



CITY OF SEBASTIAN FACILITY RENTAL PERMIT APPLICATION

1225 Main Street
Sebastian, FL 32958
Parks Phone: (772) 228-7054 FAX: (772) 388-8249
*** For emergency purposes ONLY, please dial 772.473.0454***

Date: _____ **Community Center** Yacht Club

Name of Permittee (permits may only be issued to an adult) Name of Organization (if applicable)

Physical Address Mailing Address (if different)

City State Phone E-Mail

Reason for Rental – Type of Function

Anticipated Number of Attendees (if more than 75 attendees, police services are required by R-10-15)

Requested Date Time: From To

Please answer the following yes or no:

- 1) Are you a resident of Sebastian? _____
 - 2) Will there be an admission charge or door charge? _____
 - 3) Will alcoholic beverages be served? _____
- If yes, please provide govt. issued ID proof of age _____
Date of Birth Verified by

I, _____, the undersigned, acknowledge that I am the applicant or authorized agent of the above referenced organization, that I am aware of the provisions of the City of Sebastian Codes and Resolutions in respect to this application and use of City facilities for which I have applied and agree to abide by all rules and regulations set out for use of City facilities. I understand that the \$250.00 security deposit will be refunded if the building is left clean and undamaged, however, failure to clean the facilities immediately after the use, or causing any damage to the facility will result in forfeiture, in part or full, of the security deposit.

Signature of Applicant

ENCLOSED PUBLIC-USE FACILITY PERMIT

(R-10-15)

APPLICATION, CONDITIONS, AND FEES FOR ENCLOSED PUBLIC-USE FACILITY PERMIT.

In addition to those provisions set out in the Code of Ordinances, the City Council hereby adopts the following rules, regulations and fees for the use of enclosed public use facilities (the Sebastian Community Center and the Sebastian Yacht Club):

A. An application for a permit for an enclosed public-use facility must be submitted on a form, promulgated by the City Manager, to the Parks and Recreation Superintendent, along with the security deposit fee as set out in this Resolution. The application must be received at least two weeks prior to the date of the requested use, however, an application for a permit requiring City Council approval must be received at least two weeks before the next Regular City Council meeting date which is prior to the date of the requested use.

B. In accordance with the Code of Ordinances, in the event that the proposed use may include activities involving gambling, alcoholic beverages, the use of a facility after 11:00 p.m., or if an admission charge is to be assessed, then the City Manager shall not issue a use permit until directed to do so by the City Council. No alcoholic beverages of any type may be brought on to the premises, dispensed, or otherwise consumed without prior authorization of the City Council. No admission fee or other charge may be imposed by the permittee unless expressly authorized in the use permit. Prior to issuance of the permit, the City Council shall make a determination that the proposed admission charge or other fee is not intended to further a commercial purpose.

C. The City Manager, or his designee, shall issue a use permit upon a determination that the requested use is permissible pursuant to this Resolution and upon payment of the appropriate rental fee as set out in this Resolution. It is the policy of the City of Sebastian that no waivers of the rental or security deposit will be permitted, except as otherwise provided for in this Resolution.

D. A use permit for a group composed of minors shall be issued only to an adult who accepts the total responsibility for the supervision of each minor throughout the period covered by the permit.

E. The applicant shall disclose the nature of the proposed activity and the anticipated need for extra work by City personnel. If it is determined that the permittee will cause extra work by City personnel as a result of the proposed use, an additional fee shall be charged in order to fully recoup such cost.

F. No decoration of any type shall be permitted without prior approval. Any decoration utilized must be removed by the permittee. No nails or staples may be used to hang decorations.

G. The permittee shall not, under any circumstances, remove any chairs, tables, or any other equipment from the facility.

H. The permittee shall bear the responsibility for the control of the lights, thermostats (specifically turning off after events), and other equipment in the facility. Further, the permittee shall bear responsibility for the unlocking and subsequent securing of the doors of the facility. In the event that an applicant anticipates any special needs with regard to heating, air conditioning, or lighting, he shall disclose the details of such necessities at the time of application.

I. The permittee is solely responsible and answerable to the City for damages and to any injured person for any and all accidents or injuries to persons or properties resulting from the use of the facility during the permitted period. The permittee shall ensure that the facility is left in the same condition as it was in prior to the permitted use. Any facility equipment utilized must be replaced in the facility's storage room after use.

