

GENERAL RULES

1. **Availability.** Reservations will be made on a first come, first serve basis. No individual or group shall have precedence over another, except City of Leesburg functions wherein an entire facility is used.
2. **Parking.** All vehicles must be parked in designated areas.
3. **Duties and Responsibilities.** The Lessee must retain a copy of this contract on the premises throughout the scheduled event.

Lessee is responsible for the conduct of participants and spectators of the contracted event. Lessee is responsible for any and all damage caused by participants and spectators of said event.

The City of Leesburg shall not be held liable for any equipment of the user that is lost, stolen, destroyed, or damaged.
4. **Deposits.** Deposits will be refunded, less the costs of cleanup or any repairs for damage to the facility, or unpaid balances owed to the City.
5. **Prohibited Activities.** The use of tobacco, alcohol, and drugs or use of the facility for gambling in any form is strictly PROHIBITED. The enforcement of this regulation is the responsibility of the Lessee.
6. **Revocation.** The City of Leesburg may cancel this contract at any time if the Lessee fails to comply with the terms of this contract, or any state/federal laws, City ordinance or City policy and procedure, or engages in activities that may cause injury to the public or damage to the premises.
7. **Cancellation.** The City may, without liability, upon providing as much notice as possible to the Lessee as practical, cancel or terminate this contract or relocate a scheduled use to a nearby available location if the facility is closed for repairs, required services or utilities cannot be provided or an emergency governmental event makes it necessary.
8. **Conveyance.** Lessee may not convey, assign or other subcontracting of the facility without the express, written approval of the City.
9. **Public Use.** The Lessee needs to be aware that other events in adjacent areas may interfere with their scheduled event and that these events will not be altered or cancelled. Additionally, the City parks and playground areas are open to the public.
10. **Amenities.** Additional amenities, including but not limited to inflatable bounce houses, amplified sound, animal rides or petting zoos, etc. must be disclosed and are subject to approval of the City of Leesburg.

GYMNASIUM INSURANCE REQUIREMENTS

The Lessee shall maintain general liability insurance with minimum limits of \$1,000,000 written on an occurrence basis that includes coverage for bodily and personal injury, and property damage throughout the duration of the contracted event.

Proof of insurance shall be provided to the City in the form of a Certificate of Insurance that shall include an endorsement naming the City of Leesburg as additional insured.

Modifications of these insurance requirements must be approved in writing by the City.

ROGERS PARK PAVILION

The Lessee must collect the facility key 24 to 48 hours prior to their scheduled event and must be returned 24 to 48 hours after the event has occurred. The key may be collected at: Leesburg Recreational Complex
1851 Griffin Road
Leesburg, FL 34748

COMMUNITY BUILDING / CULTURAL ARTS BUILDING CATERING REGULATIONS

There is no catered food allowed at the Community Building or Cultural Arts Building. You may have what is considered a covered dish event, but these items must be prepared at "home" (Publix, KFC, Pizza Hut, etc...are considered catered food).

ACCEPTANCE OF CONDITIONS

In signing this Permit, I agree to indemnify and hold the City of Leesburg free and clear of all claims of damage for injury to persons or property occurring in and arising from my use of the park as noted above, and to defend any action against the City of Leesburg resulting from any such claim, without cost to the City. I have read, understand and will comply with **the GENERAL RULE** and will adhere to any conditions set forth. I certify that I have read this application thoroughly, followed any and all instructions, understand its contents, and supplied true and correct information herein to the best of my knowledge and belief.

_____ Applicant

_____ Date

PAYMENT

1. Payment in full, including the damage deposit, must be paid in full at least thirty (30) days prior to the event date.
2. Deposit will be refunded less the cost of cleanup and/or repairs for damages to the facility or unpaid balances owed to the City.
3. Deposit will be forfeited if the Lessee fails to notify the City of cancellation at least thirty (30) days in advance of the event date.

Deposit: _____

Rental Fee: _____

Additional Fees: _____

Tax: _____

Total Due: _____

OFFICE USE ONLY

Approved Denied Proof of Non-Profit Status Tax Exemption

Form of Payment: Cash Check# _____ Credit Card Date Paid _____ Receipt# _____

_____ City of Leesburg Recreation Director / Representative

_____ Date