

# CITY OF GREEN COVE SPRINGS

321 Walnut Street, Green Cove Springs, FL 32043  
 Phone: (904) 297-7500, x-3307; Fax: (904) 284-8118



## PARK RESERVATION APPLICATION

Name: \_\_\_\_\_

Daytime Phone No.: \_\_\_\_\_

Organization: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

### PARK FEE SCHEDULE

#### SPRING PARK:

- |   |  |
|---|--|
| <input type="checkbox"/> Gazebo (G)                   | \$400.00 (No more than a 5-hour time block reservation)  |
| <input type="checkbox"/> Pool Pavilion (PP)           | \$400.00 (No more than a 5-hour time block reservation / Rental requires a \$250 Refundable Clean-up Deposit)            |
| <input type="checkbox"/> Large Pavilion (LP)          | \$200.00   |
| <input type="checkbox"/> Small Pavilion (SP)          | \$100.00   |
| <input type="checkbox"/> Large Picnic Shelter (LPS)   | \$ 75.00   |
| <input type="checkbox"/> Small Picnic Shelter (SPS-A) | \$ 50.00   |
| <input type="checkbox"/> Small Picnic Shelter (SPS-B) | \$ 50.00   |
| <input type="checkbox"/> Pool (P)                     | \$200.00 (Rental requires a \$75 Refundable Clean-up Deposit & no more than a 2-hour time block & includes 2 Lifeguards) |

#### VERA FRANCIS HALL PARK:

- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> Amphitheater (A)      | \$400.00                    |
| <input type="checkbox"/> Picnic Shelter (PS-A) | \$ 75.00                    |
| <input type="checkbox"/> Picnic Shelter (PS-B) | \$ 75.00                    |
| <input type="checkbox"/> Softball Field        | \$200.00 (ALL RESERVATIONS) |

<b>GCS</b>	<b>Clay County</b>	<b>Outside</b>
<b><u>Residents</u></b>	<b><u>Residents</u></b>	<b><u>Clay County</u></b>

#### AUGUSTA SAVAGE ARTS & COMMUNITY CENTER:

Rental of the Thomas Hogan Memorial Gymnasium requires a \$150.00 refundable deposit.  
 Four (4) Hour Minimum Rental / Maximum capacity = 300 persons

- |   |                             |          |          |
|---|-----------------------------|----------|----------|
| <input type="checkbox"/> T. Hogan Memorial Gymnasium<br>(without carpet protection for Gym floor) | \$300.00                    | \$350.00 | \$450.00 |
| <input type="checkbox"/> T. Hogan Memorial Gymnasium<br>(with carpet protection for Gym floor)    | \$500.00                    | \$550.00 | \$650.00 |
| <input type="checkbox"/> Softball Field   | \$200.00 (ALL RESERVATIONS) |          |          |

**ALL RESERVATION FEES ARE NON-REFUNDABLE**

**RESERVATION DATE:** \_\_\_\_\_ **HOURS REQUESTED: FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_  
(including set-up and clean-up time)

**PURPOSE FOR RESERVATION:**  Birthday Party  Church Function  Family Reunion  
 Wedding  Other: \_\_\_\_\_

**ESTIMATED NO. OF GUESTS EXPECTED:** \_\_\_\_\_

**RESERVATIONS MUST BE MADE AT LEAST SEVEN (7) CALENDAR DAYS, BUT NO MORE THAN SIX (6) MONTHS, IN ADVANCE.**

**REFUNDABLE DEPOSITS:** A \$250 refundable deposit for clean-up is required at the time the reservation is made for the Pool Pavilion. A \$75 refundable deposit for clean-up is required at the time the reservation is made for the Pool. All refunds will be processed and mailed to the address on the 1<sup>st</sup> page of this form within 10 business days after City approval.

**REFUNDS:** All Park Reservation Fees are **NON-REFUNDABLE**. However, reservations may be rescheduled upon written request provided the requested shelter / facility is/are not already reserved.

**AMPLIFICATION REQUESTED? YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**If YES,** City Staff may authorize any of the following types of amplification: CD player, boom box/radio, karaoke machine, or electronic music player/speaker, i.e., Cell Phone, iPad, iPod, Tablet.

