



Date Received:

Application #:

Community Services Department

ATHLETIC FIELD RENTAL APPLICATION

Your application shall be submitted no later than 30 (thirty) days prior to the activity

Thank you for selecting the Town of Miami Lakes as the site for your activity. The information requested in this application will be used to determine your eligibility for a permit for use of a Town facility. Please note that your submission of your application should in no way be construed as final approval of your request; it is considered a request for a permit only. To issue a permit, all required documents, certificates of insurance, and permits must be obtained and submitted no later than 30 days prior to the activity.

All documentation including certificates of insurance, forms, and site plans must accompany this signed application and submitted to:

Town of Miami Lakes
Department of Community and Leisure Services
6601 Main Street
Miami Lakes, FL 33014
Questions? Please contact Mr. Ryan Vogel via email at VogelR@miamilakes-fl.gov

Applicant will receive notice by way of email or mail that the facility use permit has been approved. Once applicant is notified of approval, all applicable fees must be paid by money order or by check (to the Town of Miami Lakes) fourteen (14) business days prior to the date of the rental.

1

CONTACT INFORMATION

1) Name of Person/Entity seeking the Permit:

- For Profit Organization
Non-Profit Organization Tax Exempt #
Private Party

2) Contact Information for Entity/Person:

Street Address

City State Zip

Phone #: Fax#:

Contact Name: Contact Email:

Cellular Phone Number:

Phone #:

CONTACT INFORMATION, CONTINUED

3) Contact Information for Persons who will be on-site during athletic field rental:

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

4) Please list any sponsors of the activity:

Name of Sponsor: _____ Phone #: _____ - _____ - _____

Street Address

City State Zip

Name of Sponsor: _____ Phone #: _____ - _____ - _____

Street Address

City State Zip

2

ATHLETIC FIELD RENTAL INFORMATION

1) Date requested: _____

2) Start time: _____

End time: _____

3) Which park and what type of field are you requesting (please see below for athletic field fee schedule)?

Royal Oaks Park (16500 NW 87th Avenue):

Soccer Field Football Field

Miami Lakes Optimist Park (6411 NW 162nd Street):

Softball Field Baseball Field Football Field Soccer Field

Please see next page for athletic fee schedule

Athletic Field Fees

Softball/Baseball	Resident	Non-Resident
3 Hour Rental (Day)	\$60.00	\$120.00
Additional Hour(s)	\$20.00	\$40.00
Additional Light Fee Per Hour	\$25.00	\$50.00
Field Prep / Lining Fee	\$25.00	\$25.00
Football / Soccer	Resident	Non-Resident
3 Hour Rental (Day)	\$60.00	\$120.00
Additional Hour(s)	\$20.00	\$40.00
Additional Light Fee Per Hour	\$25.00	\$50.00
Field Prep / Lining Fee	\$50.00	\$50.00

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Tournament Fees

Tournament Deposit	\$500.00	\$500.00
Tournament Fee	\$500.00	\$500.00
Additional Per Team Fee	\$10.00	\$20.00

ATHLETIC FIELD RENTAL INFORMATION, CONTINUED

4) Name of Activity: _____

5) What type of activity is this?

- Tournament Private Party Fundraiser Religious
 Community Event Travel Team School Team Other _____

6) Description of Activity:

7) Will this activity be open to the public? Yes No

8) Is there a fee to participate in this activity or to attend? Yes No

If yes, please state the fee: \$ _____

9) Estimated Participation: _____ # of Teams: _____

Number of Spectators: _____

10) ENTERTAINMENT/AMPLIFIED SOUND

Will there be amplified music, a DJ, live music or sound? Yes No

If yes, what type of equipment will be used? DJ* Live Music* Portable radio/player

Name of DJ/Live Music Performer: _____

*DJ and Live Music Performer must hold liability insurance of \$1,000,000 or greater per occurrence. Please attach the Certificate of Insurance naming the Town of Miami Lakes (6601 Main Street, Miami Lakes, FL 33014) as the Certificate Holder and listing the Town of Miami Lakes and the Miami Dade County School Board as an additional insured).

11) FOOD/BEVERAGES

Will food or beverages be served*? Yes No

*The consumption of alcoholic beverages is strictly prohibited by those directing, participating in, or spectators of any athletic events.

Will these be sold or given away? Sold Given Away

Will there be a caterer*? Yes No Name of Caterer: _____

*If requesting to use a caterer, a special event permit application must be filled out and attached to this application. Caterer must hold liability insurance of \$1,000,000 or greater per occurrence. Please attach the Certificate of Insurance naming the Town of Miami Lakes (6601 Main Street, Miami Lakes, FL 33014) as the Certificate Holder and listing the Town of Miami Lakes and the Miami Dade County School Board as an additional insured). Caterer must also provide a copy of permit acquired through the Miami Dade County Department of Environmental Health. Please attach permit.

