



City of Cooper City Recreation Department  
**COMMUNITY CENTER FACILITY RENTAL CONTRACT**

<p><b>FOR OFFICE USE ONLY</b> RENTAL INFORMATION RENTAL DAY/DATE: _____ PAYMENT DUE: _____</p>
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**RENTAL SITE LOCATION:**

**Cooper City Community Center  
9000 SW 50th Place  
Cooper City, Florida 33328  
(954) 434 - 4300, #233**

**Rental Hours:**

Friday: 10:00 a.m. - 11:00 p.m.  
Saturday: 8:00 a.m. - 11:00 p.m.  
Sunday: 8:00 a.m. - 6:00 p.m.

**RENTAL POLICY GUIDELINES:**

1. Multipurpose Room and Meeting Room reservations are available to Cooper City residents. The Multipurpose room is available for Non-residents at an additional rate. Valid government issued photo identification is required for all reservation requests. Rental requests must be submitted 14 days prior to usage date. Fraudulent representation of residency status can result in cancellation of rental. Rental reservations can be made up to six (6) months in advance.
2. To reserve one of the Recreation Department's facilities, a \$250.00 deposit is required. This payment does not go towards the Facility Rental fee. The rental balance is due no less than fifteen (15) days prior to the event.
3. The Multipurpose Room rental fee is \$85.60 for residents including tax, with a four (4) hour minimum. Non-residents Multipurpose Room rental fee is \$160.50 including tax. The Meeting Room rental fee is \$26.75 including tax, with a four (4) hour minimum. Rental time must include time to set-up, decorate and clean-up. The facility will not be available prior to or later than the time paid per the Rental Agreement. All rental parties must be prompt in arriving and departing the facility within stated Rental Agreement. Failure to vacate the premises at the contractually agreed time will result in loss of deposit and/or being barred from future Facility Rentals.
4. Request for changes to existing Rental Contracts (facility/date/addition or subtraction of rental hours) must be made 15 days prior to event date. Changes are based upon availability and are based on the discretion of the Facility Coordinator. Any changes are subject to additional rental fees.
5. Residents are limited to three (3) three Room Rental per household, per year.
6. **The Applicant signing the Facility Rental Contract must be in attendance at the facility for the duration of the rental.** The Applicant must sign off on the Rental Contract Check-List. Discrepancies may result in forfeiture of the Applicant's deposit fee.
7. The Applicant is responsible for the actions of their guests and their guests' compliance with all applicable rules, regulations, laws and ordinances while on City property.
8. Sub-contracting of rental is prohibited and will result in immediate termination of the Applicant's contract and rental fees will be forfeited.
9. Cancellation of reservation must be received 15 days prior to scheduled event to receive a refund. The refund will be assessed a \$50.00 processing fee and take approximately four (4) weeks to process. The refund will be payable and mailed to the Applicant listed on the Rental Agreement.
10. Based on fire and safety codes, the maximum capacity per room cannot be exceeded. The Multipurpose Rooms can accommodate 120 people and the Community Center's Meeting Rooms can seat from 36-50. If the room's capacity is exceeded, the Applicant may forfeit their rental, be required to leave the premises, and forfeit future rental privileges.
11. Rice, confetti, glitter, and birdseed are prohibited both inside and outside of the facility.
12. The use of tacks, pins, staples, nails or other fastening devices may not be used on any structural surface. For decorating purposes, E-Z Tak and double stick tape are permitted. **One pack of double stick tape is included in the rental. Additional double stick tape can be purchased for \$5.00 per pack.**
13. Lit candles (battery operated are permitted), pyrotechnic devices (including fog machines) are prohibited.
14. Smoking is prohibited in facilities in accordance with the Florida Clean Air Act.
15. **The sale of goods, services, food or beverages is prohibited.**
16. The use and consumption of beer and wine is permitted in the Facility Rentals when the majority of guests are 21 years old. **The consumption of liquor is prohibited.**

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17. A Recreation Facility Attendant will be present in the building during the scheduled event. Any instructions or directions from the Attendant must be followed for the safety and security of the building and all its users. The Recreation Facility Attendant has the authority to stop and modify the event if deemed necessary or if the Applicant has provided information that is found to be false on the Agreement.

18. The Applicant is responsible for leaving the facility in a clean, satisfactory condition upon the conclusion of their event. Applicant is responsible for removal of all linens, paper products, decor and personal items. Applicant must sweep floors and mop for safety if necessary, clean tables and chairs, removing dirt or sticky substances, clean kitchen area, remove all garbage and place in outside dumpster.

19. Security Deposit Refund - The full deposit will be refunded to the undersigned Applicant, approximately four (4) weeks after the event, unless there are damages, policy violations or misconduct. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Recreation Department, if necessary, will assess additional charges. Damage fees are based on replacement or repair incurred by the City, and may exceed deposit amount.

