



City of Naples - Community Services Department

**FACILITY RESERVATION APPLICATION
RIVER PARK / ANTHONY PARK**

301 11th Street | Naples, Florida 34102
Phone: (239) 213-3037 Fax: (239) 213-3035 Email: riverpark@naplesgov.com

Use this form for: Any and all requests for facility/field/park uses. Requests should be submitted at least 2 weeks prior to the event date. If event requires a special event permit must be submitted 60 days in advance.

NAME/ORGANIZATION: _____

ACTIVITY & DESCRIPTION: _____

Attendance (Estimate): _____ **Date(s) Requested:** _____

Set Up Time	Actual Event-Time	Take Down Time
_____ to _____	_____ to _____	_____ to _____

Individual Responsible for Event/Activity: _____

Address: _____ **City:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____ **Fax:** _____

Email Address: _____

Alternate Contact: _____ **Phone:** _____

RIVER PARK		ANTHONY PARK	
Check Area Requested	AREA REQUESTED	Check Area Requested	AREA REQUESTED
	AUDITORIUM/STAGE - 3,732 sq. ft.		CLASSROOM 1,600 sq. ft.
	CLASSROOM A - 630 sq. ft.		OPEN FIELD AREA
	CLASSROOM B - 554 sq. ft.		BASKETBALL COURT
	KITCHEN		TENNIS COURT
	COMPUTER LAB - 520 sq. ft.		PICNIC GAZEBO NW - #1
	LIBRARY - 212 sq. ft.		PICNIC GAZEBO SW - #2
	SPIN ROOM - 545 sq. ft.		PICNIC GAZEBO E - #3
	CONFERENCE ROOM - 153 sq. ft.		PICNIC GAZEBO NE - #4
	BASKETBALL PAVILION		PICNIC GAZEBO SE - #5
	OUTSIDE STAGE/COURTYARD		
	PLAYGROUND GAZEBO (Small)	SPECIAL REQUESTS/NEEDS:	

RULES: (Initial after each)

1. Alcohol/Glass/Gambling/Vehicles on turf areas is prohibited on all city property: _____
2. Parking is prohibited in areas other than designated parking spaces: _____
3. Food cannot be cooked on site without prior approval and grease must be removed from park: _____
4. Areas used must be cleaned and trash deposited in dumpsters or risk loss of security deposit/additional charges: _____
5. Any damage/loss must be replaced and/or repaired or will result in extra charges: _____
6. Smoking is prohibited in all city facilities and designated outdoor areas: _____
7. This application is for the date(s) & time(s) listed above and cannot be transferred or changed without park approval: _____
8. All provisions of state and local law as they pertain to accessibility and the A.D.A. shall be complied with: _____
9. Groups will be required to provide liability insurance, naming the City of Naples as additionally insured: _____
10. Tables & chairs are available for use. You are responsible for setting them up and putting away or see staff charges: _____
11. Amplified music, tents, cooking on premises, petting zoo, large attendance, ongoing events/activities, City co-sponsorship, etc., requires a Special Event Permit through the Community Services Department at (239)213-7120: _____

All rules, regulations and policies governing operation of City parks and Community Services Department facilities must be followed. (Ordinance 07-11560 and Resolution 07-11562).

Is this a Charitable/Non-Profit Organization? Yes No

If yes, FL State Tax Exempt #: _____

(Please provide us with a copy of your Tax Exempt form for our files)

Will there be amplified Music or entertainment? Yes No

If yes, please attach type(s) of entertainment and scheduled time(s) of performance(s).

Will this event require electricity? Yes No

If yes, please provide what type of uses: _____

FEES AND CHARGERS:	HOURS	Non-Profit Charitable/501c	Private/Commercial For Profit	TOTAL \$
Room Rental (Under 700 sq. ft.)		\$15/hr	\$25/hr	
Room Rental (700 - 2,000 sq. ft.)		\$20/hr	\$45/hr	
Room Rental (Over 2,000 sq. ft.)		\$35/hr	\$65/hr	
Kitchen Rental		\$20/hr	\$45/hr	
Outdoor Open Space Areas (100ft x 100ft)		\$15/hr	\$25/hr	
Gymnasium/Basketball Pavilion		\$35/hr	\$65/hr	
Athletic Facilities (per field)		\$35/hr	\$45/hr	
Sports Courts		\$15/hr	\$20/hr	
Lights		\$15/hr	\$20/hr	
Gazebo/Picnic Pavilion/Non-Collier Resident		\$25/\$130/hr	\$35/\$165 hr	
Park Rental for Large Events		\$900 / day	\$1600 / day	
Rental during non-business hours		\$20/hr	\$40/hr	
Additional Staff		\$26/hr each	\$26/hr each	
Set up/Take down (tables chairs, etc.)		\$25/hr each	\$25/hr each	
Fund Raising		\$20/hr	\$20/hr	
Audio Visual/Other Equipment Rentals		\$10/hr	\$10/hr	
Deposit for Clean Up/Damage		\$250	\$250	
Note: Reservation Form effective October 1, 2018 - Do not use older form.				

TOTAL AMOUNT DUE: (Note: Final amount due may change due to actual use and applicable sales tax may be applied.)

I, the undersigned, and above contractor will indemnify, defend and hold harmless, the City of Naples, its agents, employees, officers, servants, instructors, volunteers and any and all other associates, from and against any and all actions, in law or in equity, from liability claims for damages, demands, or judgments to any person or property which may result now or in the future from the conduct of this event/ activity. I understand that this waiver includes any claims based on negligence, action or inaction of any of the parties. The undersigned further expressly agrees that the foregoing release, waiver, and indemnify agreement is intended to be as broad and inclusive as is permitted by the law of State of Florida, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I, the undersigned, will be responsible for all payments due to the city and adherence to all rules, regulations and policies.

Signature of Applicant Date

(Note: If submitting this form electronically, please type your name and date on the corresponding lines above. Also, please review the Electronic Submittal disclaimer on the following page.)

Signature of Park Manager/Supervisor Date Approved: _____ Denied: _____

**Make payments in person or mail to: River Park Community Center, 301 11th Street Naples, FL 34102.
 Date/time/location are not guaranteed until payment is received. Payment in full due no later than two weeks prior to the event. We accept Credit Card/Check/Cash. Make checks payable to City of Naples. Deposits paid by cash/check will be refunded by check through the City Finance Department and may take up to 90 days.**

ELECTRONIC SUBMITTAL

(NOTE: The button used to submit this form (via email) will appear upon checking the box and agreeing to the terms below. Saving this entire form for electronic submittal requires a minimum of free Adobe Reader version 11 (or greater), or Adobe Acrobat Standard / Pro).

By checking this box, typing your name in the applicant/citizen signature field(s), and submitting this form electronically (via email), you affirm that all information contained within this document was completed truthfully, and to the best of your knowledge and you understand that your electronic signature is considered legally binding the same as signing your physical signature by hand.