



City of Cooper City Recreation Department
COMMUNITY CENTER FACILITY RENTAL CONTRACT

<p>FOR OFFICE USE ONLY RENTAL INFORMATION RENTAL DAY/DATE: _____ PAYMENT DUE: _____</p>
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RENTAL SITE LOCATION:

Community Center
9000 SW 50th Place
Cooper City, Florida 33328
(954) 434-4300

Rental Hours:

Friday: 12:00 p.m. - 11:00 p.m.
Saturday: 8:00 a.m. - 11:00 p.m.
Sunday: 8:00 a.m. - 6:00 p.m.

RENTAL POLICY GUIDELINES:

1. Multipurpose Room and Meeting Room reservations are available to Cooper City residents. The Multipurpose room is available for non-residents at an additional rate. A valid government issued photo identification is required for all reservation requests. Rental requests must be submitted fourteen (14) days prior to usage date. Fraudulent representation of residency status may result in cancellation of rental. Rental reservations may be scheduled up to six (6) months in advance.
2. To reserve one of the Recreation Department's facilities, a \$250.00 deposit is required. This payment does not apply to the Facility Rental fee. The rental balance is due no less than fifteen (15) days prior to the event.
3. The Multipurpose Room rental fee is \$85.60 per hour for residents, including tax, with a four (4) hour minimum. Non-residents Multipurpose Room rental fee is \$160.50 per hour including tax. The Meeting Room rental fee is \$26.75 per hour including tax, with a four (4) hour minimum. The rental time shall include set-up, decoration, and clean-up. The facility will not be available prior to or later than the time provided for in the Rental Agreement. All rental parties must be prompt in arriving and departing the facility pursuant to the Rental Agreement. The failure to vacate the premises at the contractually agreed upon time will result in the loss of the deposit fee and being barred from future facility rentals.
4. Request for changes to existing Rental Contracts (facility/date/addition or subtraction of rental hours) must be made fifteen (15) days prior to the event date. Changes are based upon availability and the discretion of the Facility Coordinator. Any changes are subject to additional rental fees.
5. Residents are limited to a three (3) Room Rentals per household, per year.
6. **The Applicant signing the Facility Rental Contract must be in attendance at the facility for the duration of the rental.** The Applicant must sign off on the Rental Contract Check-List. Any discrepancies may result in forfeiture of the Applicant's deposit fee.
7. The Applicant is responsible for the actions of their guests and their guests' compliance with all applicable rules, regulations, laws and ordinances while on City property.
8. Sub-contracting of a rental is prohibited and will result in immediate termination of the Applicant's contract, and rental fees shall be forfeited.
9. Cancellation of a reservation by the Applicant must be received fifteen (15) days prior to scheduled event to receive a refund. The refund will be assessed a \$50.00 processing fee and take approximately four (4) weeks to process. The refund will be payable and mailed to the Applicant listed on the Rental Agreement.
10. Based on fire and safety codes, the maximum capacity per room may not be exceeded. The Multipurpose Rooms can accommodate 120 people and the Meeting Rooms can seat from 25-50 people. If a room's capacity is exceeded, the Applicant may forfeit their rental, be required to leave the premises, and forfeit future rental privileges.
11. Rice, confetti, glitter, and birdseed are prohibited both inside and outside of the facility.
12. The use of tacks, pins, staples, nails or other fastening devices shall not be used on any structural surface in or on the facility. For decorating purposes, E-Z Tak and double stick tape are permitted. **One pack of double stick tape is included in the rental. Additional double stick tape may be purchased for \$5.00 per pack.**
13. Lit candles, with the exception of battery operated candles and pyrotechnic devices (including fog machines) are prohibited.
14. Smoking is prohibited inside the facilities in accordance with the Florida Clean Air Act.
15. **The sale of goods, services, food, or beverages is prohibited.**
16. The use and consumption of beer and wine is permitted in the Facility Rentals when the majority of guests are 21 years old. **The consumption of liquor is prohibited.**

17. A Recreation Facility Attendant will be present in the building during the scheduled event. Any instructions or directions from the Attendant must be followed for the safety and security of the building and all its users.

The Recreation Facility Attendant has the authority to stop and modify the event if deemed necessary or if the Applicant has provided information that is found to be false on the Agreement.

18. The Applicant is responsible for leaving the facility in a clean satisfactory condition upon the conclusion of their event. Applicant is responsible for removal of all linens, paper products, decor and personal items. Applicant must sweep floors and mop for safety if necessary, clean tables and chairs, removing dirt or sticky substances, clean kitchen area, remove all garbage and place in the outside dumpster.

19. Security Deposit Refund - The full deposit will be refunded to the undersigned Applicant, approximately four (4) weeks after the event, unless there are damages, policy violations or misconduct. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Recreation Department, if necessary, will assess additional charges. Damage fees are based on replacement or repair expenses incurred by the City, and may exceed the deposit amount.

20. In addition to the cancellation provision set forth in Section 9, this contract may be cancelled by the City at any time, in the City's sole discretion, if the City determines that a cancellation is necessary in order to protect the health, safety and welfare of the public. Also, this contract may be cancelled by the City in compliance with any applicable emergency orders, tropical storms, hurricane or any other unforeseen circumstances. In the event of a cancellation by the City, the Applicant shall receive a full refund.

