



PARKS & RECREATION FACILITY RENTAL POLICIES

City of Fernandina Beach Parks & Recreation Department – 2500 Atlantic Ave., Fernandina Beach, FL 32034

Days/hours: Mon. – Fri. 7:00am - 7:00pm, Sat. 8:00am-4:00pm Phone: (904) 310-3350 x1 Fax: (904) 310-3462

BOOKING PROCESS

Booking includes determining Commercial, Private, or Non-Profit usage, determining rental fee and paying damage deposit. To reserve a facility, a damage deposit payment is required.

RENTAL TYPES

Commercial: Any non-civic group using a City facility for profit, i.e. when an admission fee is charged (tickets sold) or a service or product is offered for sale.

Private: Any group function that is not open to the public and does not charge any type of fee or admission for the function.

Non-Profit: A non-profit organization (certificate must be provided) hosting a function that is open to the public. If tax-exempt, a tax-exempt certificate must also be provided.

DAMAGE DEPOSIT & RENTAL PAYMENT

- **Damage deposit** for use of a facility/park must be paid in full at time of reservation. Damage deposit is 50% of rental fee before taxes or \$50 minimum. We DO NOT hold or rollover damage deposits.
- **Rental payment** must be paid in full two weeks prior to the day of the event, or automatic cancellation goes into effect WITH NO NOTIFICATION, as well as forfeiture of damage deposit. We accept cash, check, and credit card (Visa, MasterCard and Discover only).
- A \$100.00 per hour rental fee will be charged for half day rentals beyond 4 hours (up to 7) and for full day rentals beyond 8 hours (up to 12).
- A \$20.00/hour Attendant/Maintenance fee will be charged when additional hours are needed beyond our normal rental hours.
- A \$20.00/hour no-show fee will be charged for every hour during your rental that you are not at the facility.

DAMAGE DEPOSIT REFUND

- Damage to a facility/park, violation of policies, or failure to provide general clean-up will result in forfeiture of damage deposit and possible denial of future reservations. An additional fee will be charged if damage exceeds the deposit amount.
- Deposit will be refunded within 2 weeks after facility rental date if no damage is assessed.

CANCELLATIONS

Cancellation of a reservation/rental must be made **2 weeks before date of event or damage deposit is forfeited.**

EQUIPMENT

The following number of tables and chairs are available in each room. The renter must provide any additional tables and chairs if necessary.

- **Atlantic Auditorium:** (30) 8' banquet-style tables & (8) 60" round tables, 225 Chairs
- **MLK, Jr. Auditorium:** (8) banquet-style tables & (8) 60" round tables, 99 chairs
- **Peck Auditorium:** (4) 8' banquet-style tables, 100 chairs
- **Peck Reception Room:** (5) 8' banquet-style tables, 40 chairs
- **Peck Gym:** 6 sets of 4-row portable bleachers (each set seats about 40 people), no tables or chairs

CLEAN-UP

- The renter is responsible for SET-UP, BREAKDOWN, CLEAN-UP, and PLACING BAGGED TRASH INSIDE A DUMPSTER/TRASH TOTE. The dumpster for the Atlantic Auditorium is located behind the auditorium building. The Peck Center rollaway trash totes are located on the west side (10th Street) of the building. The Peck Gym rollaway trash totes are located on the west side (10th Street) and north side (Elm Street) of the Gym. The MLK, Jr. Center has rollaway trash totes on each side of the building. The renter must remove additional trash that will not fit inside the dumpster/trash totes from the property. Trash not properly removed will result in forfeiture of the damage deposit. Any facility that is rented must be left in a neat and clean condition.

- Only ticky tack type product may be used for hanging decorations on the wall and it must be completely removed after the event. **No tacks, tape, nails, or staples. No wall hangings permitted in the Peck Auditorium. No ceiling hangings permitted in the Atlantic Auditorium. No tape, staples, nails or tacks on the floor or stage at any facility.**

OTHER CONDITIONS

- NO SMOKING allowed in any indoor City facility.
- Alcohol is not allowed at any City facility without a license from the State of Florida and proof of insurance. Off-duty police officers are required if an alcohol permit is granted. Contact us for more information, 904-310-3350.
- If membrane structures (bounce houses, inflatable slides, etc.) are to be used, proof of insurance is required from the outside agency supplying the structure, and the renter will assume full liability. An additional permit fee of \$25.00 applies for a membrane structure.
- If a non-profit group’s event at a facility is a fundraiser or charges admission, they will pay the non-profit rental rate, not the commercial rate.
- A \$100.00 per hour rental fee will be charged for half day rentals beyond 4 hours (up to 7) and for full day rentals beyond 8 hours (up to 12).
- If the date and time requested is not during normal rental hours, an attendant fee of \$20.00/hour is required.
- If the event is for people between the ages of 13 and 20, two off-duty police officers are mandatory and paid for by the renter (3 hours minimum at a cost of \$35.00/hour per officer).
- No rentals prior to 7:00am or past 11:59pm.

