

CITY OF GREEN COVE SPRINGS

321 Walnut Street, Green Cove Springs, FL 32043
 Phone: (904) 297-7500, x-3320; Fax: (904) 284-8118
PARK RESERVATION APPLICATION

GCS Police Department
 904-297-7300 ext. 3
 Call for any concerns with
 reservations, after normal
 working hours!



Name: Henrietta Davis-Francis Daytime Phone No.: (904) 652-5491
 Organization: Friends of Augusta Savage Cell Phone No.: (904) 652-5491
 Address: 2439 Bonnie Lakes Drive Driver's License No.: F652-324-48-770-0
 City, State, Zip: Green Cove Springs, Fla. 32043 E-mail: possible_francis@yahoo.com

PARK FEE SCHEDULE

SPRING PARK:

- Gazebo (G) \$400.00 (No more than a 5-hour time block reservation)
- Pool Pavilion (PP) \$400.00 (No more than a 5-hour time block reservation)
Rental requires a \$250 Refundable Clean-up Deposit
- Large Pavilion (LP) 5 tables – seats approx. 50-60 \$200.00
- Small Pavilion (SP) 6 tables – seats approx. 36 \$100.00
- Large Picnic Shelter (LPS) 3 tables – seats approx. 18 \$ 75.00
- Small Picnic Shelter (SPS-A) 1 table \$ 50.00
- Small Picnic Shelter (SPS-B) 1 table \$ 50.00
- Pool (P) **Seasonal** \$200.00 (No more than a 2-hour time block reservation)
Reservations times: 9am – 11am or 7pm – 9pm
Rental requires a \$75 Refundable Clean-up Deposit & includes 2 Lifeguards)

VERA FRANCIS HALL PARK:

- Amphitheater (A) \$400.00
- Picnic Shelter (PS-A) 2 tables – seats approx. 12 \$ 75.00
- Picnic Shelter (PS-B) 2 tables – seats approx. 12 \$ 75.00
- Softball Field \$200.00 (All Reservations)

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

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 (Unavailable during operating hours = 11am-7pm) 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.

- | | | | |
|--|-----------------------------|----------|----------|
| <input type="checkbox"/> T. Hogan Memorial Gymnasium (without carpet protection for Gym floor) | \$300.00 | \$350.00 | \$450.00 |
| <input type="checkbox"/> T. Hogan Memorial Gymnasium (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: 02/27/2021

HOURS REQUESTED: FROM: 8:00am **TO:** 3:00pm
(including set-up and clean-up time)

PURPOSE FOR RESERVATION:

Birthday Party

Church Function

Family Reunion

Wedding

Other: Community Outreach

ESTIMATED NO. OF GUESTS EXPECTED: 300

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.

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." 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.

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

REFUNDABLE DEPOSITS: All refunds will be processed and mailed to the address on the first page of this form within 10 business days after City approval.

AMPLIFICATION REQUESTED? YES _____ NO X

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 YES, and your amplification is not one of the above options that City Staff may approve, then approval from the City Manager is required in the form of a **WRITTEN AND SIGNED** request stating what type of equipment will be used, what time frame the equipment will be used, and for what purpose. This is required to be submitted along with the required forms necessary to confirm any park reservation.

For more information relating to allowable noise levels and prohibitions, please refer to City Code Section 62-114 and 62-144:

- (a) Prohibitions. It shall be unlawful for any person to: (i) make, continue, or cause to be made or continued any noise disturbance, or any sound which is plainly audible, in violation of any of the specific prohibitions contained in this section; or (ii) otherwise violate any of the specific prohibitions contained in this section.
 - (1) Amplified sound produced by electronic audio equipment, musical instruments, and similar devices. No person shall operate, play, or permit the operation or playing of any radio, stereo, tape player, television, electronic audio equipment, musical instrument, or other sound amplifier in such a manner as to:
 - a. Be plainly audible at a distance of 200 feet or more from the real property boundary of the source of the sound;
 - b. Create across a real property boundary a noise disturbance in a residence, office, store, or other building;
 - c. If the source of the sound is in a building containing more than one residential unit, create a noise disturbance in another residential unit through a floor, ceiling, or wall separating residential units; or
 - d. Violate the maximum sound levels contained in [section 62-144](#).

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.

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

Deposit Fee: \$ _____ Date: _____ Check # _____ Cash: _____ Card: _____ Received by: _____

Rental Fee: \$ _____ Date: _____ Check # _____ Cash: _____ Card: _____ Received by: _____

Return of Security Deposit: Date: _____ Check # _____ Cash: _____ Card: _____ Received by: _____

Comments and Conditions: _____

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 Section 62 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. 62-152
2. No aircraft, glider or parachuting is permitted. C.C. 62-109
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. 62-110
4. No alcoholic beverages are allowed in the Park. C.C. 62-138
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. 62-140
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. 62-152
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. 62-141
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. 62-142
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. 62-112
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. 62-144
11. Complaints received about abnormally high noise levels could lead to your event being shut down. C.C. 62-144
12. 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. 62-145, 62-146, 62-150
13. 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. 62-147
14. Do not tape, nail or tack up signs, decorations, photographs, or drawings in the Park. Please use string or plastic ties. C.C. 62-148
15. The park is not a campground. Overnight camping/sleeping is not permitted. C.C. 62-149
16. NO abusive language is permitted in the Park.
17. Glass bottles and containers are prohibited on the pier, in the pool areas, and other locations where posted. C.C. 62-158
18. 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. 62-161

**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. Rental 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 ext. 3320**



**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.

|                                                                          |                  |                          |                        |
|--------------------------------------------------------------------------|------------------|--------------------------|------------------------|
| ❖ <b>Rental Fee:</b>                                                     | GCS<br>Residents | Clay County<br>Residents | 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).

**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.

**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. 62-112

**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.

**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, please contact the Green Cove Springs Police Department at (904) 297-7300 (after hours or weekends):

**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.