



**City of Naples – Parks, Recreation, and Facilities Department**

**FACILITY RESERVATION APPLICATION  
FLEISCHMANN PARK**

1600 Fleischmann Blvd | Naples, Florida 34102  
Phone: (239) 213-3020 Fax: (239) 213-3018 Email: [fleischmannpark@naplesgov.com](mailto:fleischmannpark@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 120 days in advance.**

**NAME/ORGANIZATION:** \_\_\_\_\_

**ACTIVITY & DESCRIPTION:** \_\_\_\_\_

**Attendance (Estimate):** \_\_\_\_\_ **Date(s) Requested:** \_\_\_\_\_

<b>Set Up Time</b>	<b>Actual Event-Time</b>	<b>Take Down Time</b>
_____ to _____	_____ to _____	_____ to _____

**Individual Responsible for Event/Activity:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Alternate Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

FLEISCHMANN PARK		FLEISCHMANN PARK/SEAGATE	
Check Area Requested	AREA REQUESTED	Check Area Requested	AREA REQUESTED
	MAIN ROOM - 2,256 sq. ft.		BASEBALL FIELD - NORTH/SOUTH/WEST
	DANCE STUDIO - 940 sq. ft.		BASKETBALL COURT - EAST/WEST
	ART ROOM - 720 sq. ft.		RACQUETBALL COURT 1 - SE
	PRO SHOP/TECH LOUNGE - 576 sq. ft.		RACQUETBALL COURT 2 - SW
	GAME ROOM - 805 sq. ft.		RACQUETBALL COURT 3 - NE
	PANTHER GAZEBO - Large		RACQUETBALL COURT 4 - NW
	EAGLE GAZEBO - Small (WATER WARNING)		PICKLEBALL COURT #
	OPEN SPACE		PICKLEBALL COURT #
	VOLLEYBALL COURTS EAST/WEST		PICKLEBALL COURT #
	FIELDHOUSE - North Room - 1,419 sq. ft.		PICKLEBALL COURT #
	FIELDHOUSE - South Room - 1,089 sq. ft.		TENNIS COURT EAST - Seagate
	FOOTBALL FIELD		TENNIS COURT WEST - Seagate
	FOOTBALL PRACTICE FIELD	<b>SPECIAL REQUESTS/NEEDS:</b>	
<b>RULES:</b> (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 & 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 indoor use. You are responsible for setting up and putting away or see staff charges: \_\_\_\_\_
11. Amplified music, tents, cooking on premises, 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	
Outdoor Open Space Area (100ft x 100ft) small group		\$15/hr	\$25/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/room	\$40/hr/room	
Additional Staff		\$25/hr/staff	\$25/hr/staff	
Set up/Take down (tables chairs, etc.)		\$25hr/staff	\$25/hr/staff	
Fund Raising		\$20/hr	\$20/hr	
Audio Visual/Kitchen/Other Equipment Rentals		\$10/each/hr	\$10/each/hr	
Deposit for Clean Up/Damage/Rule Violations		\$250	\$250	
Note: Reservation Form revised January 1, 2018 - Do not use older form.				
<b>TOTAL AMOUNT DUE: (Note: Final amount due may change due to actual use and applicable sales tax may be applied.)</b>				
Note: Reservation Form effective October 1, 2018 - Do not use older form.				

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.)

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Signature of Park Manager/Supervisor Date

**Make payments in person or mail to: Fleischmann Park Community Center, 1600 Fleischmann Blvd. Naples, FL 34102. Date/time/location are not guaranteed until the deposit has been received. Payment in full due no later than 2 weeks prior to 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.**