

City of New Port Richey

"The Gateway to Tropical Florida"

6630 Van Buren St., New Port Richey, FL 34653 Phone 727-841-4560 FAX 727-841-4562



Recreation & Aquatic Center RESERVATION REQUEST FORM

Applicant _____ D.O.B. _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____

Email Address _____ @ _____

Room Requested _____

To be used for _____

Number of people expected _____

Date(s) requested _____

Times: From _____ To _____

*(please include set-up and clean-up)

Day(s) of week _____

Special arrangements requested _____

I/We understand all rules and regulations concerning the use of the City parks and facilities, and will comply with all rules and regulations. I/We will be responsible for any damage done to the equipment and/or facility used.

Signature _____ Date _____

(OFFICE USE ONLY)

****Confirm Residency Prior to Submitting to Admin****

Resident (Yes) or (No) _____ Res# _____

Reservation Request Received (Date) _____

Request Approved _____ or Denied _____

By _____ Title _____

Restrictions _____

Charges _____

Date Paid _____ Receipt # _____

Insurance Obtained (if required)* _____ Tax Exempt Form (if needed)* _____

** (attached)

**New Port Richey Parks and Recreation Department
Rules and Regulations for Reservations
Recreation & Aquatic Center**

1. Reservation form must be filled out completely and submitted at least 2 weeks prior to event or activity.
2. Facility must be vacated at the end of rental time. Area or facility used must be cleaned and everything replaced in its original position.
3. All special arrangement requests must be written on the reservation form at the time the request is submitted for approval.
4. Activity may not disrupt the use of the park or facility by other patrons.
5. Building of fires of any sort is prohibited, except in the use of a grill. No grills or pressure cookers may be brought on site without prior written approval.
6. No alcoholic beverages or drugs are permitted.
7. Parking for vehicles is permitted in the designated areas ONLY, and not on the grass or edge of roadways.
8. No domestic animals are permitted in City Parks. Exception; dogs are allowed in the following parks: The Meadows, Orange Lake, Sims Park, and Cotee River Park. Dogs must be restricted to a 6' leash, and owners must clean up after their dogs.
9. No smoking in indoor facilities or in fenced recreational areas which includes: tennis courts, skate park, and aquatic center.
10. No weapons are permitted on premises unless in compliance with FS chapter 790.
11. It is prohibited to remove any Parks and Recreation Department equipment from the facility without the express written approval of the Recreation Director.
12. Removing, cutting, or destroying any tree, shrub, plant, or rock in any City Park is prohibited.
13. Control and safety is to be maintained at all times.
14. All City of New Port Richey Parks and Recreation Department policies, procedures, and ordinances, must be observed.
15. Primary use of gymnasium is for athletic use only; other rentals will be considered on a case by case basis.
16. Rentals will NOT be approved beyond normal operating hours.
17. Additional fees and/or rules and regulations apply based on function.
18. Food and drinks are not permitted in the Birch room or Gymnasium.
19. If the request submitted is not paid immediately or within 5 business days of the requested date, the reservation will be considered void and canceled

FEES FOR RESERVATIONS AND RENTALS

	Resident	Non-Resident
Gymnasium (per gym, per hour)	\$40	\$50
Meeting Room (min. 2 hours) (per room, per hour)*	\$24	\$30
*Room Capacity = 50 people		
After Hours Rental Charge (per activity)	\$21	\$21
Damage Deposit (per gymnasium)	\$100	\$100