**I have read the above and understand the rules and regulations of the City of Cooper City Recreation Department's Facility Rental Contract.**

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**Applicant Signature**

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**Date**

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**RECREATIONAL RENTAL FACILITY CONTRACT LIABILITY WAIVER  
WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in signing a "Facility Rental/Usage Contract" offered by the City of Cooper City, you will be expressly assuming the risk and legal liability and waiving and releasing all claims and injuries, damages, or loss which you or group attendees might sustain as a result of participating in any and all activities connected with and associated with said "Facility Rental/Usage Contract."

I recognize and acknowledge that there are certain risks of physical injury to participants in this "Facility Rental/Usage Contract," and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my guests/attendees or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my guests/attendees may have (or accrue to me or my guests/attendees) as a result of participating in this "Facility Rental/Usage Contract" against the City of Cooper City, including their respected officials, officers, employees and volunteers.

I do hereby fully indemnify, release, discharge and forever hold the City of Cooper City, its agents, employees and officers, harmless from any and all claims for injuries, claims, damages, or loss that I or my guests/attendees may have or which may accrue to me or my guests/attendees and arising out of, connected with, or in any way associated with this "Facility Rental/Usage Contract."

I have read and understand the above important information, warning of risk, and waiver and release of all claims and assumption of risk.

Contract Holder's Name (please print):

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Contract Holder's Signature:

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Date:

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Waiver must be signed and dated by contract holder to validate rental agreement

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**CONTACT INFORMATION:**

Name: \_\_\_\_\_

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

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

Date of Event: \_\_\_\_\_

**FACILITY INFORMATION:**

The Multipurpose Rooms have a maximum capacity of 120 people and includes a Food Preparation Area including a sink, microwave, ice machine and limited refrigerator space. Meeting rooms include a sink.

**RENTAL INFORMATION:**

Rental Day/Date \_\_\_\_\_ Type of Event \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Rental End Time \_\_\_\_\_

Total Rental Hours \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

\$250.00 Security Deposit Paid

\$200.00 Non-Profit Security Deposit Paid

Rental Fee Due Date \_\_\_\_\_

Multi Room Rental Fee @\$85.60 per hour \_\_\_\_\_ = \$ \_\_\_\_\_

Multi Room NON-RESIDENT @\$160.50 per hour \_\_\_\_\_ = \$ \_\_\_\_\_

Resident Non-Profit Rental Fee @\$25.00 per hour \_\_\_\_\_ = \$ \_\_\_\_\_

Meeting Rooms @ \$25.00 per hour \_\_\_\_\_ = \$ \_\_\_\_\_

(Adult Classroom, Youth Classroom, Game Room, Community Room)

Total Rental Fee Owed \$ \_\_\_\_\_

**COMMUNITY CENTER:**

Multipurpose Room dimensions 51' x 52'

- 72" Round Tables (seat up to 10 people) - 12 tables available
- 3' x 6' Tables (buffet/beverage/gifts/head table, etc.) - 6 tables available
- 120 Chairs

Community Room dimensions 21' x 28'

- 2' x 2' Square Tables (seat up to 4 people) - 10 tables available
- 3' x 6' Tables (buffet/beverage/gifts/head table, etc.) - 6 tables available
- 40 Chairs

Adult Classroom 22' x 22'

- 3' x 6' Tables - 6 tables available
- 40 Chairs

Youth Classroom 22' x 24'

- 3' x 6' Tables - 6 tables available
- 36 Chairs

Game Room 33' x 41'

- 50 Chairs

**ADDITIONAL RENTAL OPTION:**

Audio System (Speakers)	\$100.00 _____
Projector and Screen	\$75.00 _____

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Upon completion of the event, the Applicant is responsible for leaving the facility and adjacent area clean, orderly, free of litter and returned to the same condition as it was found. **To ensure a fully refunded deposit, all of the listed items must be completed and initialed by the Applicant at the event's conclusion.** The completed checklist must be signed and dated by the Applicant and Recreation Facility Attendant.

- |  | RENTER'S INITIALS |
|--|-------------------|
| 1. All linens, paper products, decor and personal items have been removed.   | _____             |
| 2. All food items have been removed from tables, floor and refrigerator.   | _____             |
| 3. All tables and chairs have been wiped down, including removal of dirt or sticky substances.                         | _____             |
| 4. Kitchen area counters, sink, ovens and microwave have been wiped down.  | _____             |
| 5. All spills have been mopped and floors have been swept.   | _____             |
| 6. All trash cans have been emptied and the garbage has been removed from the building and placed in outside dumpster. | _____             |
| 7. All bathrooms have been checked for cleanliness.  | _____             |
| 8. Outside concrete area has been checked, no tire ruts in grass and chain is locked.                                  | _____             |

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Facility Attendant Signature

\_\_\_\_\_  
Date

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICIAL USE ONLY:**

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