

# City of Ocala

## Recreation & Parks Department

### Facility Event Application



## PERSONAL INFORMATION

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Contact Person:  Phone Number:

Business Name:

Mailing Address:

Date of Birth:  Driver License #:

E-mail Address:

Check those applicable:  City Resident  Non-Resident  Non-Profit

## FACILITY REQUEST

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Facility Requested  Lillian Bryant Meeting Room (Capacity: 120)

E.D. Croskey Center Gymnasium  
(Capacity: Banquet 327, Bleachers Out 500, Bleachers In 894)

Jervey Gantt Aquatic Fun Center (Capacity: Pool 120, Deck 510)

Hampton Aquatic Fun Center (Capacity: Pool 105, Deck 462)

Type of Function:

Name of Event:

Date(s) Requested:  Maximum Attendance:

Set Up Begins (Time):  My Event Begins (Time):

My Event Ends (Time):  Cleanup/Breakdown complete (Time):

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Description of Activities:

Will you have music?  Live Band or DJ Name of Band or DJ:   
 Stereo Equipment  
 None

Will you sell tickets? Check which apply.  In advance ONLY Ticket Price (In Advance)  
 In advance & at the door  
 At the door ONLY Ticket Price (At the Door)  
 I will NOT sell tickets to this event

Alcohol: Which applies? Alcohol will be served  
 There will be NO alcohol at this event

Will anyone under age of 18 be in attendance?  Yes  No Will you be using the kitchen?  Yes  No  Not Applicable

Do you anticipate a need to use any park space exterior to the facility (other than for routine parking)?  Yes  No If Yes, describe:

After the Recreation and Parks Department receives this form and based upon room availability, a determination will be made whether a rental agreement, special event permit, MOU or lease is needed. The appropriate staff will contact the above applicant to complete the necessary paperwork if approved. Until a signed agreement or permit has been executed by both parties, NO RESERVATIONS ARE CONFIRMED.

By signing this application I acknowledge that I have read and understand the Rental Facility Rules and Standards for Use and Permitting and agree to abide by all terms and conditions outlined therein. If a permit is issued, I agree to indemnify the City and its elected officials, employees and volunteers against, and hold City and its elected officials employees and volunteers harmless from, all damages, claims, losses, costs, and expenses, including attorney fees, which City or its elected officials, employees, or volunteers may sustain, or which may be asserted against City or its elected officials, employees or volunteers, arising out of the Permit or the condition of the facility, or as a result of Permittee's possession of the facility, including, without limitation, harm or personal injury to the Permittee or third persons during Permittee's possession of the facility.

Applicant Signature  Date

FOR OFFICE USE ONLY

Division Head  Date

Recommend Process As: Rental Agreement  
 Special Event Permit  
 MOU/Lease

Recreation & Parks Director or Designee  Date

Request Approval/Denial: Approved  
 Approved with revisions  
 Denied