**If NO,** approval from the City Manager is required in the form of a **WRITTEN** request stating what type of equipment will be used, what time frame the equipment will be used, and for what purpose. If the noise disturbs anyone more than one (1) block away, you will be required to discontinue activity.

**I HEREBY MAKE APPLICATION TO THE CITY OF GREEN COVE SPRINGS FOR A RESERVATION FOR THE ABOVE REQUESTED PARK. I AGREE TO ALL TERMS AND CONDITIONS LISTED IN THIS PARK RESERVATION APPLICATION AND RENTAL AGREEMENT. I ALSO AGREE TO THE CONDITIONS LISTED IN THE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*For City Use Only:* **Scheduled By:** \_\_\_\_\_ **Date Confirmed:** \_\_\_\_\_  
**Paid: CASH or CHECK #:** \_\_\_\_\_ **Amount Paid: \$** \_\_\_\_\_

**PARK RULES AND REGULATIONS**  
*Spring Park & Vera Francis Hall Park*

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The following is a summarization of Park Rules and Regulations. Please refer to City Code Sections 50-1 through 50-149 for full details.

1. **Vehicles, trailers, caterer's trailers, etc. are NOT permitted in the Park. Parking at Spring Park is available in the lots between Spring Street and Ferris Street and Walnut Street and Palmer Street. ALL vehicles, trailers, caterer's trailers or other vehicles must remain on paved right-of-ways. Any damage to the irrigation system or the electrical system will be billed to the applicant. C.C. 50-136**
2. No aircraft, glider or parachuting is permitted. C.C. 50-101
3. No person in any park or recreational area shall carry, fire or discharge any rocket, torpedo or other fireworks of any description without a permit from the City Council. C.C. 50-102
4. No alcoholic beverages are allowed in the Park. C.C. 50-121
5. No horseback riding is allowed in the Park. No animals are allowed in the Park except as designated and regulated by the City. C.C. 50-123 & C.C. 50-147
6. No riding toys, bicycles, tricycles, wagons, motorcycles, skateboards, in-line skates, rollerblades, scooters (foot or electric) or similar devices are allowed in the Park. C.C. 50-136 (e)
7. No fires are allowed unless in a designated area. Cooking, barbequing, grilling or like activities are allowed only in designated areas. No bonfires, campfires, etc. are permitted. Thoroughly douse all coals used in barbeque grills/pits with water and make sure they are completely out before leaving the Park. C.C. 50-124
8. Do not catch, trap, hunt, chase, tease, shoot, or throw objects at any animal, bird, turtle, fish, or any other reptile. The ONLY exception is poisonous snakes. Do not disturb any nests, eggs, young reptiles, or birds. C.C. 50-125
9. No person shall sell, keep or offer for sale any merchandise or disburse any handbills, leaflets, flyers, cards, sheets, pamphlets, etc. in the Park without permission from the City Manager or his/her designee. C.C. 50-127
10. Use of loud speakers or any amplifying equipment must be authorized by the City Manager or his/her designee prior to the event. C.C. 50-128
11. Do not throw any debris of any kind in the Spring, the Spring Run, Governors Creek or the St. Johns River. Do not wade, swim, dive or fish in the Spring or the Spring Run. C.C. 50-129 & C.C. 50-134
12. Please remove all debris (decorations, eating utensils, food, paper, plastic bags, plastic drink holders/carriers, etc.) before leaving the Park so as not to endanger wildlife in the Park, Governors Creek or the St. Johns River. Dispose of them in a trash receptacle. Trash receptacles and dumpsters are located throughout the Park. C.C. 50-131
13. Do not nail or tack up signs, decorations, photographs, or drawings in the Park. Please use string, tape or plastic ties. C.C. 50-132
14. The Park is not a campground. Overnight camping/sleeping is not permitted. C.C. 50-133
15. NO abusive language is permitted in the Park. C.C. 50-141
16. Glass bottles and containers are prohibited on the pier, in the pool areas, and other locations where posted. C.C. 50-142
17. Written requests for reservations must be submitted to the Office of the City Clerk no less than seven (7) calendar days in advance of the event. Reservations will be granted on a first-come-first-served basis. C.C. 50-145

