



## City of Sunny Isles Beach

### Field Rental Application A Step by Step Guide

- Step 1.** Applicants must pick up and complete a field rental application packet. Application packets include the permit application, permit policy, rental fees, and field availability schedule. Application packets are available at Pelican Community Park and online at [www.sibfl.net](http://www.sibfl.net).
- Step 2.** Return the completed application and additional documentation to Pelican Community Park, 18115 North Bay Road.  
**Note: Application request must be submitted no less than 5 business days in advance of reservation request date.**

#### Additional documentation required for the following applicants:

##### Residents

- 1—Photo I.D. (drivers license, passport, resident I.D.)
- 2—Proof of Residency (utility bill, phone bill, auto registration, mortgage, lease with letter from leasing condo/management office that verifies residency, etc.)  
**CELLULAR PHONE BILL IS NOT ACCEPTABLE PROOF OF RESIDENCY.**

##### Non Residents

- 1—Photo I.D. (drivers license, passport)

##### Civic/Non Profits

- 1—Photo I.D. (drivers license, passport)
- 2—Tax Certificate Copy (501 (C) (3))
- 3—General Liability Insurance (\$1 Million with City of Sunny Isles Beach as Additionally Insured).
- 4—Workers Compensation Insurance (if applicable).

##### Commercial/Private/Tournament

- 1—Photo I.D. (drivers license, passport)
- 2—General Liability Insurance (\$1 Million with City of Sunny Isles Beach as Additionally Insured).
- 3—Workers Compensation Insurance (if applicable).

- Step 3** A department representative will contact applicants within 5 business days to notify of permit approval or denial.
- Step 4** Applicant pays the refundable deposit and balance of field rental.
- Step 5** Permit copy is issued and an additional copy is filed at Pelican Community Center main office.

#### Field Permit Refund/Cancellation Policy:

Cancellations made 48 hours in advance of scheduled reservation date are eligible for a refund. No refunds thereafter. Same day cancellations due to weather, and verified by the City, will receive consideration for a “rain check” or rescheduled date.

For additional information or questions, contact Lester Alexander at (305) 792-1799. [lalexander@sibfl.net](mailto:lalexander@sibfl.net).



CITY OF SUNNY ISLES BEACH  
**Cultural & Community Services**

18115 North Bay Road Sunny Isles Beach, FL 33160  
 Ph: 305.792.1706 Fax: 305.792.1566

**FIELD RENTAL APPLICATION**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Permit/Deposit Receipt #: \_\_\_\_\_

Name/Primary Contact: \_\_\_\_\_

Company/Organization: \_\_\_\_\_ 501 C (3) Tax ID: \_\_\_\_\_

Address: \_\_\_\_\_ Resident Yes  No  (2 forms of ID required)

City, State, ZIP Code: \_\_\_\_\_

Driver's License # (Copy of I.D Required): \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**INSURANCE: \$1 million dollars General Liability insurance with City of Sunny Isles Beach named as additional insured is REQUIRED for all organized adult and youth practices, games or events. Vendors that employ more than three employees must have Workers Compensation Insurance. No rental will be authorized without proper insurance. Certificate of Insurance must be provided before rental is approved.**

PARK DESIRED		
Senator Gwen Margolis 17815 North Bay Road Sunny Isles Beach, FL 33160  Soccer Field: <input type="checkbox"/> Full <input type="checkbox"/> (1/3) Field <input type="checkbox"/> Half	Pelican Community Park 18115 North Bay Road Sunny Isles Beach, FL 33160  <input type="checkbox"/> Baseball Field	Samson Oceanfront Park 17425 Collins Avenue Sunny Isles Beach, FL 33160  <input type="checkbox"/> Volleyball Court (Beach)
ACTIVITY DETAILS		
Event Type: <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Clinic <input type="checkbox"/> Tournament <input type="checkbox"/> Fundraiser   Other: _____		
Activity/Sport:	<input type="checkbox"/> Private Use <input type="checkbox"/> Public Use	<input type="checkbox"/> Adult (18+) <input type="checkbox"/> Youth
Concessions/Vendors: Yes <input type="checkbox"/> No <input type="checkbox"/>	Attendance Sales: Yes <input type="checkbox"/> No <input type="checkbox"/>	Security: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date (preferred):	Date (s) (alternate):	Additional Dates (note on reverse page)
Start Time:                      End Time:	Start Time:                      End Time:	Total Month (s):              Day (s):
Recurring? Yes <input type="checkbox"/> No <input type="checkbox"/> Recurring (every) Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/>		Estimated Attendance:
Lighting: Yes <input type="checkbox"/> No <input type="checkbox"/>	Scoreboard (baseball): Yes <input type="checkbox"/> No <input type="checkbox"/>	Field Lining: Yes <input type="checkbox"/> No <input type="checkbox"/>

