



**CITY OF SEBASTIAN COMMUNITY CENTER
RENTAL PERMIT APPLICATION**

1225 Main Street
Sebastian, FL 32958
Parks Phone: (772) 228-7054 FAX: (772) 228-7054
** For emergency purposes ONLY, please dial 772.321-8086**

Today's Date: _____

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

Physical Address Mailing Address (if different)

City State Zip Phone

Reason for Rental – Type of Function E-Mail Address

Anticipated Number of Attendees (Must be less than a maximum of 150)

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-23-33)

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.
- J. Use permits are not transferable.
- K. **A minimum deposit of Two Hundred Fifty Dollars (\$250.00)** must accompany each application for use of the Community Center. 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 BELOW.

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 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.

This City Facility reaches Maximum Capacity at 172 people.

NEW FACILITY RENTAL RATES APPROVED BY RESOLUTION NO. R-23-33.

SEBASTIAN RESIDENT RATES

COMMUNITY CENTER (Capacity 80)	RENTAL	SECURITY
4 Hour Flat Rate	\$300.00	\$250.00
0.0% Sales Tax	0.00	
Total	\$300.00	
Each Additional Hour or Part Thereof	\$ 40.00	
0.0% Sales Tax	0.00	
Total	\$ 40.00	

NON-RESIDENT RATES

COMMUNITY CENTER (Capacity 80)	RENTAL	SECURITY
4 Hour Flat Rate	\$400.00	\$250.00
0.0% Sales Tax	0.00	
Total	\$400.00	
Each Additional Hour or Part Thereof	\$ 50.00	
0.0% Sales Tax	0.00	
Total	\$ 50.00	

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 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.

**The Community Center is outfitted with:
3\6' Rectangular Tables, 10\6' Round Tables (sits 6-8 people), 80 Folding chairs**



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\$60.00 Holiday Rate.....\$65.00
Rate Per Hour For Each Supervisor.....\$70.00 Holiday Rate.....\$75.00
Rate Per Hour For Each Vehicle\$3.00 (Applies to on-site utilization of vehicle)

Applicant: _____

Mailing Address: _____

City: _____ State: _____ ZipCode: _____

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: _____

First Date: _____ Starting Time: _____ Ending Time: _____

Second Date: _____ Starting Time: _____ Ending Time: _____

Third 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 _____