J. Use permits are not transferable.

K. The permittee for any function at which 76 or more attendees are anticipated, shall be required to hire one Sebastian Police Officer to attend the function for security purposes at the rate established by the City Manager for City officers hired for private duty, unless waived by City Council. The ratio of the number of attendees to required officers is attached hereto as Exhibit "A". Verification of the agreement with the Sebastian Police Department shall

be obtained by the Parks and Recreation Superintendent prior to issuing a key to the permittee. If the Police Department verifies that a sufficient number of School Resource Officers will be used to handle security for a teen dance/function, hiring of police officers is not required. Private duty police officers shall be available for groups of any size if requested by the permittee.

L. **A minimum deposit of Two Hundred Fifty Dollars (\$250.00)** must accompany each application for use of the Community Center and Yacht Club. This deposit is refundable if a facility is left in a clean and undamaged condition by the permittee. In the event that the City, in its sole discretion, determines that cleaning or repairs are necessary after the permitted use, the deposit shall be forfeited. In the event that cleaning or repairs are not necessary, the City Clerk shall refund the deposit to the permittee within two (2) weeks after the completion of the permitted use.

PLEASE SEE RATES ON LAST PAGE.

Exemption from Rates: The Sebastian Property Owners Association is exempt from payment of fees up to a limit of two meetings per month at the Yacht Club based on a prior agreement with General Development Corporation relative to this facility.

Not-for-profit Organizations: In the event that the applicant is a school, church, or other tax exempt entity, as defined by the Internal Revenue Service Code, the charges for use of the Sebastian Community Center or the Sebastian Yacht Club shall be one-half (1/2) the regular rate.

All general provisions for use of City Recreational Facilities as set out in the Code of Ordinances shall apply.

Exhibit A - POLICE OFFICER REQUIREMENT

Adult Function With:

NUMBER OF GUESTS	POLICE OFFICER REQUIREMENT
0-75	0
76 - 250	1
251 – 300*	2

High School or Jr. High School Dances/Function:

NUMBER OF GUESTS	POLICE OFFICER REQUIREMENT
0-99	0
100-199	1
200-300*	2

All City Facilities reach Maximum Capacity after 300 persons.

Police Service Requirement: The permittee for any function at which **75-150** attendees are anticipated, shall be required to hire **one Sebastian Police Officer (\$40.00 per hour/3 hour minimum)** to attend the function for security purposes at the rate established by the City Manager for City officers hired for private duty, unless waived by City Council. For events between **151- 300** attendees anticipated, it shall be required to **hire two Sebastian Police Officers** to attend the function.

NEW FACILITY RENTAL RATES APPROVED BY RESOLUTION NO. R-10-15.

SEBASTIAN RESIDENT RATES

COMMUNITY CENTER (capacity 80)	RENTAL	SECURITY
4 Hour Flat Rate	\$200.00	\$250.00
6.5% Sales Tax	13.00	
Total	\$213.00	
Each Additional Hour or Part Thereof	\$ 30.00	
6.5% Sales Tax	1.95	
Total	\$ 31.95	
YACHT CLUB (capacity 50)	RENTAL	SECURITY
4 Hour Flat Rate	\$100.00	\$250.00
6.5% Sales Tax	6.50	
Total	\$106.50	
Each Additional Hour	\$ 25.00	
6.5% Sales Tax	1.63	
Total	\$ 26.63	

NON-RESIDENT RATES

COMMUNITY CENTER (capacity 80)

	RENTAL	SECURITY
4 Hour Flat Rate	\$300.00	\$250.00
6.5% Sales Tax	19.50	
Total	\$319.50	

Each Additional Hour or Part Thereof	\$ 50.00	
6.5% Sales Tax	3.25	
Total	\$ 53.25	

YACHT CLUB (capacity 50)

	RENTAL	SECURITY
4 Hour Flat Rate	\$150.00	\$250.00
6.5% Sales Tax	9.75	
Total	\$159.75	

Each Additional Hour	\$ 30.00	
6.5% Sales Tax	1.95	
Total	\$ 31.95	

MOBILE STAGE

	RENTAL	SET-UP FEE	SECURITY
Not for Profit	\$250.00	\$100.00	\$250.00
For Profit	\$500.00	\$150.00	\$250.00

Additional fee of \$50.00 per hour for set up support outside the normal work week of Monday-Friday 7am-3:30pm

**No stage fee to Government Organizations

Not-for-profit Organizations: In the event that the applicant is a school, church, or other tax exempt entity, as defined by the Internal Revenue Service Code, the charges for use of the Sebastian Community Center or the Sebastian Yacht Club shall be one-half (1/2) the regular rate. The Organization must be recognized as a **501©3**, specifically, on the IRS letter.