Are you requesting to operate a concession stand or to have a concession stand open?

- Concession Stand Open Operate Concession Stand (Royal Oaks Park Only)

12) TENTS

Are you planning on setting up tents*? Yes No

If so, how many? _____

*Only tent sizes 10' x 10' will be permitted under this application. If requesting tent sizes over 10' x 10, a special event permit application must be filled out and attached to this application. A building permit will also be required.

ATHLETIC FIELD RENTAL INFORMATION, CONTINUED

13) SECURITY/POLICE

Plans for security/licensed emergency medical services, if any: _____

If you are hiring a security company, please provide company name, phone number, and on-site contact number: _____

*Please attach license of company. Security Company must be unarmed. Security Company must hold liability insurance of \$1,000,000 or greater per occurrence. Please attach the Certificate of Insurance naming the Town of Miami Lakes (6601 Main Street, Miami Lakes, FL 33014) as the Certificate Holder and listing the Town of Miami Lakes and the Miami Dade County School Board as an additional insured.

14) PARKING

Plans for handling parking and traffic in the area, if any. Please attach parking plan and diagram: _____

Are you hiring a company to assist in parking/traffic control*? Yes No

If yes, please provide the name and contact information of company:

Name: _____ Phone Number: _____

*A certificate of insurance with no less than \$1,000,000 liability per occurrence and a copy of the company's license is required. Please attach both. The certificate of insurance should name the Town of Miami Lakes (6601 Main Street, Miami Lakes, FL 33014) as the certificate holder and the Town of Miami Lakes and Miami Dade County School Board as an additional insured.

Number of Parking Attendants: _____

*The Town of Miami Lakes will determine the number of police needed for the safety of participants and spectators.

15) BOUNCE HOUSES/AMUSEMENTS

Are you requesting a bounce house or other amusement*? Yes No

If yes, how many? _____ Name of vendor providing amusement: _____

Address and phone number of vendor providing amusement: _____

*The amusement vendor must carry a liability insurance coverage of no less than \$500,000 per occurrence. Please attach a certificate of insurance naming the Town of Miami Lakes (6601 Main Street, Miami Lakes, FL 33014) as the certificate holder and the Town of Miami Lakes and the Miami Dade County School Board as an additional insured.

16) INSURANCE INFORMATION

Individual residents are not required to provide a certificate of insurance. If an organization or business, please attach a current certificate of insurance. The Town of Miami Lakes requires that all organizations or businesses carry a general liability limit of no less than \$1,000,000 per occurrence. The certificate of insurance must name the Town of Miami Lakes (6601 Main Street, Miami Lakes, FL 33014) as the certificate holder and the Town of Miami Lakes and the Miami Dade County School Board as an additional insured.

Coverage: _____

Insurance Company: _____

Agent: _____ Agent's Phone Number: _____ - _____ - _____

3

FEE WAIVER REQUEST

Fee waivers are limited to the waiver of one event per year per organization and are granted only for:

- Activities that benefit the Town of Miami Lakes community
- 501 (c)(3) Not-for-Profit Organizations that do not have existing facility use agreements with the Town
- Miami Lakes Based Organizations
- Town Co-Sponsored Events

Yes, I am requesting a fee waiver for this activity.

If requesting a fee waiver, please attach the following documentation to this application:

- Proof of 501 (c)(3) status if applicable
- A signed and notarized statement certifying that all volunteers and organizers have passed a level 1 background check in accordance with the Town of Miami Lakes Administrative Order 07-01 (attached) .

4

CHECKLIST

Have you....

- Filled out all applicable questions?
- Attached requested plans and diagrams?
- Attached all applicable certificates of insurance and necessary permits?
- Attached a special event permit if requesting to have a caterer?
- Read and understood the Park Rules and Regulations and the Rules and Regulations relating to Athletic Field Rentals (see back page)?
- Read and understood the fee schedule for use of the fields?
- Signed the waiver of indemnification?

5

INDEMNIFICATION

For and in consideration of the Town of Miami Lakes consent to allow the Applicant to hold an activity within the facilities or parks of the Town of Miami Lakes, the Applicant agrees as follows:

The Applicant jointly and severally, hereby hold harmless, indemnify and defend the Town of Miami Lakes, its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses, or demands (including, without limitation, suits, actions, claims, costs, expenses, or demands resulting from death, personal injury and property damage) or expenses of every kind and character, including reasonable attorney’s fees, costs and appeals, arising or resulting in whole or in part, as a result of any tort, intentional action, negligent acts, or omissions on the part of the Applicant or any of the participants of the activity outlined in this application. This indemnification shall survive the termination of the activity and Athletic Field Rental Application and shall be in full force and effect beyond the term or termination of this Athletic Field Rental Application, however terminated. This indemnification provision includes claims made by the entitlement, if any, to immunity under section 440.11, Florida Statutes. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the Town may have under the doctrine of sovereign immunity of section 768.28, Florida Statutes.

