



CITY OF ALACHUA

SPLASH PARK RENTAL REGULATIONS

1. City recreation facilities are available for rental to groups, clubs, individuals and organizations upon approval by the Director of Parks and Recreation, or designee. This approval may be based upon whether or not the proposed activity provides a positive public service and meets a legitimate public need.
2. Programs, events, activities and classes sponsored by the City of Alachua will have priority over all other requests. All other rental events may be scheduled on a date that does not conflict with a City event.
3. Recreation facilities may not be available on City-designated holidays. A list of these holidays for the current year is available in the Department of Parks and Recreation office.
4. A Parks and Recreation employee will be present and in charge of the facility during each rental use. No rental may take place without a Parks and Recreation employee present.
5. If the City deems necessary, the renting organization or individual may be required to provide comprehensive general liability insurance in an amount specified by the Compliance and Risk Management Department. If insurance is required, the City of Alachua must be listed as Additional Insured and an original copy of the insurance certificate provided.
6. The renting organization is responsible for the conduct of its participants, workers and guests. The City reserves the right to restrict access to any group or individual.
7. The renting organization or individual will be monetarily responsible for any damage that occurs during the course of the rental.
8. Because of the public nature of City facilities, any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any renting organization or individual. Neither should any fixed part of the facility be disarranged in any manner.
9. Equipment Use During Rental Periods:
 - ◆ The renting organization shall neither erect nor operate on the premises, without consent of the Director of Parks and Recreation, or designee, any machinery or equipment operated by electrical or other power.
 - ◆ The renting organization shall not use upon the premises any substance of an explosive or highly flammable nature.
10. The renting organization or individual is responsible for obtaining all necessary licenses and permits, and for paying all taxes, which may be required.
11. The sale of food, drinks, or other items are prohibited unless the Director grants an exemption.
12. The City of Alachua shall not be responsible for items left by guests, workers, employees, or representatives of the special event rental.
13. All activities must comply with posted occupancy limitations. Any event that exceeds building capacity may be terminated without notice. No fees will be refunded for time lost due to non-compliance of this policy.
14. **Alcoholic beverages are NOT permitted.**
15. No animals will be permitted in the building without prior written consent from the City.
16. Security Requirements During Rental Periods:
 - ◆ Security required during a rental period is at the discretion of the Department of Parks and Recreation.
 - ◆ If any activity requires a security presence, police officers will be supplied by the City of Alachua Police Department based on circumstances of the event in question.
 - ◆ Fees charged for officers will be based on rates determined by the Alachua Police Department. The cost of required officers will be due in advance by the renter.
17. Food and drinks are allowed in designated areas only. The renting organization shall be responsible for cleaning up the facility following use, unless arrangements have been made with the Parks and Recreation Director.
18. The Parks and Recreation Department reserves the right to end or cancel any facility rental without prior notice.
19. Renter may not convey, assign or other subcontracting of the facility without the express, written approval of the City.
20. Time Considerations During Rental Period:
 - ◆ If a facility rental exceeds the amount of time designated on the rental contract, the damage deposit may be used to cover this additional expense.
 - ◆ Times listed in the facility rental contract must include set-up and clean up. A rental is considered “continuous” if there is no break in the hours of use.
21. City facilities are designated “Non-Smoking”. As a courtesy to others, please restrict smoking to designated areas outside of the facilities.
22. Users are to remain in assigned area(s) and are responsible for supervising all participants in their program so as not to interfere with other on-going activities/programs. Renter is responsible for the conduct of participants and spectators of the contracted event. Renter is responsible for any damage caused by participants and spectators of said event.

23. The storage of any items at the facility the day before the rental event and the day after the event will not be provided. No materials may be stored in reference to the rental, unless approved by the Parks and Recreation Director.
24. Failure to adhere to any of these conditions may result in immediate cancellation of the existing agreement, forfeiture of the security deposit, and restriction from future use of other City facilities.
25. All organizations are required to set up, remove, and clean the facility they have rented unless prior approved arrangements have been assigned with the Department Director.
26. The name of the individual or group whose name appears on the Rental Agreement will be held responsible for all damages incurred during the use of the facility, except for normal wear and acts of nature.

INCLEMENT WEATHER

Should inclement weather be a factor prior to your Splash Park private rental, you have the option to reschedule your event for another available date. You must notify the Parks and Recreation Department 48 hours prior to your rental for eligibility.

In the event of lightning, no one will be permitted in the Splash Park and it will remain closed for 30 minutes following the last lightning strike, as determined by the ThorGuard Lightning Prediction System. Patrons should seek appropriate shelter and follow staff's instructions.

Refunds will be issued based on a percentage of usage and approved by the Parks & Recreation Dept. and rain policy.

SPLASH PARK SPECIFIC RULES

- No grills or flammable substances permitted inside Splash Park.
- The only diapers allowed are swim diapers.
- Those with health problems such as: diarrhea, nausea, infections or wounds are not allowed on splash play area.
- Running and horseplay is prohibited.
- Pets, food, gum, glass objects, bicycles, skateboards, roller blades/skates, scooters, and smoking are strictly prohibited.
- Street shoes are not permitted on splash play area.
- The Splash Park may be closed at any time due to weather or maintenance.
- Users must shower before entering splash play area.
- Maximum Capacity 30.

The undersigned hereby acknowledges receipt and acceptance of the City of Alachua Facility Rental Regulations and shall observe the laws/rules and policies/procedures set forth in the Facility Rental Regulations and by the City of Alachua and the State of Florida.

Signature of Authorized Representative

Date