



# Indian Trail Improvement District Administrative Facility Use Application

(561) 793-0873, 13476 61<sup>ST</sup> Street North, West Palm Beach, Florida 33412

**Office Only:** Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Approved: Yes  No  By: \_\_\_\_\_ Date: \_\_\_\_\_

**Administration Building Application/Permit - Have this permit available for inspection during your event.  
 Failure to disclose any information related to your event may result in cancellation of the permit.**

**User Information:**

Organization:		
Responsible Person Attending Event (must be over 18) :		
Phone (H):	Phone (W):	Phone (C):
Address:		
City:	State:	Zip:
Additional Responsible Person:		
Phone (H):	Phone (W):	Phone (C):
Address:		
City:	State:	Zip:

**Function Information:**

Date(s):	Day:	Time:
Purpose:		
Number Attending Event:		

**Please Read and Initial Agreement to the Following Conditions:**

	I understand that alcoholic beverages are not permitted on District property and will not allow participants in my group to possess them.
	I understand that I am responsible for the cleaning of the premises including trash disposal at the end of my event.
	I understand that pets, animals, or livestock of any kind are not allowed in the building except for seeing-eye dogs or other animals specifically used to aid the blind or disabled.
	I understand that use of the kitchen and equipment is included in the rental, but excludes the use of District supplies, including but not limited to coffee, cups, plates, forks, spoons, napkins, etc...
	I understand that I must give 5 days notice of cancellation to receive a refund of the rental fee.
	I understand that office equipment is for the use of district employees only.
	I understand that children must be supervised by a responsible adult the entire time that they are in the building.
	I understand that the administrative building is a non-smoking facility. Those persons wishing to smoke must do so outside the premises.
	I have read, understand, and agree to abide by the cancellation and deposit policy below.

*I, the undersigned, in consideration of accepting this permit, agree to indemnify, defend & save harmless the Indian Trail Improvement District, its staff, Board of Supervisors from any & all injuries (including death), property damage & other claims, liabilities, losses & causes of action arising out of any negligent act of omission by me of any person associated with my group during the permitted period & use of district facilities. By my signature, my group & I will comply with all district rules & regulations in addition to those listed on the back of this permit, local/state/federal laws & ordinances in regard to this permit. I understand that I, as applicant, am responsible for the actions of those associated with my group & non-compliance in any way may result in loss of security deposit & subsequent permits.*

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

**Cancellation:**

- Fees other than deposits will not be returned if the permit holder cancels less than 7 days prior to the event. The permit holder will be given the opportunity to re-schedule to an available date within the next 90 days.
- Events canceled by the District will receive a complete refund.
- The District reserves the right to cancel any permit for safety, maintenance or weather-related reasons.
- The District reserves the right to cancel any permit for failure to meet permit process guidelines, failure to disclose information, and/or for events that will have a negative impact on the District.

**Permit Deposits:**

- Application submittal deadline is five (5) days prior to event. The Security Deposit is due at time of Application submittal.
- Security Deposit will be held for the duration of the agreement.
- Failure to comply with all of the exit requirements (including cleaning and trash disposal) will result in a loss of the deposit. Work performed by District staff or District contractors to the park as a result of the group's use will be billed at prevailing costs. Should costs exceed the deposit amount; a bill will be presented to the permit holder for payment.
- Deposits will be accepted in the form of a check or cash.
- If a full deposit refund is due to the permit holder, a check will be issued if cash was deposited. Otherwise the deposit check will be returned by the Accounting office. If a partial deposit refund is due to the permit holder, a check will be issued after the check/cash has been deposited.
- 4-6 weeks must be allowed for the process of issuing District checks.

**In accordance with the American Disabilities Act, this document may be reprinted in alternate formats.  
 Contact 793-0874 for assistance.**

**Rental Fee: \$30.00/hr- 2 hour minimum      Deposit (refundable): \$250**

Separate Checks must be written for fees, deposits and each permit. Fees are due when reservation is made.

**Do not write below this line - office only**

Total Deposit Paid:	Cash/Check	
Accepted By:	Date:	
Deposit Returned By:	Date:	

White - Office      Yellow - Accounting      Pink - Applicant