**PLEASE USE CAUTION AROUND THE WATER'S EDGE. POISONOUS SNAKES, ALLIGATORS AND SNAPPING TURTLES ARE KNOWN TO LIVE IN GOVERNORS CREEK, THE ST. JOHNS RIVER AND THE SPRING RUN.**

**DEFACING THE PARK IS A MISDEMEANOR VIOLATION PUNISHABLE BY A FINE NOT TO EXCEED \$500 OR BY IMPRISONMENT IN THE COUNTY JAIL NOT TO EXCEED SIXTY (60) DAYS OR BOTH.**

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**POOL RULES AND REGULATIONS**  
*Spring Park Pool and Splash Pad*

1. No more than 75 pool patrons in the pool at any given time.
2. Lifeguards must be present at all times.
3. Lifeguards must be able to clearly see the bottom of the pool at all times.
4. Due to lightening and/or thunder, pool patrons must vacate the pool and pool deck for thirty (30) minutes. Time will be extended an additional thirty (30) minutes from the last time it is seen or heard.
5. No refunds of pool entrance fees due to pool closing for inclement weather.
6. Reservation fees for the City Pool are not refundable. However, you may reschedule as long as the schedule permits.
7. The only flotation devices allowed are noodles, floats no larger than 2 feet by 3 feet, and 24 inch rings. No inflatable ride-on or body size floats are allowed.
8. Food and drinks must be eaten inside the Concession room only. **NO GLASS CONTAINERS OR ALCOHOL. NO EXCEPTIONS!!!**
9. Follow the Lifeguard instructions at all times. They are in place for your personal safety.

**Augusta Savage Arts and Community Center  
 Thomas Hogan Memorial Gymnasium  
 Rental Agreement  
 321 Walnut Street  
 Green Cove Springs, FL 32043  
 Phone: (904) 297-7500**



**TERMS AND CONDITIONS**

**THOMAS HOGAN MEMORIAL GYMNASIUM (THMG) RENTAL FEES AND DEPOSIT.** The rental fee and deposit amounts are listed below.

- ❖ **Rental Time:** A **MINIMUM** of four (4) hours that includes set-up and clean-up time.
- ❖ **Rental Fee:**

|                                                                          | GCS<br>Resident | Clay County<br>Resident | Outside<br>Clay County |
|--------------------------------------------------------------------------|-----------------|-------------------------|------------------------|
| T. Hogan Memorial Gymnasium<br>(without carpet protection for Gym floor) | \$300.00        | \$350.00                | \$450.00               |
| T. Hogan Memorial Gymnasium<br>(with carpet protection for Gym floor)    | \$500.00        | \$550.00                | \$650.00               |
- ❖ **Extra hours:** \$75.00 for each additional hour exceeding the four (4) hour minimum.
- ❖ **Security Deposit:** \$150.00 security deposit – refundable upon final inspection of facilities by City Staff (within 15 days of event).

**RESERVATIONS.** A Reservation Application Form and Hold Harmless and Indemnification Agreement must be completed and submitted along with the deposit and rental fee, paid in full, before any reservation is confirmed. No one under 21 may sign the form. Reservations must be made at least seven (7) calendar days, but no more than six (6) months, in advance.

**EVENTS.** Only one (1) event scheduled in the THMG per day. Use of the THMG includes two (2) restrooms, back storage room (including tables, chairs, mops, brooms, and buckets), and parking lot.

**SECURITY DEPOSIT.** Deposit shall be paid in full at the time the reservation is made. Reservation is not valid without a deposit. 100% of the deposit will be refunded for cancellations made at least seven (7) days prior to a reserved event. No refunds of the deposit or rental fee will be made for cancellations after that time. Failure to hold an event is the same as a late cancellation. Pending damages and/or extra hours, any return of the deposit will be made within 15 days after the event.

