

**Police Athletic League of Jacksonville, Inc.**  
**Facility/Rental Agreement**

**3450 Monument Rd. – Jacksonville, FL 32225**  
**904-854-6555 Ext. 307**  
**904-854-6560**

*Rental is not guaranteed until agreement is signed  
and returned with rental fees and certificate of insurance*

**Client Information**

Contact Person: \_\_\_\_\_

Business/organization name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Information**

Event name: \_\_\_\_\_

Date of event: \_\_\_\_\_

Start time of event: \_\_\_\_\_

End time of event: \_\_\_\_\_

Time your group will need access to areas for set-up: \_\_\_\_\_

Resource time (includes set-up and clean-up time): \_\_\_\_\_

Total hours of event and resource time: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Describe activities anticipated during the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will food be served? \_\_\_\_\_  
\_\_\_\_\_

**Room/Area Usage and Set-Up Needs**

Kitchen, Dining/Banquet Room, Restrooms

Chairs only (to seat 100 available)

Tables with Chairs (to seat 80 available)

Podium

Room Configuration/Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gymnasium  2165 W. 33<sup>rd</sup> St.  3450 Monument Rd.  
Other: \_\_\_\_\_  
\_\_\_\_\_

**Security:**

The PAL reserves the right to require JSO Officers to be hired.  
JSO Officers can be engaged by the hour by calling:  
630-0500.

Security will be provided by: \_\_\_\_\_

Security Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**Insurance Requirements**

Any organization using the facilities operated by the Police Athletic League will be responsible for providing proof of insurance coverage for the following prior to being given access to the facilities:

Commercial General Liability	\$1,000,000
(Per Occurrence for bodily injury and property damage)	
General Aggregate	\$2,000,000
Sexual Molestation	\$1,000,000
Participant Accident Coverage	\$50,000 per occurrence

**A certificate of Insurance must be issued naming the Police Athletic League of Jacksonville as additional insured with regard to liability policies and must be on file (5) days prior to the event.**

**Rental Fees**

**Kitchen/Banquet/Lobby/Restrooms** \$500. daily  
Hourly rental (2 hours minimum) or \$150. per hour

**Gymnasium/Concession/Lobby/Restrooms** \$750. daily  
(Monument Rd. or W. 33<sup>rd</sup> St.)  
Hourly rental (2 hour minimum) or \$150. per hour

**Custodial Services** \$100. per event

**Staff** (staff required to be present during event) \$25. per hour

**Security/Damage Deposit** \$200. per event  
(Events that cancel without 7 days advance notice will not be refunded their deposit. Deposit is refundable upon satisfactory condition of PAL after event.)

**Estimated Rental Agreement:**

\$ \_\_\_\_\_ Kitchen/Banquet Usage Fee (\_\_\_\_ hrs x \_\_\_\_/hour)  
\$ \_\_\_\_\_ Gymnasium Usage Fee (\_\_\_\_ hrs x \$\_\_\_\_/hour)  
\$ \_\_\_\_\_ Custodial Services  
\$ \_\_\_\_\_ Security Deposit  
\$ \_\_\_\_\_ Total Fees

*Full payment is required at the time the contract is signed and must be received 5 days before the event. Payments can be made by check, money order, credit or debit cards. Please make check payable to: Police Athletic League of Jacksonville*

**Facility Rules**

- The facility is only available Friday evening from 6:30 to 11 p.m., and Saturday and Sundays between the hours of 8 a.m. to 11 p.m.
- The center must be vacated when the rental time has expired.
- PAL prohibits the use of illegal drugs, alcoholic beverages and/or tobacco products of any kind brought into the facility or consumed on park grounds.
- No firearms, pets (except service animals), or open fires (including candles) are allowed in the facilities.
- No furniture, plants, planters or decorations may be moved without prior approval. Facility’s chairs are for indoor use only.
- Nothing may be nailed to the walls.
- No glitter or foil confetti may be used for decorations.
- A representative of PAL must be on site during the event.
- Only the space rented may be used during the event. Rented space will include bathrooms and lobby area. No additional rooms/space or center equipment may be used without prior written agreement.
- Do not allow your guests to take food or drink into the lobby or reception area.

- The contact representative must be present during the event and will be held accountable for the group’s actions.
- Event must begin and end at times specified on the rental agreement form.
- Outside grounds must be cleared of trash and litter.
- The contact representative is responsible for arranging for event security to handle parking, crowd control and other issues of safety.
- No cooking is allowed in the facility.
- PAL may refuse to rent to any person or group without reason.
- The contact representative must notify PAL of any damage or property broken prior to event to be relieved of liability.
- Facilities approval does not grant the applicant use of the park grounds. The park is open to the public.

**Contract Agreement and Signature**

Thank you for scheduling your event with the Police Athletic League of Jacksonville. Please read and initial acceptance of the conditions listed below.

**Waiver of Liability:**

Initial In consideration for being allowed to use the PAL Center/Facility, the undersigned acknowledges that the activities will be confined to the boundaries within the Center/Facility that this request is being issued for, applicant assumes all risks, whether or not known or reasonably foreseeable, which may be associated with the permitted use. The applicant shall hold harmless, indemnify and defend PAL, its directors, officers, employees, representatives and agents against any claim, action, loss, damage, injury liability, cost and expense of whatsoever kind or nature (including but not by way of limitation, attorney’s fees and court costs) arising out of injury (whether mental or corporeal) to persons, including death, or damage to property, arising out of or incidental to the use of the PAL Center/facility.

**Notification of Risk of Liability:**

Initial The applicant/organization requesting use of the PAL Center/Facility understands they are exposed to potential liabilities as the sponsor of planned activities. The party may wish to contact an insurance representative of their choosing to discuss planned activities, associated risks, and availability of insurance for the same.

**Cancellations and Refunds:**

Initial If it becomes necessary to cancel the facility rental, the applicant/organization must notify the PAL staff at least seven (7) days in advance of the event. A \$20 administration fee will be charged on all cancellations. **PAL reserves the right to cancel the facility rental without notice due to unplanned emergencies or unforeseen events.**

**I have read and fully understand the terms and requirements of this agreement and agree to abide by the terms and requirements.**

Accepted for \_\_\_\_\_  
Business/Organization Name

By: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted for:

Police Athletic League of Jacksonville, Inc.

By: \_\_\_\_\_

Date: \_\_\_\_\_