

City of Tampa Parks and Recreation Department

Building Rules

1. Use of the facility is guaranteed for the **period specified in the permit only**. Event set-up and clean-up must be included in the rental period. Uses that exceed the normal operating hours of the facility may be charged additional fees as specified in the Fees Resolution to include personnel and/or overtime, additional building fees, etc. Extension of rental hours will not be permitted at rental.
2. **Attendant:** An attendant will be present in the building during the scheduled event. Any directions or instructions from the attendant must be followed for the safety and security of the building and all its users. Please report any safety issues to the attendant immediately. That attendant has the authority to stop or modify the event if deemed necessary or if the application has provided information that is found to be false from that on the permit.
3. **Room Capacities:** Facility/Building capacities are based on fire/safety codes and are not to be exceeded for any reason. Applicants may forfeit their rental, be required to leave the premises, and forfeit future rental privileges if building capacities are exceeded.
4. **Furniture:** Facilities are limited to the amount of furniture available at any given time. Table coverings must be used for events with food. No additional furniture will be allowed in the building and furniture is not to be removed from the building at any time. It is the responsibility of the applicant to set-up and take-down the tables and chairs. The number of tables and chairs provided are limited to the number on site and available. Chairs, tables, and other furnishings are to be returned to their designated place. Specialized equipment such as televisions or related equipment is not to be moved from their original designation.
5. **Decorations/Clean-up:** The Applicant will be responsible for leaving the facility in a clean and satisfactory condition upon the conclusion of the permit and in the same conditions as before use; floors are to be swept and moped if necessary and trash cans are to be emptied and trash must be brought to dumpsters.
 - Only removable adhesive tabs are allowed for securing your decorations. Staples, nails, tape, pushpins, adhesive backed decals, tacks or paint are prohibited. Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the shelter facility. All decorations and other items brought into the shelter are to be removed and disposed of properly. Under no circumstances are signs to be nailed, pinned, or stapled to any tree, park sign, facility, and/or along the roadways. Candles are prohibited.
 - Balloons: Helium balloons are allowed provided: they are securely anchored or strung together (e.g., arched); they are removed at the completion of the event; air tanks are properly secured during the event. If there are more than 10 balloons on the ceiling at the end of your event, additional fees will be charged for the removal and deducted from your deposit. Direct costs for replacement will apply for any damage to ceiling fans as a result of loose balloons.
6. **Department signs,** forms, and other materials are not to be removed or altered unless authorized by the department representative in charge.
7. **Vehicles** must be parked in designated parking lot areas. Loading or unloading from vehicles must be done from designated parking lot areas only. Violations will result in a parking ticket.
8. **Alcohol/Illegal Drugs:** The use, sale and/or consumption of alcoholic beverages and/or illegal drugs are prohibited.
9. **Gambling** or games of chance are prohibited.
10. **Commercial Activity:** Admission charge, donations, or the sale of items is prohibited. Commercial groups are not permitted to use facilities to promote their products, business, etc. without written approval upon meeting all criteria.
11. **Amplified Sound:** Bands, DJ's, music or speaking that uses speakers or amplifiers is considered amplified sound. All dances are required to have security present. Music volume must be lowered by 10 PM in accordance with the City Noise Ordinance. Please be considerate of your neighbors. Tampa Police Department may be summoned in the case of excessive noise. Fog machines are prohibited – please be sure to inform your Disc Jockey.
12. **Representative:** Applicant agrees to be present on site at all times during the function at the facility, or designate a representative who will be there to serve as a liaison between the facility staff and event goers at all times during the term of the permit. The applicant is responsible for all actions, behavior and/or damages caused by his/her guests/attendees.
13. **Tobacco products** are prohibited inside department facilities.
14. Vending of any item is not permitted without prior written approval from the Parks and Recreation Department.
15. **Fireworks** and/or weapons are prohibited without prior written approval from the City.
16. **Fires** are prohibited except in provided grills for such use and charcoal must be used in lieu of propane or any other method. Fires must be completely extinguished before leaving the park. Grills may be restricted in the event of drought conditions.
17. **Structure Requiring Installation:** The department representative must approve structures that require installation of poles, wires, wood supports, stakes, etc. Inflatables, dunk tanks, mobile gaming units, and petting zoos are prohibited without approved permit.
 - **Bounce Houses/Inflatables:** The maximum space for a bounce house is 20ftx20ftx17ftH and additional fees apply. One (1) inflatable is permitted per shelter rental.
18. **Lost and Found:** The City of Tampa, Parks and Recreation Department is not responsible for any lost or stolen items or items left unattended or forgotten.
19. **Special Events:** Various special events may be approved at a facility resulting in increased crowds and traffic. The City of Tampa, Parks and Recreation Department is not responsible for any impact the increased vehicle and pedestrian traffic might have on your event.
20. The City of Tampa, Parks and Recreation Department will not be responsible for providing or supervising any equipment including but not limited to, cooking equipment, storage, sound reproduction or amplification equipment, stages, platforms, special lighting, film projecting apparatus, power extension cords, or any other type of equipment. The department representative in charge may disallow the use of equipment for safety reasons or to ensure department policy is followed.
21. **Rescheduling:** If you need to modify an existing reservation (change the time, date, etc.), it must be done at least **seven (7) days** prior to the scheduled use. All modifications are subject to availability.
22. **Food Sold/Prepared:** Only not/non profits or sponsored events which have been approved through the permitting process have permission to sell or distribute food to the general public and must notify the Hillsborough County Department of Health of event date. If you are preparing and/or serving food to a known group such as family or club members, (not the general public) then notification is not required. Sterno burners must be placed underneath the serving trays and cannot be placed directly on the table; they must be up off the table surface.

