



REQUEST FOR USE OF COUNTY PROPERTY IN MONROE COUNTY, FLORIDA (please print)

Please note that the request does not guarantee the rental until approved.

Application Date: _____ Telephone number: _____ Email: _____

Organization Contact: _____

Address: _____

Specific County property, park, shelter or meeting room requested: _____

Intended use: _____

Date(s) needed: _____ Time (include set up and clean up): from _____ to _____

Official Monroe County Government Use: Yes No Number of participants: _____

Alcohol consumption/sales: Yes No Use of personal BBQ grill: Yes No

Coordination with: Sheriff Dept: Yes No Fire Dept: Yes No Other Dept: Yes No

Planning Dept over 250: Yes No Previous history of holding similar events: Yes No

COMPLETE FOR MEETING ROOMS AND COMMUNITY CENTERS ONLY:

Special Audio Visual Equipment needed: Yes No

Describe: _____

Public Address System or DJ: Yes No Room Arrangement: _____

COMPLETE FOR USE OF PARKS ONLY: Please attach site plan required for special events and races.

Is there a charge for the event? Yes No Will you have tents? Yes No Will you have music? Yes No

Will you sell food? Yes No Will you have animals? Yes No Need athletic fields painted & prepared? Yes No

By signing you agree to the attached rules and regulations: Signature: _____

Fees are listed in the ordinance for Public Facilities, Parks and Beaches, Roads and Bridges, and County Meeting Rooms. Major Credit Cards are acceptable, and Checks or Money Orders are made payable to Monroe County Board of County Commissioners. All fees are NON-REFUNDABLE.

Deposit: _____ **Fee Due:** _____ **Fees Paid:** _____

COUNTY USE ONLY

Approved by Monroe County Risk Manager or Designee. Yes No

Signature: _____

Approved by Monroe County Administrator or Designee.

Fees Waived: Yes No Alcohol use or basis for waiver or special conditions. Approved: Yes No

Signature: _____

Approved by Monroe County Parks and Beaches: Yes No

Signature: _____

Request may be subject to disapproval for over maximum capacity limits and/or event activities that may damage Monroe County Park and/or Property. Inclement weather may cause unforeseen cancellations or rescheduling.