Any organization claiming tax exemption must show proof for sales tax exemption.

~ Community Center: 4\6' Tables, 12 Round (sit 6-8 ppl), 80 fold chairs

~ Yacht Club: 7 Card Tables, 1 Dining Table, 6\6' Tables, 50 Chairs

SEBASTIAN COMMUNITY CENTER
CLEANING and DISINFECTING CHECKLIST

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

KITCHEN:

- REMOVE ALL FOOD AND PERSONAL ITEMS
 - CLEAN AND DISINFECT:
 - INSIDE AND FRONT OF REFRIGERATOR
 - INSIDE AND FRONT OF OVEN
 - INSIDE AND FRONT OF MICROWAVE
 - COUNTERTOPS AND BACKSPLASH
 - INSIDE AND FRONT OF CABINETS
 - ALL LIGHT SWITCHES
 - SCRUB SINK AND SPRAY WITH DISINFECTANT

BATHROOMS:

- CLEAN AND DISINFECT
 - COUNTERTOPS AND SINKS
 - ALL FAUCETS
 - CABINETS
 - ALL DOOR HANDLES AND LIGHT SWITCHES
 - BABY CHANGING STATION
 - TOILET BOWLS, SEATS AND FLUSH HANDLES

GENERAL:

- CLEAN AND DISINFECT
 - ALL TABLES; TOP, SIDES AND LEGS
 - WHEN DRY, FOLD AND REPLACE IN TABLE RACKS AND RETURN TO PROPER LOCATION IN STORAGE ROOM
 - ALL CHAIRS; SEATS, ARMS, FRONT AND BACK
 - WHEN DRY, FOLD AND REPLACE IN CHAIR RACKS AND RETURN TO PROPER LOCATION IN STORAGE ROOM
 - ALL LIGHT SWITCHES
 - DOOR HANDLES (INSIDE AND OUT)
 - ALL THERMOSTATS
 - REMOVE ALL TRASH AND PLACE IN OUTSIDE DUMPSTER
 - REPLACE ALL WASTEBASKETS WITH NEW TRASHBAGS
 - SWEEP ENTIRE FLOOR INCLUDING KITCHEN AND BATHROOMS
 - WET MOP ALL FLOORS WITH CLEAN WATER AND APPROPRIATE FLOOR CLEANER



City of Sebastian

Home of Pelican Island



City of Sebastian Municipal Police Department

Application for Police Extra-Duty Officer Services

This application is required to engage extra-duty services of the requested number of Officers for public safety, health and welfare services that are in addition to those provided generally to the public. It is understood that this is a non-binding agreement. A minimum of five (5) days advance notice is requested prior to the service date and advanced payment is required. Cancellation of the detail, with less than 24 hours notice prior to commencement of the detail, will result in three (3) hours minimum billing per Officer. Payment should be made payable to the City of Sebastian, 1225 Main Street, Sebastian, Florida 32958.

*** (3) Hour Minimum Per Each Officer Required***

Rate Per Hour For Each Officer\$40.00

Rate Per Hour For Each Supervisor.....\$45.00

Rate Per Hour For Each Vehicle\$3.00

(Applies to on-site utilization of vehicle)

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Requested By: _____ Telephone Numbers: _____

(1 Officer is required for attendance of 75 to 150 : 2 - Officers are required for attendance of 151 to 300)

Number of Officers required: _____ In Uniform: _____ Plain clothes: _____

Starting Date: _____ Ending Date: _____

Starting Time: _____ Ending Time: _____

Services Requested: _____

Service Location: _____

Estimated Attendance: _____

Alcoholic Beverages Served: Yes _____ No _____ Type _____

Other Comments or Duties: _____

Date Received _____

Applicant's Signature _____

Please apply online once you have been approved : <https://requests.detailkommander.com/sebastian>

Reviewed By _____
Command Staff

Officer's Signature _____ Date Worked _____ Time Worked _____

Officer's Comments _____