Applicants are responsible for the clean-up of their event/activity or for designating a responsible person for such. All items must be met in order to receive the Clean-up/Damage Deposit:

- _____ Remove all decorations
- _____ Remove all table coverings
- _____ Wipe down all tables
- _____ Wipe down all chairs where food or drink have fallen
- _____ Mop any liquid spills
- _____ Remove any food spills
- _____ Sweep Floor of debris
- _____ Bag all trash and remove to dumpster
- _____ Empty refrigerator and freezer of your items
- _____ Wipe up any spills in refrigerator and freezer
- _____ Wipe down ovens and stove
- _____ Clean counters and sink
- _____ Clean microwave
- _____ Pick up any trash outside that was part of your event
- _____ Return all chairs, tables, and other furnishings to their designated place
- _____ Check Restrooms to ensure cleanliness from excessive debris on floors and in sinks

If you encounter problems during your event, please locate the Attendant or call the Security Office at (813) 931-2168. Should you get the recorder, please state the name of the site and facility, the nature of the incident, your name, and phone number. The line is checked every hour and someone will assist you. If you have an emergency, please call 9-1-1.

Parks & Recreation Administration Office: 3402 West Columbus Drive, Tampa, Florida 33607 * 813-274-8615 (phone) *813-274-5749 (fax)

City of Tampa Parks and Recreation Department
Other Information and Conditions for Issuance of a Facility Use Permit

By signing the front of this use permit, the applicant, individual and/or organization sponsoring the activities or event(s), agrees to all of the items listed hereon. Prior to granting a permit, the applicant must be at least eighteen (18) years of age (twenty-one (21) years of age if alcohol is approved) and provide a government photo ID to verify age. All required fees must be paid in full.

Applicants will indemnify, defend and hold harmless the City of Tampa, its employees, officers and agents from any and all liability, demands, claims, damages, expenses (including attorneys' fees) proceedings and causes of action of every kind and nature arising out of or connected with the applicant's (i) use, act, omission, injury, accident, occupation or control of the Department managed land or recreational facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) subject to the Facility Use Permit; and (ii) any breach of the Facility Use Permit. The applicant further agrees that it will, at its own cost and expense, defend any and all actions, suits, or proceedings which may be brought against the City of Tampa, its employees, officers and agents in connections with said Department managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) arising from applicant's activities, omissions, accidents, injuries, and damages on said property and will satisfy, pay, and discharge any and all judgments that may be entered against the City of Tampa, its employees, officers and agents in any such proceeding.