I have read in its entirety and I agree to the Athletic Field Rental Rules and Regulations listed on the next page. I have received a copy for my reference.

Signature of Application or Authorized Agent: _____ Date: ____/____/____

Printed Name: _____ Title: _____

Street Address: _____ City: _____ State: _____

Zip: _____ Phone #: _____ - _____ - _____

NOTARY PUBLIC STATE OF FLORIDA AT LARGE

ATHLETIC FIELD RENTAL RULES AND REGULATIONS

Please read, detach from application, and keep this page with you.

- All Town of Miami Lakes Park Rules and Regulations apply. For a copy of the Town of Miami Lakes Park Rules and Regulations, please visit our website at www.miamilakes-fl.gov or call (305) 558-0382.
- A “Special Event Permit Application” shall be required for any event involving the catering of food. All permit forms, applicable payments, and applicable insurance documentation for a special event must be submitted no later than 30 business days prior to the event date or otherwise specified by the Community and Leisure Services Department.
- Athletic Field Rentals are on a first-come, first-served basis. Rentals will be limited to certain days and times and will not disrupt any practices, games, or any other events scheduled by the Town of Miami Lakes (“Town”) and its partner organizations.
- Smoking is prohibited on or near athletic fields or facilities pursuant to Florida Law.
- Athletic field preparation (bases, portable pitcher’s mound, field lines and markings) require an additional fee.
- A designated area will be assigned for the rental. If the applicant sets up in a location other than the pre-designated area, Department employees reserve the right to revoke the permit and all monies will be lost.
- Rental of athletic fields does not include the right for the permit holder to sell or reassign sponsorships and/or marketing rights associated with their rental/activity.
- The renter assumes all risk in use of the facility and shall be solely responsible for all damages, accidents and injury of persons or property and hereby covenants and agrees to indemnify and hold harmless the Town and their officers and employees from any and all claims, suits, losses, damages including attorneys fees at the trial and appellate court level, paralegal charges and investigation costs, or injury of persons or property. Insurance requirements shall be at the Town’s discretion.
- The Town may cancel or revoke the right to use the facility for failure of permittee to follow these rules.
- In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations should contact (305) 364-6100 two business days prior to the athletic field rental.
- **Weather Policy:** Fees will be processed and rental agreement will be upheld regardless of weather conditions. Severe weather conditions are exceptions. If the weather is deemed unsafe by an employee of the Town of Miami Lakes, the rental fee and deposit will be refunded upon request. A written request must be submitted to the Town’s Community and Leisure Services Department no later than 15 business days after the event date. Rescheduling of the reservation will be allowed under these same conditions.
- The designated area will be reserved for the exact number of hours and may not exceed the maximum number of persons permitted for the rental area. The rental time includes set-up and clean-up.
- Animals are not allowed. Animals under the custody and control of a law enforcement officer and dogs accompanying a disabled person are excluded from this section.
- Gambling, in any form, is strictly prohibited. No person who is intoxicated and/or under the influence of drugs shall be permitted entry to any of the Town’s parks. The consumption of alcoholic beverages is specifically prohibited by those directing, participating in, or spectators, of any events.
- The renter assumes all risk in use of the facility and shall be solely responsible for all damages, accidents and injury of persons or property and hereby covenants and agrees to indemnify and hold harmless the Town and their officers and employees from any and all claims, suits, losses, damages including attorneys fees at the trial and appellate court level, paralegal charges and investigation costs, or injury of persons or property. Insurance requirements shall be at the Town’s discretion.
- If any of the above rules and regulations are violated, the Town has the right to call police, to terminate the activity and to exercise any other right as provided herein.
- The Town may cancel or revoke the permit as deemed necessary by the Community and Leisure Services Department and waive the requirements of the rules and regulations or make additional conditions regarding the use of the facility which are in the public interest.

6601 Main Street • Miami Lakes, Florida, 33014

Office: (305) 364-6100 • Fax: (305) 558-8511

Website: www.miamilakes-fl.gov

OFFICE USE ONLY

Approval Signatures Required:

**Jeremy Bajdaun, CPRP
Director of Parks & Recreation**

**Manuel Martinez
Recreation Services Manager**

**Ryan Vogel
Parks & Athletics Manager**

Athletic Field Rental Approved **Athletic Field Rental Denied**

Comments:

Fee for Use: _____

Miami Lakes Resident? **Yes** **No**

Fee Waiver Approved: **Yes** **No**

Edward Pidermann, Town Manager