21. Failure to abide by any applicable Broward County Emergency Orders in connection with the event will immediately result in the event being suspended by the City, and all those in violation of a Broward County Emergency Order will be immediately removed from the premises and may be subject to civil and criminal penalties.

I have read the above and understand the rules and regulations of the City of Cooper City Recreation Department's Facility Rental Contract.

Applicant Signature

Date

**RECREATIONAL RENTAL FACILITY CONTRACT LIABILITY WAIVER
WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in signing a "Facility Rental/Usage Contract" offered by the City of Cooper City, you will be expressly assuming the risk and legal liability and waiving and releasing all claims and injuries, damages, or loss which you or your group attendees may sustain as a result of participating in any and all activities connected with and associated with said "Facility Rental/Usage Contract."

I recognize and acknowledge that there are certain risks of physical injury to participants in this "Facility Rental/Usage Contract," and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my guests/attendees or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my guests/attendees may have (or accrue to me or my guests/attendees) as a result of participating in this "Facility Rental/Usage Contract" against the City of Cooper City, including their respected officials, officers, employees and volunteers.

I do hereby fully indemnify, release, discharge and forever hold the City of Cooper City, its agents, employees and officers, harmless from any and all claims for injuries, claims, damages, or loss that I or my guests/attendees may have or which may accrue to me or my guests/attendees and arising out of, connected with, or in any way associated with this "Facility Rental/Usage Contract."

I have read and understand the above important information, warning of risk, and waiver and release of all claims and assumption of risk.

Contract Holder's Name (please print):

Contract Holder's Signature:

Date:

Waiver must be signed and dated by contract holder to validate rental agreement.

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CONTACT INFORMATION:

Name: _____

Address: _____

Phone: _____ Email: _____

Date of Event: _____

FACILITY INFORMATION:

The Multipurpose Rooms have a maximum capacity of 120 people and includes a Food Preparation Area including a sink, microwave, ice machine and limited refrigerator space. Meeting rooms include a sink.

Local Non-Profit is recognized as having an up to date business tax receipt registered with the Cooper City Community Development Department as a Non-profit.

RENTAL INFORMATION:

Rental Day/Date _____ Type of Event _____

Rental Start Time _____ Rental End Time _____

Total Rental Hours _____ Estimated Attendance _____

Are fees being charged to participants in this rental activity? Yes No

*This Agreement authorizes the Applicant to collect fees or charge for services provided at a public park in accordance with Sec. 12-43(a)(4) of the City's Code of Ordinances, as may be amended from time to time.

\$250.00 Security Deposit Paid

\$200.00 Non-Profit Security Deposit Paid

Rental Fee Due Date _____

Multi Room Rental Fee @\$85.60 per hour _____ = \$ _____

Multi Room NON-RESIDENT @ \$160.50 per hour _____ = \$ _____

Resident Non-Profit Rental Fee @\$25.00 per hour _____ = \$ _____

Meeting Rooms @ \$25.00 per hour _____ = \$ _____

(Adult Classroom/ Room/Youth Classroom)

Total Rental Fee Owed \$ _____

COMMUNITY CENTER ROOM OPTIONS:

Multipurpose Room dimensions 51' x 52'

- 40 Chairs
- 72" Round Tables (seat up to 10 people) - 12 tables available
- 3' x 6' Tables (buffet/beverage/gifts/head table, etc.) - 6 tables available
- 120 Chairs

Community Room dimensions 21' x 28'

- 2' x 2' Square Tables (seat up to 4 people) - 10 tables available
- 3' x 6' Tables (buffet/beverage/gifts/head table, etc.) - 6 tables available
- 40 Chairs

ADDITIONAL RENTAL OPTION:

Audio System \$100.00 _____

(Speakers)

Projector and Screen \$75.00 _____

Adult Classroom 22' x 22'

- 3' x 6' Tables - 6 tables available
- 36 Chairs

Youth Classroom 22' x 24'

- 3' x 6' Tables - 6 tables available
- 36 Chairs

Game Room 33' x 41'

- 50 Chairs

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Upon completion of the event, the Applicant is responsible for leaving the facility and adjacent area clean, orderly, free of litter and returned to the same condition as it was found. **To ensure a fully refunded deposit, all of the listed items must be completed and initialed by the Applicant at the event's conclusion.** The completed checklist must be signed and dated by the Applicant and Recreation Facility Attendant.

RENTER'S INITIALS

- | | | |
|----|---|-------|
| 1. | All linens, paper products, decor and personal items have been removed. | _____ |
| 2. | All food items have been removed from tables, floor and refrigerator. | _____ |
| 3. | All tables and chairs have been wiped down, including removal of dirt or sticky substances. | _____ |
| 4. | Kitchen area counters, sink, ovens and microwave have been wiped down. | _____ |
| 5. | All spills have been mopped and floors have been swept. | _____ |
| 6. | All trash cans have been emptied and the garbage has been removed from the building and placed in outside dumpster. | _____ |
| 7. | All bathrooms have been checked for cleanliness. | _____ |
| 8. | Outside concrete area has been checked, no tire ruts in grass and chain is locked. | _____ |

Applicant Signature

Date

Recreation Facility Attendant Signature

Date

Additional Comments:

OFFICIAL USE ONLY:
