



City of Homestead Parks, Recreation, & Open Spaces Department

Facility Use Permit Application Form

Please complete all fields for the facility that you are interested in requesting to reserve.

Submit your completed application to parkrentals@homesteadfl.gov and one of our team members will be in contact with you on the next steps for your reservation. Our team can also be reached at 305-224-4570.

Customer Information:

Company Name: _____

First Name: _____ Last Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone # _____ Email : _____

Facility Use Request:

Date of Event: _____ Hours of Event: _____

Type of Event: _____ Expected Attendance: _____

Facility Choice: Click [HERE](#) to view all facilities on our interactive map!

JD Redd Park – Pavilion ____ Ballfield ____ Pickleball Tournament ____

James Archer Smith Park – Pavilion (#1 or #2) ____

Mayor Roscoe Warren Park – Pavilion (#1-#7) ____ Volleyball Court ____ Soccer/Football Field ____

Roby George Park – Pavilion ____ Basketball Pavilion ____ Ballfield ____

Blakey Park - Pavilion (#1 or #2) ____ Track Lane ____

Homestead Regional Park – Ballfield ____ Soccer Field ____

Harris Field Park – Ballfield ____ Soccer/Football Field ____ Event Pavilion ____ Football Stadium ____

Pichol Williams Community Center – Main Hall ____ Single Room ____ Kitchen ____

William F. “Bill” Dickinson Community Center – Banquet Hall ____ Kitchen ____ Health Room ____

Other Use Information:

Will you be having a bounce house and/or catering? Yes ____ No ____

Will alcohol be served/sold? Yes ____ No ____

Will you need field lining? Yes ____ No ____

City of Homestead Rental Guidelines

Rules:

- Fog machines, pyrotechnics, confetti, or colored powder are prohibited.
- Only blue masking tape is permitted. No nails, screws, thumb tacks, staples, push pins or other objects are to be inserted into the floors, walls, ceilings, partitions, tables, doors, or window casings.
- Bounce houses are prohibited inside the facility.
- Grilling is only permitted on existing park grills.
- Music volume shall be kept to pavilion area so as to not disturb other park guests.
- Vehicles are prohibited from parking on the grass areas.
- Only one 10x10 tent is allowed with each pavilion rental.
- All decorations/event props must be removed immediately after event.
- Petting zoos, pony rides, trains, and water slides/pools are prohibited.
- Alcohol is prohibited at park pavilions.
- Entertainment/Inflatable vendors must provide generators for their equipment.
- 1 hour set-up and 1 hour breakdown time is included with all rentals outside of the event hours.
 - Example: Party is from 3PM to 7PM, so you would be able to set-up from 2PM-3PM and breakdown from 7PM-8PM.
- During the reservation, park staff will check on restrooms and trash cans.
- Tables and Chairs are provided with the reservation. Confirm quantity with staff at time of reservation.
- All decorations/event props must be removed immediately after event.
- The room/pavilion must be put back into its original condition prior to departure.
- This rental is for a private event, any event open to the general public needs to be processed as a special event permit.

Requirements:

- Liability Insurance
 - Liability insurance is **REQUIRED** for all banquet hall rentals. Exception is single room rentals.
- When serving alcohol at an indoor venue.
 - Liability insurance is **REQUIRED** when serving alcohol in any type of rental.
 - Police are **REQUIRED** to be on-site when alcohol is being served.
 - Police and Liability insurance must be confirmed 2 weeks prior to event.

Failure to comply with the City's Guidelines for rentals will lead to immediate cancellation of the event. Security deposit will not be refunded as a result of such cancellation.

I agree and understand that I may be banned from renting any of the City's facilities in the future if the City deems that I am responsible for any serious infractions during the use of the facility, including but not limited to, disturbing other users, causing damage to City or other person's property or failing to comply with any of the guidelines herein.

Print Name: _____

Signature: _____

Date: _____