RULES AND REGULATIONS FOR PARK RENTALS ONLY:

- All trash generated during rental of a City park must be bagged and taken away from the park by the renter. Please do not use the trashcans in the park. If the park is not left in a neat and clean condition, the damage deposit will be forfeited.
- No smoking in or near playgrounds.
- No park usage after 7:00pm.
- No amplified music (must have a special event permit; for more information, contact 904-310-3350).
- No helium balloons permitted, as they may pose a threat to local wildlife.

FACILITY RENTAL HOURS

Room rentals are not available on the following observed City holidays: New Year’s Eve/Day; MLK Day; Good Friday; Memorial Day; Independence Day; Labor Day; Veterans’ Day; Thanksgiving & Day After; Christmas Eve; Christmas Day.

	<u>MON - THURS</u>	<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>
ATLANTIC CENTER	8:00am – 9:00pm	8:00am – 10:00pm	8:00am – 10:00pm	Closed
MLK, JR. CENTER	8:00am – 9:00pm	8:00am – 10:00pm	8:00am – 10:00pm	Closed
PECK CENTER	8:00am – 9:00pm	8:00am – 10:00pm	8:00am – 10:00pm	Closed
PECK GYM	8:00am – 9:00pm	8:00am – 10:00pm	8:00am – 10:00pm	Closed

ROOM RENTALS

*****NO SMOKING allowed in any indoor City facility or on playgrounds *****

\$100.00 per additional hour (rental fee)

	<u>FULL DAY RATES (up to 8 hours)</u>			<u>HALF DAY RATES (up to 4 hours)</u>		
	<i>SET-UP/BREAKDOWN/CLEAN-UP</i>			<i>SET-UP/BREAKDOWN/CLEANUP</i>		
	<u>Commercial</u>	<u>Private</u>	<u>Non-Profit</u>	<u>Commercial</u>	<u>Private</u>	<u>Non-Profit</u>
ATLANTIC AUDITORIUM <i>(Price includes kitchen)</i>	\$1,250	\$700 City \$876 Non-City	\$450	\$625	\$350 City \$438 Non-City	\$225
MLK, Jr. AUDITORIUM <i>(Price includes kitchen)</i>	\$790	\$420 City \$526 Non-City	\$262	\$395	\$210 City \$263 Non-City	\$131
PECK GYMNASIUM <i>(Rental does not include cardio area/weight room)</i>	\$800	\$600 City \$720 Non-City	\$350	\$350	\$300 City \$360 Non-City	\$175
PECK RECEPTION ROOM	\$450	\$300 City \$360 Non-City	\$150	\$225	\$150 City \$180 Non-City	\$75
PECK AUDITORIUM	\$650	\$450 City \$540 Non-City	\$300	\$325	\$225 City \$270 Non-City	\$150

PARK RENTALS

No park usage after 7:00pm

	<u>FULL DAY RATES (up to 8 hours)</u>		<u>HALF DAY RATES (up to 4 hours)</u>	
PARK PAVILIONS	\$50.00+ tax/City + \$50 refundable deposit		\$25.00/City + \$50 refundable deposit	
Seaside Park, North Beach Park; Main Beach Boardwalk (A, B, and C) Peck Field; Atlantic Nature Center; Atlantic Park; MLK Pavilion #3 Egans Creek Pavilion	\$63.00+ tax/Non-City + \$50 refundable deposit ***Electricity not included		\$31.00/Non-City + \$50 refundable deposit ***Electricity not included	
PARK PAVILIONS	\$75.00+ tax/City + \$50 refundable deposit		\$50.00/City + \$50 refundable deposit	
Central Park, MLK #1 and #2	\$93.75+ tax/Non-City + \$50 refundable deposit ***Electricity Included		\$62.50/Non-City + \$50 refundable deposit ***Electricity Included	
CITY PARKS – OPEN SPACE	Private	\$300.00/city	Private	\$150.00/city
Central Park; Egans Creek Park;	Private	\$375.00/non-city	Private	\$188.00/non-city
Main Beach Park; Sunrise Park;	Commercial	\$750.00	Commercial	\$500.00
Peck Field	Non-profit	\$300.00/city	Non-profit	\$150.00/city
	Non-profit	\$375.00/non-city	Non-profit	\$188.00/non-city
ALL PARKING LOTS	Private	\$175.00/city	Private	\$125.00/city
	Private	\$220.00/non-city	Private	\$160.00/non-city
	Commercial	\$750.00	Commercial	\$500.00
	Non-Profit	\$300.00/city	Non-Profit	\$150.00/city
	Non-Profit	\$375.00/non-city	Non-Profit	\$188.00/non-city