Any material misrepresentation, as determined by the Parks and Recreation Department (the "Department") whether written or oral, by the applicant on an application or during the application process, where the Department relied on such misrepresentation in granting a permit, shall be grounds for the Department's immediate denial, termination or revocation of such permit and/or deposit, and applicant may be prohibited from obtaining Facility Use Permits for a period of not less than two (2) years. Each misrepresentation shall constitute a separate offense.

A minimum of ten (10) business days are necessary for the Department to communicate whether an applicant's permit is granted or denied and, if denied, the reason for such denial. The applicant may appeal the denial of a Facility Use Permit to the Department Director within five (5) business days after notification of such denial by filing a written notice. The Department Director shall consider the appeal and provide a decision within five (5) business days from receipt of the written notice of appeal.

All persons granted a Facility Use Permit to use a Department managed land or facility (and any improvements thereon including any furniture, furnishings, equipment, or fixtures utilized in connection therewith) must agree to abide by all applicable permitting and licensing requirements, and established rules, regulations, laws, and ordinances of local, state, and federal governments and agencies.

Upon completion of the event, the facility and adjacent area must be clean, orderly, free of any obstruction or litter, and returned to its original set-up and condition prior to use.

The applicant is responsible for all activities, and for every participant and their actions, during said use. The applicant is responsible for all costs and expenses associated with or resulting from damages to the Department managed land and facilities (and any improvements thereon including any furniture, furnishings, equipment, or fixtures located thereon). These costs shall include the personnel hours, materials, and equipment required to clean up and/or complete necessary repairs.

In addition to the penalties set forth in the City of Tampa Code of Ordinances, law enforcement officers are granted the authority to issue trespass warnings in any City park or Department managed land and facilities for the purpose of enforcing the provisions of all applicable Code of Ordinances, a Department rule or regulation, or a Facility Use Permit. Law enforcement officers shall issue a trespass warning of one hundred and eighty (180) days, which is inclusive of all City parks or Department managed land and facilities or arrest the violator for trespassing pursuant to Florida Statutes, Chapter 810, or any amended or successor statute. In the event of an arrest of a minor, authorized law enforcement shall notify the parent or legal guardian and shall maintain a record of all such violations.

Cancellation/Refund: Cancellations and refund requests must be received thirty (30) days prior to scheduled date of use. An applicant seeking a refund shall be required to submit a Refund Request Form provided by the City. Refund checks will only be issued in the name of and delivered to the person whose name(s) appear(s) on the original receipt and takes approximately 4-6 weeks. A processing fee of \$15.00 (non-taxable) will be assessed for all refunds. Staff is not permitted to issue credits of any kind.

In the case of a declared state of emergency, the City retains the right to immediately resume occupation, management, and maintenance of the facility, to use the facility to meet any emergency needs of the citizens of the City of Tampa for the period of that emergency and a reasonable period of time thereafter as deemed necessary by the City.

Individuals, groups, or organizations utilizing Department managed lands or facilities for activities that require insurance must provide insurance from companies authorized to do business in Florida, with an A.M. Best rating of B+ VII or higher (or otherwise be acceptable to the city). All liability policies shall name City of Tampa as an additional insured as to the operations of the applicant, shall provide the Severability of Interest Provision, and the waiver of subrogation endorsement in favor of the city. The applicant shall provide proof of a Commercial General Liability insurance policy on the most current Insurance Services Office (ISO) form, (or its equivalent), with an amount of no less than \$1,000,000 per occurrence and a \$2,000,000 general aggregate covering bodily injury and property damage. The insurance coverage and limits required must be evidenced by a properly executed Accord 25 Certificate of Insurance form (or its equivalent). Thirty (30) day written notice must be given to the city of any cancellation or reduction in the policy coverage. The applicant's insurance coverage required herein is to be primary to any insurance carried by the city or any self insurance program thereof. The City reserves the right to adjust insurance requirements based on the scope of service of the permit.

Facility Use Permits are not transferable and non-assignable.