



PARKS & RECREATION FACILITY RENTAL POLICIES (updated 3/18/2023)

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). ***there is service fee associated with credit card usage***
- 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 \$25.00/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:** (6) 8' banquet-style tables, 112 chairs
- **Peck Instructor 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 TOTER. 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 the 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.
- NO SMOKING allowed in any City Park or on any City Beach.
- 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, 904-310-3375.
- 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.
- No rentals prior to 7:00am or past 11:59pm.

RULES AND REGULATIONS FOR PARK/BEACH 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 City parks, in City ballfields, or on City beaches.
- No park usage after 7:00pm.
- No amplified music (must have a special event permit; for more information, contact 904-310-3375).
- 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 Day; MLK, Jr. Day; Good Friday; Juneteenth; Memorial Day; Independence Day; Labor Day; Veterans’ Day; Thanksgiving Day and the 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 (effective 10/1/2022)

*****NO SMOKING allowed in any City Facility, on City Playgrounds, in City Ballparks, in City Parks, or on City Beaches *****
\$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> <u>Commercial</u> | <u>Private</u> | <u>Non-Profit</u> | <i>SET-UP/BREAKDOWN/CLEANUP</i> <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 | \$450 City \$540 Non-City | \$300 | \$395 | \$225 City \$270 Non-City | \$150 |
| PECK GYMNASIUM <i>(Rental does not include cardio area/weight room)</i> | \$800 | \$600 City \$720 Non-City | \$350 | \$400 | \$300 City \$360 Non-City | \$175 |
| PECK INSTRUCTOR ROOM | \$450 | \$300 City \$360 Non-City | \$150 | \$225 | \$150 City \$180 Non-City | \$75 |
| PECK AUDITORIUM | \$650 | \$420 City \$526 Non-City | \$262 | \$325 | \$210 City \$263 Non-City | \$131 |

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 | | \$75.00+ tax/City + \$50 refundable deposit | | \$38.00+ tax/City + \$50 refundable deposit |
| Seaside Park, North Beach Park; | | \$94.00+ tax/Non-City + \$50 refundable deposit | | \$47.00+ tax/Non-City + \$50 refundable deposit |
| Main Beach Boardwalk (A, B, and C) | | ***Electricity not included | | ***Electricity not included |
| Peck Field; Atlantic Nature Center; | | <u>Commercial Rates</u> | | <u>Commercial Rates</u> |
| Atlantic Park; MLK Pavilion #3 | | \$150.00+ tax + \$75.00 refundable deposit | | \$75.00+ tax + \$50 refundable deposit |
| Egans Creek Pavilion, Simmons Park | | ***Electricity not included | | ***Electricity not included |
| PARK PAVILIONS | | \$125.00+ tax/City + \$62.50 refundable deposit | | \$63.00+ tax/City + \$50 refundable deposit |
| Central Park, MLK #1 and #2 | | \$156.00+ tax/Non-City + \$78.00 refundable deposit | | \$79.00+ tax/Non-City + \$50 refundable deposit |
| Train Depot Pavilion | | ***Electricity Included | | ***Electricity Included |
| | | <u>Commercial Rates</u> | | <u>Commercial Rates</u> |
| | | \$200.00+ tax/City + \$100 refundable deposit | | \$100.00+ tax/City + \$50 refundable deposit |
| | | ***Electricity Included | | ***Electricity Included |
| CITY PARKS – OPEN SPACE | Private | \$400.00/city | Private | \$200.00/city |
| Central Park; Egans Creek Park; | Private | \$500.00/non-city | Private | \$250.00/non-city |
| Main Beach Park; Sunrise Park; | Commercial | \$750.00 | Commercial | \$500.00 |
| Peck Field | Non-profit | \$300.00 | Non-profit | \$150.00 |
| 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 | Non-Profit | \$150.00 |

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) | \$120.00/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 | \$25.00/day/side non-facility renter |
| Atlantic Center marquee – 2 sides | \$20.00/day/side renter |
| Main Beach marquee – 1 side | |
| 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 6.5% 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 half the rental rate (*separate from rental*) is payable upon completion of a contract.

A 6.5% 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 – 40 people inside pool gate | \$200 City resident, \$250 Non-City | \$100 City resident, \$125 Non-City |
| 41 – 60 people inside pool gate (ATL only) | \$240 City resident, \$300 Non-City | \$120 City resident, \$150 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 – 40 people inside pool gate | \$400, Commercial Only | \$200, Commercial Only |
| 41 – 60 people inside pool gate (ATL only) | \$480, Commercial Only | \$240, Commercial Only |

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 designated rental time and 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 beyond 7:00pm unless approved by Parks and Recreation staff.

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, Jr. 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 Kaitlyn Rivera, 904-310-3362 or KRivera@fbfl.org