

**PLEASE PRINT ALL INFORMATION LEGIBLY**

**CITY OF HIGH SPRINGS  
FACILITY/FIELD RENTAL APPLICATION FORM**

APPLICATION DATE: \_\_\_\_\_ RESERVE DATE(S): \_\_\_\_\_

FACILITY/ FIELD: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Applicant: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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

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

Purpose of Use: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Will Food be Served? YES NO

Do you plan to charge guests or solicit business in any way? YES NO

I/we agree to abide by the printed rules and regulations and to be responsible for any damages to the facility or to its furnishings during the usage. I/we agree to indemnify and hold the City of High Springs, its affiliates, directors, officers, employees, agents and contractors, including third party service providers, harmless from and against any loss, damage liability, cost of expense of any kind (including attorneys' fees) arising from my/our or an authorized users' use of the premises (including all facilities and fields thereon), any fraud or misuse of the premises, violation of these rules and regulations and this agreement and/or violation of any applicable law or the rights of any third party. The City of High Springs reserves the right to require me/us and authorized users to obtain insurance, including without limitation, general liability coverage, adding the City of High Springs as an additional insured, in coverage amounts determined by the City of High Springs, with respect to my/our use of the premises and/or any event I/we host on the premises.

\_\_\_\_\_  
Signature of Applicant Date

Usage Fee: \$ \_\_\_\_\_

Key/Damage Deposit: \$ \_\_\_\_\_ (Refunded when key returned, building is inspected and no damage or excess cleaning is needed.) You may be charged additionally fees if damages are present.

TOTAL FEES \$ \_\_\_\_\_

AMOUNT PAID: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CLERK: \_\_\_\_\_

\_\_\_\_\_  
**Responsible Party**

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KEY #/Key Code \_\_\_\_\_ ISSUED TO: \_\_\_\_\_

Date Key Returned: \_\_\_\_\_ Clerk: \_\_\_\_\_

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ASSESSED DAMAGES \$ \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

REFUND DUE \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

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DATE CANCELLED: \_\_\_\_\_ BY: \_\_\_\_\_

## City of High Springs

### Facility Rental Price Sheet

<u>Location</u>	<u>Capacity</u>	<u>Deposit</u>	<u>Price ½ day</u>	<u>Price Full Day</u>	<u>Size</u>
Civic Center	150	\$150 \$200 with PA System	\$150	\$250	54' x 37'
Santa Fe Room	74	\$50	\$50	\$100	54' x 21'
Poe Springs Room	43	\$50	\$40	\$75	34' x 21'
Sports Complex One Softball Field		\$75	\$50	\$100	Bases can be set at 60,70,80' 300' fences
Sports Complex Both fields		\$150	\$100	\$150	Bases can be set at 60,70,80' 300' fences

- Any excessive damage or mess may result in additional fines.
- Half day rentals are for 6 hours (including set up and tear down!) and will be either 7Am-1Pm or 1pm-7pm. Renters will be charged 25\$ for each additional hour they go over their rental time.
- Full day rentals are for 12 hours (including set up and tear down!) starting at 7Am.
- If your event runs later than 7pm you must designate that on your application.

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Responsible Party

## CITY OF HIGH SPRINGS RULES AND REGULATIONS

All fees are paid in advance. Deposit and Rental fee must be paid in order to reserve your date. Deposit refunds are issued within two weeks of inspection of Facility. A cancellation of less than 5 days will result in a refund of fees only and a forfeiture of the deposit.

### Rules and Regulations governing the use of facilities:

1. Absolutely NO alcoholic beverages (not even those with less than 1% alcohol content) are allowed on the premises nor may be served in any facility.
2. Attach nothing to walls, fixtures, doors, appliance or furniture. All decorations must be temporary.
3. No furnishings may be borrowed or removed from the premises.
4. Kitchen facilities may be used only in conjunction with the service of foods already prepared or catered service. NOTE: KITCHEN MUST BE LEFT CLEAN.
5. No food may be left in the building.
6. City, County and State functions shall take first priority.
7. Anyone or group using the Facility will clean up the premises after use. Clean and store all chairs and tables (except as outlined on the Civic Center Checklist, Old School Checklist). Pick up and place garbage in dumpster, etc. This includes sweeping the entire floor, mopping and spills, make sure toilets are flushed and debris picked up in the bathrooms.
8. Any damages for loss of furniture or equipment or breakage shall be paid for by the person signing this application using the facility.
9. Only public property may be located or stored in or on the premises.
10. Do not prop any of the exterior doors open. The back door is only for deliveries, it is NOT a general entrance.
11. If the program plans to charge for services using our facility and make a profit a special agreement must be generated between the group renting and the City of High Springs.

