenance requirements, recreation events, and/or periods of inclement weather.

**D. Scheduling Tournaments or Individual Games at Athletic Facilities**

The City of Florence has multiple venues suitable for tournaments and organized games which may be scheduled for use. These include:

* Florence Soccer Complex
* Freedom Florence Recreation Complex
* Dr. Eddie Floyd Florence Tennis Center Complex
* Pearl Moore Basketball Center

 1. The City of Florence Recreation Department reserves the right to limit the amount of play permitted at athletic facilities.

 2. All groups/organizations/associations, etc., making a request must submit an Athletic Field and Court Use Agreement to the Athletic Director for consideration or if for the Tennis Center must submit a Tennis Facility Use Permit.

 3. Tournaments or Games are scheduled around league play, maintenance and staff availability.

 4. Tournament or game requests must be scheduled in advance. No requests will be considered that do not provide the City of Florence with a minimum of a one week’s notice.

5. A facility fee will be charged to all groups that are not directly affiliated with City of Florence Recreation Department or a Sponsored or Co-Sponsored Event for the City of Florence.

 **E. Scheduling Practice Sessions at Athletic Facilities**

1. The City of Florence Recreation Department reserves the right to limit the amount of practice permitted at athletic facilities.
2. All groups/organizations/associations, etc., shall submit an Athletic Field and Court Use Agreement to the Athletic Director for consideration.
3. There may be blackout dates for maintenance, recreation events, etc. which may limit availability. Contact the City of Florence Recreation Department at (843) 665-3253 to determine available dates.
4. For re-occurring use, teams may submit one request at a time for consideration. The request will be for a single practice session. This allows for equitable use of facilities by interested groups.
5. Practices at neighborhood athletic fields are on a drop-in basis. Practices do not have to be scheduled since they are on a first come, first served basis. Please be aware that in the event a neighborhood athletic field is booked by another party as part of an entire facility rental, the rental will have priority usage of the facility including the practice field.
6. A facility fee will be charged to all groups that are not directly affiliated with City of Florence Recreation Department or a Sponsored or Co-Sponsored Event for the City of Florence.

**F. Rules and Regulations for Use of League Athletic Facilities (basketball courts, baseball, softball and soccer fields)**

1. Teams may not use league athletic facilities unless pre-scheduled.
2. Fencing or backstops may not be used for batting practice, soft toss, pickle, etc.
3. Do not pitch or hit from grassed areas. Please place rubber mats over the grassed area if pitching or throwing in front of the pitching mound. Mats need to be removed before leaving the field.
4. Infield, pitching mound, and home plate area must be raked properly after each practice. Also, make sure to fill in all holes and to rake or push the clay away from the grass areas.
5. Our athletic fields will be maintained on the normal seasonal schedule. This includes mowing, lining, dragging, etc. Fields will not be dragged or lined during the months facilities are available for non-league teams to practice.
6. Non-league teams or organizations using any City of Florence athletic facility for practice will be responsible for damages incurred to the facility during their scheduled timeslot.
7. No alcoholic beverages or illicit drugs are allowed at any City of Florence athletic fields, or within any City of Florence parks, excluding the Dr. Eddie Floyd Tennis Facility which allows alcohol through special permit only. (See Page 15)
8. No trash should be left on the field, court, in the dugouts or benches, around the bleachers, or in the parking lot.
9. No pets are allowed inside athletic facilities. Service animals are allowed. Animals designated as **Therapy pets are NOT ALLOWED**.
10. Parking is allowed in designated parking areas only.
11. Misuse of the City of Florence athletic facilities may result in loss of scheduling privileges.

