

Charlotte County Community Services – Recreation Division

Rental Agreement Procedures

- The Recreation Division has designated Tringali Park to act as the main call center.
- Each facility will manage and retain their respective pavilion/passive park rental records and maintain electronic signed copies on the shared drive in the Park/Rentals folder for records retention.
- The Recreation Division will permit online reservation **requests** through [Active.net](#).
- Tringali Park will monitor online requests and follow up w/confirmation and collection of fees/paperwork.
- All recreation centers will continue to process walk-in and direct call reservation requests for pavilion/facility/passive park rentals. Only one (1) rental per day per pavilion is permitted.
- Facility rental agreements (rooms/gymnasiums/pools) will be managed and maintained by the facility where the rental occurs.
- Harold Avenue Park will continue to manage all athletic field requests and retain field rental records except those associated with the Charlotte Sports Park. Facility and athletic field rental requests **will not** be accepted online.
- **Maximum** lead time to book a facility will be one (1) year prior to the first rental date.
- **Minimum** lead time to book a facility will be 14 days prior to the first rental date.
- A \$100.00 refundable security deposit is required for rentals over 30 people and/or use of alcohol. (Facility Rentals Only).
- Outdoor facilities (pavilions/gazebos/outdoor classrooms/amphitheater) require 100% payment at time permit is issued.
- A 25% deposit will secure a rental booking date for all other facilities with balance due 14 days prior to rental date. This is a policy approved by the Board of County Commissioners.
- A Certificate of Insurance (COI) must be provided 14 days prior to reservation date or all payments are forfeited. Pavilion rentals generally do not require a COI. However, certain conditions (over 30 people, use of alcohol, bounce house, climbing wall, animals) will require a COI.
- Organizations requesting Tax Exempt status must provide evidence of exemption such as a Form DR-14 at the time of booking request to receive exempt status.
- Written requests to cancel a reservation at Port Charlotte Beach Park and sports complexes outside of five (5) weeks may receive a full refund. Requests to cancel inside five (5) weeks and outside two (2) weeks will forfeit 25% of the full rental. Cancellation within two (2) weeks of the rental will forfeit 100% of the full rental. This is a policy approved by the Board of County Commissioners.
- Written requests to cancel a reservation at all other County facilities outside of two (2) weeks may receive a full refund. Requests to cancel inside two (2) weeks and outside of one (1) week will forfeit 25% of full rental. The County shall retain the rental total for cancellations inside of one (1) week. This is a policy approved by the Board of County Commissioners.
- There will be no exceptions to the procedures and terms of any Agreement for any rentals inclusive of athletic fields.