

City of North Port Parks and Recreation Division

Rental FAQ's

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1. **Facility Hours:** There are two **Community** Center facilities with various spaces available for rental through the Parks and Recreation Division. Facilities are closed on Official City holidays. General operating hours are listed below.

George Mullen Activity Center – Monday through Friday 8:00am to 9:00pm, Saturday 8:00am to 4:00pm.
Summer Hours: Monday through Friday 6:00pm to 9:00pm, Saturday 8:00am to 4:00pm

Morgan Family Community Center – Monday through Friday 5:30am to 9:00pm and Saturday 8:00am to 4:00pm.

Reservations must include any time needed for set-up and break-down. Table and chair set-up is provided as part of the rental based on available inventory. Reservations require a minimum of 72 hours advance notice. Rentals outside of operating hours need to be submitted for staff approval, and will require an additional charge of \$30 per hour/per staff member.

2. **Park/Pavilion Hours:** City parks are open sunrise to sunset. Park pavilions/gazebos are available on a first-come, first-serve basis when there is no permitted reservation. Park pavilions/gazebos are available for rental 7 days a week from sunrise to sunset. Artificially lighted facilities close at 10pm. A pavilion reservation permit entitles the permit holder to exclusive use of the pavilion for the date/time indicated on permit. Reservations must include any time needed for set up and break down. A copy of the permitted reservation should remain with the renter during the rental. Reservations require a minimum of 72 hours advance notice.
3. **Fees:** Hourly fees are charged for all facility and pavilion/gazebo rentals in accordance with the City Fee Schedule. Fees may be adjusted annually. Discounted fees require an annual Achieve Anything Membership which is active and current on the date of the event.

4. **Security Deposit:** For facility rentals, a refundable security deposit of \$100 or 25% of the rental, whichever is greater, is required at the time of reservation. For pavilion/gazebo rentals, a \$25 security deposit is required at the time of reservation. A refund of the security deposit will be mailed after the event if the venue is returned clean without damage and key returned (if applicable). Any additional rental time used but not reserved will be deducted from the deposit. For check payments, a front and back copy of the cleared check is required to process refunds.
5. **Payment:** Payment is due in full at the time of reservation. Reservations are not secured until payment is received. The City accepts cash, check, debit or credit as forms of payment.
6. **Refunds:** Refunds, minus a \$25 cancellation fee, will be provided if notice of cancellation is submitted in writing 14 days prior to the event.
7. **Occupied Pavilion:** If your reserved location is occupied at the permitted time of your reservation and the occupants do not vacate, please call the non-emergency number for the City of North Port Police Department at (941)429-7300.
8. **Outdoor Electric Access:** Electricity is available at Dallas White Park pavilion, Blue Ridge Park pavilion and Highland Ridge Park pavilion in conjunction with a pavilion rental. A key is required for access and can be reserved at the time of the pavilion reservation. Keys are issued at either the George Mullen Activity Center or the Morgan Family Community Center the morning of the rental. If the rental is on a Sunday, the key must be picked up on Saturday during regular business hours. All keys are due back the day after your rental (due Monday for Saturday rentals).
9. **Outdoor Water Access:** Pavilion/gazebo reservations do not include access to water.
10. **Terms and Conditions:** It is the intent of the North Port Parks and Recreation Division to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the Facility Rental Agreement form indicating that he or she has read and understands the rules, regulations and guidelines for rentals. Failure to abide by established rules, regulations and terms of the agreement could result in cancellation of the scheduled event. Page 2 of the rental agreement provides detailed terms and conditions.

Renters may not enter or utilize the facility prior to the agreed upon time. Rental groups are required to vacate at the time designated on the Facility Rental Agreement. Unauthorized time used will be assessed at an hourly rate and may include an overtime rate.

Please use designated parking areas. Parking is not allowed at or near any picnic pavilions.

Smoking is prohibited at all City facilities.

The premises shall not be used for illegal purposes or to create a nuisance.

Commercial business may not be conducted out of any City park.

11. **Bounce Houses:** Bounce Houses are permitted on City property provided the appropriate insurance certificate is secured by the renter. The City requires general liability insurance to be submitted for approval no later than 10 days prior to the event. For more information, please contact a staff member.
12. **Water Slides:** Water slides (and similar interactive water inflatables) are NOT permitted on City property.
13. **Special Events:** A special event permit may also be required for events held on City property that are open and advertised to the public; or could limit normal use and access to an area by the general public; or which is deemed to have an impact on the City rights-of-way or could affect public safety.
14. **Alcohol:** Alcohol is permitted at all Parks and Recreation facilities provided the renter secures and complies with the alcohol permit requirements.
15. **Community Education Center:** The Community Education Center accepts rentals Monday, Wednesday, Thursday and Friday from 5:00pm to 11:00pm and Saturday and Sunday from 8:00am to 11:00pm. Reservations require a minimum of 72 hours advance notice and must be approved in advance for staffing purposes. A separate fee is required for use of tables and chairs at this facility.
16. **Scout House:** Scout troops are provided priority use of the building at no charge, pending availability. The facility is available for public rental from mid-August through July. A key is required for access. Keys are issued at either the George Mullen Activity Center or the Morgan Family Community Center the morning of the rental. If the rental is on a Sunday, the key must be picked up on Saturday during regular business hours. All keys are due back the day after the rental (due Monday for Saturday rentals). The facility is closed August 1-15th of each year for maintenance and repair.