 12. All park guidelines set forth by the City of Florence Recreation Department must be followed at all times.

**G. Scheduling Procedures for Community Centers, Picnic Shelters, Amphitheatre**

 **&** **Gazebos**

1. A Park/Facility Use Permit must be completed for consideration of use of Community Centers, Picnic Shelters, Amphitheatre and/or Gazebo.
2. A Park/Facility Use Permit can be obtained on our website, [www.cityofflorence.com](http://www.cityofflorence.com) via email or at the Recreation Administrative Office located at 513 Barnes Street, Florence, SC.
3. Staff will review requested date and venue to determine availability. A reservation is considered confirmed when the requested date and venue are available, the rental fee has been received, and if necessary, a Certificate of Liability has been received providing coverage for a large-scale event. (See Page 12)

1. Cancellations may be entitled to a refund if requested in advance of the reservation date. Any request for refund after the date of the reservation will not be considered.
2. Some events will require the approval of the Parks and Beautification Commission. These are viewed on a case by case basis. Interested parties should attend the monthly meeting of the commission and present the details of their request. The Parks Commission meets on the first Thursday of each month at 8:30am. at the Barnes Street Activity Center at 513 Barnes Street, Florence, SC. Interested parties must contact (843) 665-3253 to be placed on the agenda to have your request reviewed.

 **H. Rules and Regulations for Use of Parks and Community Centers**

 1.  The parks open one (1) hour before sunrise and close one (1) hour after sunset, except for lighted events.

 2. Trash receptacles are located in various areas of the facility. All trash must be appropriately placed in these receptacles during events.

 3.  Skateboarding is NOT allowed except at the Skate Park located at McLeod Park.

 4.  Pets are NOT ALLOWED in Community Centers. Service Animals ARE ALLOWED. Animals designated as **Therapy pets ARE NOT ALLOWED**. Pets are allowed in general park areas and must be on a leash at all times. Please clean up after your pet. For your convenience, pet waste stations are provided at various park locations.

 5. Alcoholic beverages and illegal drugs will NOT be tolerated in any park or community center.

 6.  Except for law enforcement personnel, firearms and weapons are NOT allowed in any park or facility.

 7. Fireworks are NOT allowed in any park or facility except when specifically authorized by special permit.

  8. Self-contained grills are allowed in the park or facility, provided they are kept at least 12” off the ground. The resulting coals and grease must be removed from the park.

  9. The parks are designed to accommodate foot and bicycle traffic only. Bicyclers may be required to walk their bikes when large events are in progress and/or to ride in designated areas, AS DIRECTED BY EVENT OFFICIALS.

 10. Motorized vehicles, including motorcycles and four-wheelers, may park on-street or in designated parking areas. Except for maintenance crews and emergencies, all other vehicles must receive permission to enter the park for loading/unloading purposes. If approved, vehicles must be removed to a designated parking area before event begins.

 11. No inflatables of any type are allowed on the premises of any of the parks.

 12. Specific areas or amenities in the park can be reserved upon approval of a formal request submitted to and approved by the Parks & Recreation Department staff. Call 843-665-3253 for more information.

**City of Florence, South Carolina
Required Insurance Information**

Prior to any work being performed on City of Florence property and/or in the public rights-of-way of the City of Florence, the following insurance requirements shall be met by the applicable firm/vendor.

The firm/vendor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, it agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages.

**Comprehensive General Liability Insurance:**

* Naming the City of Florence, SC as additional insured, with **General Liability** in the amounts of $1,000,000 per occurrence and $1,000,000 per person;
* Further, the firm/vendor shall agree to insure prior to commencement of work that all subcontractors, agents or assigns of the firm/vendor maintain sufficient comprehensive general liability insurance, naming the City of Florence, SC, as additional insured in the amounts of $1,000,000 per occurrence and $1,000,000 per person;
* **Automobile Liability** insurance with minimum combined single limits of $1,000,000 per occurrence shall be maintained by the firm/vendor.
* The work being done or service provided should be specifically described under “Description of Operations” on the Certificate of Insurance.

**Worker’s Compensation and Employer’s Liability Insurance:**

* The firm/vendor shall take out and maintain, during the life of the contract and/or project/work agreement, **Worker’s Compensation and Employer’s Liability Insurance** for all employees to be engaged in services on the project under this agreement in the amount of not less than $1,000,000 and in case any services are sublet, the firm/vendor shall require all subcontractor(s) also to provide worker’s compensation and employer’s liability insurance agreement in an amount of not less than $1,000,000 for all of the subcontractor’s employees to be engaged in such.

