



City of Jacksonville
Parks, Recreation and Community Services Department
Center Rental/Usage Permit



Center Name _____ Application Date _____

Reservation Date _____ Start Time _____ End Time _____

Room(s)/Area Permitted _____

Anticipated Attendance _____

Center Rental Usage/Function/Activity Description

Applicant/Permittee

Name _____

Address _____

Home Telephone _____ Cellular Telephone _____

Work Telephone _____ Email Address _____

This contract requires the name and signature of the Responsible Applicant/Permittee who will ensure compliance with all terms and conditions of the permit. Such person is to be at least 21 years of age, be present for the entire event, and possess a valid photo ID which will be available for inspection during the entire event.

Fees

\$25.00 per hour per COJ worker* – plus applicable sales tax – 4 hour minimum

\$50.00 clean up fee** – plus applicable sales tax

\$20.00 Cancellation fee if canceled more than ten days prior to event – plus applicable sales tax

\$50.00 Cancellation fee if canceled ten days or less prior to event – plus applicable sales tax

*The following facilities/circumstances require two COJ workers: Lane Wiley Center, Mary Singleton Center, Legends Center, any event including attendance of 125 or more guests, or as determined by management

**Cleanup fee includes taking out bagged trash, wiping table and countertops, sweeping and mopping floors and cleaning bathrooms

Acceptable forms of payment: Cashiers/Certified Bank Check or Money Order payable to City of Jacksonville. Personal Checks, Business Checks and Cash is not accepted

Until all fees are paid, the center is not “reserved”

Center Rental Usage Permit

Effective 6/1/18

Page | 1



City of Jacksonville
Parks, Recreation and Community Services Department
Center Rental/Usage Permit



It is understood and agreed that the use of the Center is subject to the following terms and conditions as well as all local/ state/federal laws/rules/regulations/ordinances. Failure to comply may result in cancelation of the event and vacating the center. The Jacksonville Sheriff's Office will be dispatched as appropriate.

Permits will be issued no more than six months in advance of Center Rental Usage/Function/Activity date

Permits will be issued no less than one week in advance of Center Rental Usage/Function/Activity

Permittee is to contact center site staff no later than one (1) week prior to the function date to discuss specific arrangements

Safety

Each permitted function requires the attendance of one individual who will be present during the entire event and is responsible for the compliance with all conditions of this Permit

If function attendance exceeds the posted center capacity, the function will be shut down immediately

Permittee will assign a door monitor to screen for invited guests only

Children attending the function are to be supervised at all times

When children are in attendance, a ratio of one adult chaperone for each 10 children (17 and under) is required at all times

Center Availability

Friday's 6:00PM – 11:00PM

Saturday's 8:00AM – 11:00PM

Sunday's 8:00AM – 10:00PM

Permits are issued for private use such as private parties, club meetings, etc. For safety, security and occupancy reasons, events are limited to invited guests only, "Open to the Public" type events are not allowed

Rental period starts and ends as specified in the permit. No admittance of the permittee will be allowed prior to the start time listed on the permit. The center is to be vacated by permittee along with any and

Center Rental Usage Permit
Effective 6/1/18



City of Jacksonville
Parks, Recreation and Community Services Department
Center Rental/Usage Permit



all guests at the end time specified on the permit. Failure to vacate may result in removal from the premises by JSO. At end of Center Rental Usage/Function/Activity, the center it to be left in the same condition as it was upon arrival

In order to ensure center availability to all the general public, centers may not be permitted by the same permittee on a regular basis. Permits will not be issued for consecutive weekends, and no more than two bookings by the same permittee will be allowed at any time

At the conclusion of the event, the Permittee is responsible for returning furniture and equipment to the location/position it was in upon arrival. Centers are rented as is; the availability of tables and chairs is limited to those available at the location permitted. Pool tables, table tennis tables, and large equipment are not to be moved or utilized by permittee.

The City of Jacksonville, Parks, Recreation and Community Services Department, reserves the right to cancel any permit in the case of an emergency, or if need for the center by the City of Jacksonville should arise. Upon cancelation, an effort to assist the permittee in utilization of an alternate center, date or time will be made by staff.

- Permittee is responsible for bagging all trash from the event
- Alcohol products prohibited
- Tobacco products prohibited
- Pets/Animals (other than service animals) are prohibited
- Product and/or Service Sales are prohibited
- Fund Raising is prohibited
- Raffles are prohibited
- Cooking is not allowed
- Warming ovens are not available for use during event
- Pool Tables, Tennis Tables, or other Center Equipment is not available for use during event
- Decorations are not to be attached to walls, ceiling, windows, doors, etc.
- Permittee is responsible for payment to repair/replace any and all damage to property equipment of the center (including but not limited to building, tables, chairs, audio/video equipment, etc.) which occurred during the event. If damages are not paid, Permittee will be prohibited from obtaining future permits
- COJ staff cleanup is limited to: Taking out bagged trash, wiping table and countertops, sweeping and mopping floors, and cleaning bathrooms
- **The selling or exchanging of anything of value while using a City Center, pursuant to a rental, to include but not limited to, fundraising, operating businesses, charging an entry fee, purchasing tickets and/or donations to gain entry is strictly prohibited**



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Center Rental/Usage Permit



In consideration for being allowed to use the Center, the undersigned: (i) acknowledges that the activities will be confined to the boundaries within the Center/Facility that this agreement is being issued for; (ii) assumes all risks, whether known or reasonably foreseeable, which may be associated with the permitted use; (iii) agrees to hold harmless, indemnify and defend the City, it's directors, officers, employees, representatives and agents against any claim, action, loss damage, injury liability, cost and expense of whatsoever kind or nature (including but not by way of limitation, attorney's fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the use of the Center's facilities.