"In consideration of the permission granted by the City of Sunny Isles Beach for the undersigned applicant to use \_\_\_\_\_ (fill in the name of the park) on the date(s) of \_\_\_\_\_ during the time beginning at \_\_\_\_\_ am/pm and ending at \_\_\_\_\_ am/pm, with approximately \_\_\_\_\_ persons in attendance, for the purpose of a \_\_\_\_\_ (fill in type of use), the undersigned applicant does hereby agree to indemnify, defend, and hold harmless the City of Sunny Isles Beach, including its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials, from and against all liability, suits, actions, claims, costs, attorney's fees and costs (at trial court and appellate court level), expenses, or demands of any kind, including without limitation those pertaining to death, personal injury and/or property damage, arising out of or resulting in whole or in part, any tort, intentional action, negligent act, or omission on the part of the undersigned applicant or any of the participants of the activity outlined in this indemnity agreement and related permit application.

This indemnification shall survive the termination of the activities described in this indemnity agreement and related permit application. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City of Sunny Isles Beach may have under the doctrine of sovereign immunity as set forth in Section 768.28, Florida Statutes."

Signature of Applicant: \_\_\_\_\_

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

—OFFICIAL USE—

PERMIT FEE	
Refundable Deposit: \$ _____	Fee Total: \$ _____

Signature of Approving Authority: \_\_\_\_\_

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



CITY OF SUNNY ISLES BEACH  
**Cultural & Community Services**

18115 North Bay Road Sunny Isles Beach, FL 33160  
Ph: 305.792.1706 Fax: 305.792.1566

**FIELD RENTAL APPLICATION (2) —ADDITIONAL DATES**

Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
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Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
Total Days		



# PERMIT RULES AND REGULATIONS

## REQUESTS

- Applications will not be accepted fewer than five (5) business days prior to the requested field use date.
- Proof of residency required to receive Resident Rate (two forms). Seventy (70%) of participants in group utilizing the permit must be City of Sunny Isles Beach residents to receive the resident rate. **Renter and group are subject to residency verification at time of use.**
- City of Sunny Isles Beach Field Usage Priority:
  - 1—City operated and contracted programs and events
  - 2—Resident/Youth
  - 3—Civic/Non Profit 501 C (3)/Adult
  - 4—Non Resident/Private/Commercial
- All request must be in writing and approved by the **Cultural and Community Services Department** prior to use. Any usage without an approved permit will result in denial of usage and may result in ejection from the field and citation.
- Request will be considered for no more than 2 months at a time. **Request will be approved or denied in no less than 5 business days.**
- **During peak periods of City program and service usage, permits will not be issued beyond one day per week and for a duration not to exceed 60 days.**
- Reservations are taken monthly and may be submitted five (5) business days before the first of the month.
- Requests will be on file at the administrative office of the Cultural and Community Services Department with a copy at each park location and on file with Code Enforcement and Public Works, and with notice to the Police Department. **The City reserves the right to immediately cancel or void a rental that violates conditions of use, rules, and regulations of the permit.**

## CONDITIONS OF USE

- Permit holders must remain on site for the duration of the rental.
- Removal of all equipment and personal belongings; and trash placed in appropriate containers at end of usage.
- Compliance to posted rules and regulations of rental space as posted or directed.
- Use is only permitted during clear weather and serviceable field conditions. Contact the SIB sports line at 305-792-1944 or the Cultural and Community Services main line at 305-792-1706 one (1) hour prior to scheduled field use to inquire status of fields.
- Usage is only permitted during approved permit days/times. Use outside of the permitted times may result in revocation of the field permit. Additional hours must be approved before reservation time expires.
- Exclusive use of the field applies only to the designated area.
- Respectful treatment of all others who might be using adjacent fields or within the reserved area at the permitted time. The renting organization is responsible for the conduct of its participants, workers, vendors and guests.
- Pre and post damage, trash and vandalism, inspection of rental space.
- **NO SOLICITATION OR DISTRIBUTION OF FLYERS, BUSINESS CARDS, PROMOTIONAL MATERIAL WITHOUT PRIOR AUTHORIZATION**

## FEES

- See Rental Fee Chart (Attached)
- The rental fee balance will be required at the time of permit issuance. Deposits will not be refunded in the event of any violations of the above mentioned Conditions of Use or any other Park Rules and Regulations as established in Chapter 201 of the City's Code of Ordinances.
- Permit subject to additional hourly fees to include general staffing (\$12.00), park maintenance (\$25.00) and staff overtime (\$50.00).