***Note:*** Proof of such insurance shall be provided and given to the City of Florence by an appropriate Certificate of Insurance issued by the firm’s/vendors insurance agent.



**Athletic Field and Court Use Agreement**

Date Requested: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field/Court Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Coach’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell)

Liability Coverage Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Authorization Statement***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby acknowledge that I have received a copy

 (Print Head Coach’s Name)

of the City of Florence Parks and Recreation Department Parks Facilities Use and Rental Guidelines. I understand that the City of Florence can, at its sole discretion, modify, eliminate, revise, or deviate from the Policy as circumstances or situations warrant. I also understand that any changes made by the City of Florence with respect to these Policies, can supersede, modify, or eliminate any of the policies in this packet. I accept responsibility for familiarizing myself with the Policy and will seek verification or clarification of its terms or guidance where necessary. I have read and fully understand all the rules and regulations. Furthermore, I understand that I should consult with the Athletic Director or a Representative of the City of Florence Recreation Department if I have any questions that are not answered in the City of Florence Athletic Field Use Policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature* *Date*

***Athletic Department Use****:*

*Usage Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Usage Fee Collected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Collected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 **City of Florence Parks & Recreation Department 5 513 Barnes Street, Florence, SC 29501**

**Park/Facility Use Permit**

***Please Print***

**Name of Applicant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip Code**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Alt Telephone Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Park/Facility to be used:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specific area to be reserved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Starting Time:\_\_\_\_\_\_\_\_\_\_ Ending Time:\_\_\_\_\_\_\_\_\_\_\_ Total Overtime Hrs. @ $17.00/hr.\_\_\_\_\_\_\_\_**

**Describe in detail the type of Event/Activity: (Example: Birthday Party, Reunion Wedding, etc.)**

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**Will you need access to park area for loading/unloading?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**USAGE FEE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Damage Deposit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I have read the City of Florence Parks & Recreation Department’s Park Facilities Use and Rental Guidelines and agree to abide by the conditions stated therein. I also agree to provide the City of Florence, if required, a Certificate of Insurance naming the City as Additional Insured.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Applicant Signature Date**

**Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Parks & Recreation Staff) Date & Time Rec’d**

**Office Phone: 843-665-3253 Office Fax: 843-665-3264 Police Phone: 843-665-3191**

 **City of Florence**

 **Parks & Recreation Department**

 **513 Barnes Street, Florence, SC 29501**

**Tennis Facility Use Permit**

***Please Print***

**Name of Applicant**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip Code**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Alt Telephone Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific area to be reserved (Please specify below)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Full Facility-$150.00 Upper Meeting Room/Balcony-$75.00 Front Lawn- $100.00***

 ***Lawn Area Between Courts 1 & 2, 10, 11 & 14, 15-$100.00 Other-$\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date of the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Starting Time:\_\_\_\_\_\_\_\_\_\_ Ending Time:\_\_\_\_\_\_\_\_\_\_\_ Total Overtime Hrs. @ $17.00/hr.\_\_\_\_\_\_\_\_**

**USAGE FEE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deposit Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Describe in detail the type of Event/Activity: (Example: Social, fundraiser, etc.)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Will alcohol be served? Yes No (If yes, may require police oversight)**

**Will you need access to gated area for loading/unloading?:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I have read the City of Florence Parks & Recreation Department’s Park Facilities Use and Rental Guidelines and agree to abide by the conditions stated therein. I also agree to provide the City of Florence, if required, a Certificate of Insurance naming the City as Additional Insured.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Applicant Signature Date**

**Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Parks & Recreation Staff) Date & Time Rec’d**

**Office Phone: 843-665-3253 Office Fax: 843-665-3264 Police Phone: 843-665-3191**

**Florence Tennis Center: 843-665-3106**