**RENTAL PAYMENT.** Payment for the facilities shall be made by check, money order, or cash and is due at the time the reservation is made. Payment made by check or money order should be made payable to the “City of Green Cove Springs.” No rental shall be allowed to begin without confirmation of receipt of all funds, which means all checks must have cleared. Returned checks are subject to a fee of \$25.00 plus all bank charges. All rental fees and security deposit must then be made in cash. Final fees are computed from the time of initial set-up through final clean-up. If any additional fees are due and are not paid within 48 hours, funds will be deducted from the deposit.

**FACILITY CONDITIONS.** The Augusta Savage Arts and Community Center is a “Smoke and Alcohol Free” facility. The following activities are prohibited in the facilities or on the grounds:

- ❖ No alcoholic beverages.
- ❖ No smoking.
- ❖ No kitchen facilities are available. **ALL** food must be pre-made.
- ❖ No gambling events.
- ❖ No functions after 12 midnight.

Engaging in any of the prohibited activities will result in immediate termination of the event and forfeiture of deposit and fees.

**ADMISSION FEES, SELLING OF FOOD, TAXABLE ITEMS, ETC. AND/OR SOLICITATION OF FUNDS.** Admission fees, selling of food, taxable items, etc. and/or solicitation of funds may be permitted providing the organization/renter is properly licensed in accordance with state and local laws and ordinances. C.C. 50-127

**CARE OF EQUIPMENT AND FACILITY.** Cover all tables with a tablecloth if food or drinks are served. Users will provide tablecloths at their own expense for this purpose. **DO NOT PUT ANYTHING ON WALLS, CEILING OR LIGHTS!!** No decorative or other materials may be physically attached in any way to any part of the facilities.

**CLEAN UP AND DAMAGE.** Clean the facility and grounds at the end of the event. This includes sweeping all floors; clearing from all tables any disposable contents; and cleaning all spills. Remove all trash and litter from inside facility, parking lot and grounds and place all trash and litter in the outside dumpster. Return all tables, chairs and equipment to their storage locations. Incidental damage to the facilities, parking lot, grounds, equipment may result in the withholding of all or part of deposit. Intentional or excessive damage may require additional monies to be paid to the City of Green Cove Springs to cover the cost of repairs.

**EQUIPMENT SET-UP.** The renter is responsible for set-up and re-storing of the tables, chairs, and other equipment used for event.

**AMPLIFICATION REQUESTED?** YES \_\_\_\_\_ NO \_\_\_\_\_ C.C. 50-128

If YES, City Staff may authorize any of the following types of amplification: CD player, boom box/radio, karaoke machine, or electronic music player/speaker, i.e., Cell Phone, iPad, iPod, Tablet.

If NO, approval from the City Manager is required in the form of a WRITTEN request stating what type of equipment will be used, what time frame the equipment will be used, and for what purpose. If the noise disturbs anyone more than one (1) block away, you will be required to discontinue activity.

**SAFETY PROVISIONS.** Maximum capacity is 300 persons. It is unlawful to exceed this capacity. Open flames such as candles or burners are not allowed. No bottles or glass containers of any kind, except for punch bowls and utensils are permitted in the facility.

**CERTIFICATE OF INSURANCE REQUIREMENTS.** See the attached Hold Harmless and Indemnification Agreement.

**SUITABILITY OF PREMISES.** It is the responsibility of the renter(s) to inspect the premises to ensure that they are adequate for use. The City of Green Cove Springs does not guarantee that all electrical, plumbing or mechanical fixtures, components or devices, will be operational and shall be held harmless from damages or disruptions caused by such failures. The City of Green Cove Springs will do its best to keep such systems operational. If, at any time, you need assistance during your event, you may call the following City Staff Member (after hours or weekends):

\_\_\_\_\_ Phone: \_\_\_\_\_

**RESERVATION CANCELLATION AND FUTURE COMMUNITY CENTER USE.** The Rental Agreement is subject to cancellation and future use of the facilities will be denied if any of the above conditions are not met.

**DISCLAIMER.** Granting permission to rent and use the ASACC facility does not constitute an endorsement by the City of Green Cove Springs for a group or its beliefs and/or practices.

**Do not write below – For the City of Green Cove Springs**

Deposit Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Return of Security Deposit:

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Comments and Conditions: \_\_\_\_\_

\_\_\_\_\_