



**POLICIES, PROCEDURES, GUIDELINES
FOR ORGANIZATIONS TO USE:**

City Hall Civic Plaza

120 S. Florida Avenue, DeLand, FL 32720
(Grounds - Restroom Facilities)

The following guidelines have been approved by the DeLand City Commission and apply to all organizations using the City Hall grounds and facilities. Groups or organizations not following these rules may be asked to leave the premises.

Fees:

- Restroom attendant is required if there is a request for use of the public restrooms. ***There will be a per hour non-refundable charge payable 10 days prior to the event start date for security***, at the organization's expense. A two-hour minimum is required. If a cancellation occurs after the 72-hour notice, a two-hour minimum will be charged. If a 72-hour cancellation notice is given, the City will return the voided check to the contact person on the application. See the below rates:

Attendant: \$25.00 per hour (effective January 1, 2008)

- Civic Plaza Site Fee:

Site: \$50.00 for up to 4 hours, \$25.00 for an additional 4 hours (effective January 1, 2008)

Note: Due to the complexities of our accounting procedures, the organizations check will be held for deposit until the day of the event.

Rules and Guidelines:

- Before engaging in any activity, groups or organizations must complete an application and return to the Special Projects Coordinator for review and processing no later than 30 days prior to the event date.
- Only the community use areas described in the rules and regulations will be made available. No other part of the City Hall facilities/property may be used.
- If required, **Certificates of Insurance** must be received and approved by the Operations Manager 10 days prior to the event.
- All organizations **MUST** sign a hold harmless clause as part of the application process.
- If required, all fees due must be paid **BEFORE** the event.
- Parking for all events will be in accordance with the City of DeLand parking regulations.
- No signs, banners, balloons or any other material may be attached, nailed or taped to the City property without prior approval and conditions.
- There will be no parking of vehicles on the bricked areas of the Civic Plaza.
- All groups and organizations are responsible for damage to City property. The City reserves the right to seek a damage deposit in advance of the event in an amount to correspond with the size

of the event, displays, tents, etc. Any damage to City property must be corrected within a reasonable period of time.

- All groups and organizations are responsible for clean up of City facilities and are expected to perform clean up **immediately** after the event. The City reserves the right to seek a clean up deposit in an amount to be determined by the size of the event, inside/outside, etc. The City also reserves the right to charge for post clean up measures if event does not follow policy.
- Alcoholic beverages are prohibited on City property unless there is prior City Commission approval.

Should you have any questions or concerns, please contact the Operations Manager at (386) 626-7110.

Event Info:

Contact Name: _____

Contact Telephone/Email: _____

Date Requested: _____

Event Time Frame: _____

Description of Event: _____

Signature:

By signing this document I understand the policy, procedures outlined above. I/We the applicant(s) agree to replace any City property that has been damaged during the extent of the reservation due to negligence. I/We the applicant(s) further agree to reimburse the City for the cost of any damaged City property incurred as a result of this reservation.

Signature of Applicant _____

Date _____

Title of Applicant/Affiliation _____

Approved By: _____

**Michael Grebosz, Asst to the City Manager
City of DeLand**

Date