In submitting this request, I acknowledge that I have read and understood the permit rules and regulations and that I will act and ensure those in my party comply with these rules and regulations. I acknowledge I may be disapproved for further permit request requests if the rules and regulations are not strictly adhered to. **Initial of Applicant:** \_\_\_\_\_

## RELEASE OF LIABILITY

**I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors and administrators, waive and release any and all rights and claims for damages, which I/we may have against the City of Sunny Isles Beach, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. At various times the City of Sunny Isles Beach videotapes and photographs events to be submitted to the local media. By using this facility, I/we hereby authorize the City of Sunny Isles Beach to reproduce, copy, exhibit, publish, broadcast, or distribute any and all such tapes or photographs. I have read the above and understand the rules and regulations of the City of Sunny Isles Beach that have been made available to me.**

**Applicant's Last Name (Print):** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# CITY OF SUNNY ISLES BEACH—FIELD PERMIT RATES (AS OF 7/30/2013)

Fees reflected exclude local sales tax

## SENATOR GWEN MARGOLIS FIELD - 17815 North Bay Road

	Resident	Non Resident	Civic/Non Profit—501C (3)	Private/Commercial
Type of Use Includes: Goals	Free Play (Minimum 70% of participants in group must reside in City of Sunny Isles Beach)	Free Play	Practice Organized Game Clinic/Camp/Event Private Instruction	Practice Organized Game Clinic/Camp/Event Private Instruction
1/3 Field (40x30) 16 per field maximum	\$40.00/hr	\$80.00/hr	\$50.00/hr	\$160.00/hr
Full Field (50x80) 24 per field maximum	\$120.00/hr	\$180.00/hr	\$130.00/hr	\$360.00/hr
Additional Hour	\$30.00	\$60.00	\$50.00	\$80.00
Lights	\$10.00/hr	\$10.00/hr	\$10.00/hr	\$10.00/hr
Refundable Deposit	\$50.00	\$100.00	\$100.00	\$200.00

### TOURNAMENT PACKAGE—FULL FIELD (3 MONTH ADVANCE NOTICE)

Fee (4 hour minimum) Includes: field, goals, parking assistance, park maintenance/ grounds keeping and field lining.	\$925.00
Additional Hour	\$150.00
Lights	\$10.00/hr
Refundable Deposit	\$200.00

## CHIEF FRED MAAS BASEBALL FIELD - 18115 North Bay Road

Resident only “No Charge—Open Play” hours: 3:30 PM—5:30 PM (Mon—Fri)

	Resident	Non Resident	*Civic/Non Profit	*Private/Commercial
Type of Use Includes: Batting Cage *Pitchers Mound	Free Play (Minimum 70% of participants in group must reside in City of Sunny Isles Beach)	Free Play	Practice Organized Game Clinic/Camp/Event Private Instruction	Practice Organized Game Clinic/Camp/Event Private Instruction
2 hour minimum	\$25.00	\$50.00	\$30.00	\$100.00
Additional Hour	\$15.00	\$25.00	\$20.00	\$50.00
Lights	\$15.00/hr	\$15.00/hr	\$15.00/hr	\$15.00/hr
Scoreboard w/ Operator	N/A	N/A	\$20.00 hr	\$20.00 hr
Refundable Deposit	\$50.00	\$100.00	\$100.00	\$200.00

### TOURNAMENT PACKAGE (YOUTH ONLY—3 MONTH ADVANCE NOTICE)

Fee (4 hour minimum) Includes: field, scoreboard with operator, dragging (required), parking, garage access, park maintenance/grounds keeping	\$650.00
Additional Hour	\$150.00
Lights	\$15.00/hr
Refundable Deposit	\$200.00

## SAMSON OCEANFRONT PARK - 17815 Collins Ave

Residents Only	\$50.00 Refundable Deposit
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**OFFICE USE ONLY**

**FIELD RENTAL PERMIT**

**APPLICATION CHECKLIST**

PLEASE ATTACH ITEMS LISTED WITH **COMPLETED** APPLICATION.

**RESIDENT**

- 1. RENTER IDENTIFICATION (COPY)  
(Drivers License /Passport/City of Sunny Isles Beach—Resident I.D.)
- 2. PROOF OF RESIDENCY (COPY)  
(utility bill, automobile registration, lease/mortgage etc. **No mobile telephone bill**)

**NON RESIDENT**

- RENTER IDENTIFICATION (COPY)  
(Drivers License/Passport)

**CIVIC/NON PROFIT**

- RENTER IDENTIFICATION (COPY)  
(Drivers License /Passport/City of Sunny Isles Beach—Resident I.D.)
- 501 (c) (3) CERTIFICATE (COPY)
- GENERAL LIABILITY INSURANCE (\$1 MILLION) **ADDITIONALLY INSURED: CITY OF SUNNY ISLES BEACH**  
Note: General Liability Insurance must be provided before permit is issued. Applicants may email or fax insurance copies.
- DEPOSIT

**COMMERCIAL/PRIVATE/TOURNAMENT**

- RENTER IDENTIFICATION (COPY)  
(Drivers License /Passport/City of Sunny Isles Beach—Resident I.D.)
- GENERAL LIABILITY INSURANCE (\$1 MILLION) **ADDITIONALLY INSURED: CITY OF SUNNY ISLES BEACH**  
Note: General Liability Insurance must be provided before permit is issued. Applicants may email or fax insurance copies.
- WORKERS COMPENSATION INSURANCE (IF APPLICABLE)