ATHLETIC FIELD RENTALS*

*Rates based on 1-day rentals

Ybor Alvarez Softball Fields, Hickory Street Park Multi-Purpose Fields, Joe Velardi Field

Non-Profit use unmarked	\$75.00/field	
Private use unmarked	\$100.00/field City	\$125.00 Non-City
Non-Profit use night/unmarked (includes lights)	\$150.00/field	
Private use night/ unmarked (includes lights)	\$150.00/field City	\$188.00 Non-City
Field lights (Ybor Alvarez Fields #1, #2, & #3 only)	\$20.00/hour + tax	
Commercial rate for all field rentals/each	\$200.00/field	
Field prep (includes dragging and chalk)	\$100.00/field	

OTHER FEES

POWER USAGE FOR PARKS*	\$75.00/day City, \$94.00/day Non-city (where available – please ask staff assistant) *Included with rentals of Central Park Pavilion and MLK Pavilions #1 and #2
WATER USAGE FOR PARKS	\$75.00/day City, \$94.00/day Non-City (where available – please ask staff assistant)
MEMBRANE STRUCTURE	\$25.00 (up to 4 on same application)
MARQUEES	\$20.00/day/side non-facility renter
Atlantic Center marquee – 2 sides	\$15.00/day/side renter
Main Beach marquee – 1 side	\$50.00/day/side Commercial
MLK, Jr. marquee – 2 sides	Marquees have 4 lines and can fit 14-16 letters per line.
SOUND SYSTEM	\$50.00/day (available at Atlantic Auditorium, MLK Auditorium, and Peck Auditorium)

Please note, a 6.7% sales tax will be added to all rental fees, when applicable

SWIMMING POOL RENTAL INFORMATION

Reservations must be completed a minimum of 10 working days prior to the event and are subject to facility and parking availability.

A refundable deposit of \$50 or half the rental rate (*separate from rental or admission fees*) is payable upon completion of a contract.

A 6.7% sales tax will be added to all rental fees.

Number of guests shall include all individuals who enter pool area regardless of pool use.

PRIVATE POOL RENTAL FEES: (minimum 2 hours duration; before or after regular pool hours)

# OF GUESTS	2 HOUR POOL PARTY FEE	ADDITIONAL HOUR FEE
1 – 20 people inside pool gate	\$ 90 City resident, \$113 Non-City	\$35 City resident, \$46 Non-City
21 – 40 people inside pool gate	\$110 City resident, \$138 Non-City	\$45 City resident, \$ 59 Non-City
41 – 60 people inside pool gate	\$130 City resident, \$163 Non-City	\$55 City resident, \$ 71 Non-City

COMMERCIAL POOL RENTAL FEES: (minimum 2 hours duration; before or after regular pool hours)

# OF GUESTS	2 HOUR POOL RENTAL FEE	ADDITIONAL HOUR FEE
1 – 20 people inside pool gate	\$180, Commercial Only	\$90, Commercial Only
21 – 40 people inside pool gate	\$220, Commercial Only	\$110, Commercial Only
41 – 60 people inside pool gate	\$260, Commercial Only	\$130, Commercial Only

GROUP RESERVATIONS/FEES DURING PUBLIC SWIM HOURS (Private, not Commercial)

- Offered during public swim hours (2 hour pool party).
- A guest sign-in sheet will be maintained during the event.
- Minimum fee is \$60 which is based on 20 guests (*payable when reservation is made*).
- Additional usage fee for each guest beyond 20 will be \$3 per person, payable to pool attendant immediately upon the conclusion of your party.
- Use of facility tables/chairs subject to availability.

POOL RENTALS AND GROUP RESERVATIONS

LIFEGUARDS:

- Lifeguards will be employees of the City of Fernandina Beach and are included in the rental fee schedule.
- No one will be allowed to enter the pool area until the lifeguard(s) is/are present poolside.
- Any special considerations must be approved by Parks & Recreation Department staff prior to the event.

POOL RULES AND SPECIAL CONSIDERATIONS:

- Guests are expected to be familiar with and abide by posted pool rules.
- Food and beverages are allowed in designated areas only. No food or beverages allowed on pool deck (within 4 feet of pool or in the pool).
- No glass within pool area fence.
- No alcoholic beverages permitted.
- No smoking inside pool area gates.
- No helium balloons permitted, as they may pose a threat to local wildlife and pool filtration system.
- No pool rentals after 9:00pm

DEPOSIT

- Responsible party shall ensure that all event related trash, personal items, decorations, food, etc., have been removed from the pool area and locker rooms. Also, all trash from the event must be removed from the pool deck and placed in the dumpster behind the Atlantic Center or the roll away totes at MLK Center. The lifeguard(s) will verify that the pool area has been left in a clean and orderly state prior to authorizing return of deposit.
- If eligible, the deposit will be refunded within 2 weeks after facility rental date.

For questions, please contact the Fernandina Beach Parks & Recreation Department 904-310-3350 x 1.