You may not set up or go into the Civic Center the day before unless you have paid for the previous day.

**Please Note:** A key or key code may be picked up at City Hall. Those with weekend reservations may pick up the key or key code on Thursday. City Hall is open from 7:30 am until 6:00 pm, Monday thru Thursday. After you have used the Old School Center, you may put the key into the “water bill payment” drop box behind City Hall. Civic center keys are to be placed back in the lock box outside the door. Keys should be returned as soon as possible.

No refunds will be issued until the key is returned and the building inspected. The building will be inspected after each use and prepared for the next user. Our personnel will make note of any additional cleaning and/or damage to the premises. Additional charges to cover these costs will be deducted from the deposit. Charges in excess of the deposit will be billed to the applicant.

**Please note:** Your deposit will not be returned if the fire suppression system above the stove is activated. The city reserves the right to check the security cameras in the event of a discrepancy.

I have read the foregoing Rules and Regulations governing the use of the Civic Center and understand them.

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Signature

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Date

# CIVIC CENTER CHECKLIST

Cleaning supplies will be stored in the cabinet under the kitchen sink along with trash bags and paper towels. The mop solution will be placed under the kitchen sink as well and the mop will be located in the storage room in which the chairs are housed. No Furniture or Fixtures are to leave the building.

## **Main Area**

1. Floors swept, (mopping required if attendance is over 40) and free of dirt markings.
2. Trash receptacles emptied and trash taken to dumpster. Please place new bags (provided) in the receptacles.
3. Tables and chairs should be cleaned and wiped down.
4. Tables and chairs should be all accounted for, placed on table/chair carts and returned to closet. Please leave six tables out and set-up. Also leave three chairs per table out.
5. If PA system is used, all microphones and materials must be returned to the storage cabinet in the PA room.

## **Kitchen**

1. Countertops, cabinets and appliances must be wiped down (including inside of the refrigerator).
2. All food, resources must be removed from the kitchen and nothing is to be stored.
3. Trash removed and taken to dumpster. Bag needs to be replaced.
4. Floor swept, and mopped (mopping required if attendance is over 40).

## **Bathrooms**

1. Trash and debris must be removed from floor.
2. Garbage cans must be emptied and replaced with a new bag.
3. Toilets must be flushed.
4. Floor must be swept.

## **General Rules**

1. Do not leave doors open
2. Turn off lights, Lock the building and return the key to Lock Box.

## **Mopping Instructions**

1. Sweep floor first
2. Fill mop bucket with 2 gallons of hot water and add in 1 cap full of floor cleaner
3. Damp mop with sponge mops.

In order to have your security deposit refunded the above request must be followed. If the building is misused or the above steps are not followed, future use could be prohibited and security deposit may be affected. This building is under video surveillance inside and out.

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Responsible Party

# OLD SCHOOL CHECKLIST

Cleaning supplies will be stored in the closet next to the men's restroom along with trash bags and paper towels. The vacuum will be in there as well.

This Checklist is for the Santa Fe Room and the Poe Springs Room.

## **Main Area**

1. Floors Vacuumed and free of dirt markings.
2. Trash and debris must be removed from floor.
3. Trash receptacles emptied and trash taken to garbage cans located outside on the west end of the building. Please place new bags (provided) in the receptacles.
4. Tables and chairs should be cleaned and wiped down.
5. Tables and chairs should be all accounted for, and returned to the closet across the hall from the main entrance. Please leave six tables out and set-up. Also leave three chairs per table out.

## **Bathrooms**

1. Trash and debris must be removed from floor.
2. Garbage cans must be emptied and replaced with a new bag. Garbage must be taken to garbage cans.
3. Toilets must be flushed.
4. Floor must be swept.

## **General Rules**

1. Do not leave doors open
2. Lock the building and return the key to (drop in "payment drop box" behind City Hall).
3. Lights must be turned off
4. No furniture or fixtures are to leave the building.

In order to have your security deposit refunded the above request must be followed. If the building is misused or the above steps are not followed, future use could be prohibited and security deposit may be affected..

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Responsible Party