The City of Jacksonville, Florida is a self-insurer pursuant to Section 768.28, Florida Statutes, under a funded program of self-insurance. The User is hereby notified that he/she is exposed to liabilities as the sponsor of planned activities being permitted. The User may wish to contact an insurance representative of his/her choosing to discuss the planned activities, associated liabilities and availability of liability insurance for same. I, the User have read the above and I accept responsibility for all of the conditions being met.

I have read and agree to comply with the Center Rental/Usage Permit.

Permittee Name Printed _____ Staff Name Printed _____

Permittee Signature _____ Staff Signature _____

Date _____ Date _____

Permit Hours times \$25.00 = \$ _____

Permit Hours times \$50.00 = \$ _____

Clean Up Fee @\$50.00 = \$ _____

Sales Tax = \$ _____

Total Paid = \$ _____

Receipt # _____

Receipt date _____



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Senior Center Name	Address	Phone	Rental Room Capacity	Emergency Contact Number
Bennie Furlong Senior Center	281 South 19th Ave. (32250)	241-3796	120	(904) 803-2185
Charlie Joseph Senior Center	6943 Buffalo Ave (32208)	768-4762	72	(904) 803-2185
Clanzel Brown Senior Center	4575 Moncrief Rd (32208)	764-8752	93	(904) 803-2185
Frances Padgett Arlington Senior Center	1078 Rogero Rd (32211)	723-6142	200	(904) 803-2185
Hammond Senior Center	3312 West 12th St (32254)	786-8554	75	(904) 803-2185
J.S. Johnson Senior Center	1112 Jackson St (32204)	630-0949	100	(904) 803-2185
Jim Fortuna Senior Center	11751 McCormick Rd (32225)	996-0211	164	(904) 803-2185
Lane Wiley Senior Center	6710 Wiley Rd (32210)	783-6589	140	(904) 803-2185
Leroy Clemons Senior Center	55 Jackson Ave (32220)	693-4918	125	(904) 803-2185
Lincoln Villa Senior Center	7866 New Kings Rd (32219)	765-2654	150	(904) 803-2185
Longbranch Senior Center	4110 Franklin St (32206)	630-0893	105	(904) 803-2185
Louis Dinah Senior Center	1805 Flag St (32209)	630-0728	75	(904) 803-2185
Mandarin Senior Center	3848 Hartley Rd (32257)	262-7309	150	(904) 803-2185
Mary L. Singleton Senior Center	150 E.1st St (32206)	630-0995	150	(904) 803-2185
Maxville Senior Center	18065 Pennsylvania Ave (32234)	289-7157	100	(904) 803-2185
Moncrief Senior Center	5713 Teeler Ave (32208)	764-0330	85	(904) 803-2185
Oceanway Senior Center	12215 W. Sago Ave (32218)	696-4331	65	(904) 803-2185
Riverview Senior Center	9620 Water St (32208)	765-7511	120	(904) 803-2185
Wallace Small Senior Center	1083 Line St (32209)	630-0724	Closed	(904) 803-2185

Rec & Comm Services Center Name	Address	Phone	Rental Room Capacity	Emergency Contact Number
Balis Community Center	1513 LaSalle Street	306-2148	125	(904) 591-4128
Bethesda Community Center	10790 Key Haven Boulevard	764-5531	200	(904) 591-4128
Blue Cypress Community Center	4012 University Boulevard West	745-5466	150	(904) 591-4128
Cecil Field Community Center	13511 Normandy Blvd	255-4271	225	(904) 591-4128
Charles Clark	8793 Sibbald Road	924-5351	150	(904) 591-4128
Cisco Gardens	4238 Jones Road	255-7921	40	(904) 591-4128
Clanzel T. Brown Com. Center	4575 Moncrief Road	765-5282	100	(904) 591-4128
Cuba Hunter Center and Gym	4380 Bedford Road	858-1366	125	(904) 591-4128
Dinsmore Community Center	7322 Civic Club Drive	924-5330	82	(904) 591-4128
Edith B. Ford Community Center (Woodstock)	2839 West Beaver Street	388-2640	176	(904) 591-4128
Emmett Reed Center and Gym	1093 West 6th Street	630-0958	70	(904) 591-4128
Henry T. Jones Com Center	3856 Grant Road	399-0615	100	(904) 591-4128
Johnnie Walker Com Center (Grand Park)	2500 West 20th Street	630-0321	150	(904) 591-4128
Julian W. Barrs Com Center (Crystal Springs)	10151 Crystal Springs Road	693-4909	150	(904) 591-4128
Legends Center - Community Room	5130 Soutel Drive	255-4050	300	(904) 591-4128
Legends Center - Double Classroom	5130 Soutel Drive	255-4050	70	(904) 591-4128
Lewis-Cobb (Beverly Hills) Community Center	4511 Portsmouth Drive	255-7921	110	(904) 591-4128
McGirts Creek Community Center	8435 118th Street	573-3153	150	(904) 591-4128
Oceanway Community Center	12215 Sago Avenue West	751-3386	200	(904) 591-4128
Robert F Kennedy Community Center	1133 Ionia Street	630-0933	70	(904) 591-4128
Windy Hill Community Center	10445 Anders Boulevard	565-2669	60	(904) 591-4128