



2024 Facilities Rental Rates

Events – Recreation – Celebrations – Trainings – Meetings – Retreats – Rooftop

Our aim is to provide a variety of quality and affordable recreational facilities, event spaces and training rooms to individuals and organizations in need of a location to convene and celebrate in Overtown.

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General Information

Facility Rental

A facility rental is defined as a rental of one or more of the physical spaces provided by OYC Miami located at 450 NW 14th Street in Miami, FL 33132 for the purposes of gatherings, shows, exhibitions, sporting events or activities, tournaments, corporate retreats, or other similar events, to which friends and family, members of the public and/or outside organizations are invited to or participate.

Application for Use

To ensure the safety of our community and to maintain the quality of our facility, OYC Miami must approve all rental inquiries prior to any event or activity taking place. A completed application for use is required for consideration to use the facility. All approvals are subject to executive review, and OYC Miami reserves the right to deny any application at its sole discretion. Facility rentals are granted on a first come, first serve basis.

Security Deposit

All rentals require a **refundable \$200 security deposit** due at least 1 week prior to the day of the event. The security deposit guarantees the renter's right to use the space and should be paid as early as possible to completely reserve the space.

Renters who cancel reservations in writing more than 7-calendar days prior to the day of the event are entitled to a full refund of the security deposit. Renters who cancel within the 7-calendar day window shall not receive a refund on their deposit.

The renter is responsible to leave OYC Miami in the original condition prior to the event, and shall be liable for any damages to the premises. The security deposit may be retained by ownership and applied towards the cost of curing any damages including, but not limited to:

- Items that are owned by OYC Miami that are broken or lost
- Damage to the physical structures of the building (walls, windows, doors, floors, bathroom fixtures, etc)
- Cleaning costs to restore the facility in the event that it is left in poor condition.
- Facility is not vacated at the time indicated on the use agreement.
- Any incidents during the event that require police intervention.

Security Assessment

The renter may be required to hire an off-duty City of Miami Police Officer based on:

- Whether alcohol is served at the event
- Anticipated duration of the event including set –up and take-down time
- Number of people anticipated to be in attendance.

Insurance

Prior to the use of a facility, proof of insurance may be required with the policy naming OYC Miami as an additional insured for the duration of the event.

Conduct

Renters must take all necessary steps to control all their guests/participants/spectators. Any person(s) violating any of the Rules & Policies contained herein, any City ordinances, or other laws, or who are, in the opinion of OYC Miami, constituting a public nuisance, potential hazard to the public or property, or exhibiting disorderly conduct, may be expelled from the facility by OYC Miami staff or the City of Miami Police Department.

Pricing

Facilities Rentals	Main Purpose	Minimum Rental	Rate (cost per hour)	Non-Profit Rate	Rate (per additional hour)
<input type="checkbox"/> Kitchen and Cafeteria (75 people)	Event/Celebration	3 Hours	\$ 217	\$ 162.50	\$ 200.00
<input type="checkbox"/> Lobby (100 people)	Event/Celebration	4 Hours	\$ 219	\$ 164.06	\$ 150.00
<input type="checkbox"/> Rooftop (50 people)	Event/Celebration	4 Hours	\$ 219	\$ 164.06	\$ 200.00
<input type="checkbox"/> Gymnasium (100 people)	Event/Recreation	4 Hours	\$ 244	\$ 182.81	\$ 225.00
<input type="checkbox"/> Dance Studio (30 people)	Recreation	3 Hours	\$ 138	\$ 103.75	\$ 125.00
<input type="checkbox"/> Music Studio (15 people)	Recreation	3 Hours	\$ 138	\$ 103.75	\$ 125.00
<input type="checkbox"/> BOA Lab (30 people)	Training	3 Hours	\$ 217	\$ 162.50	\$ 200.00
<input type="checkbox"/> Art Studio (40 people)	Training/Meeting	3 Hours	\$ 167	\$ 125.00	\$ 150.00
<input type="checkbox"/> Multi-Purpose Classroom (25 people)	Training/Meeting	3 Hours	\$ 167	\$ 125.00	\$ 150.00
<input type="checkbox"/> 3rd Floor conference room (15 people)	Training/Meeting	3 Hours	\$ 100	\$ 75.00	\$ 125.00
<input type="checkbox"/> 2nd Floor conference room (10 people)	Training/Meeting	3 Hours	\$ 100	\$ 75.00	\$ 125.00

*A \$25 per hour fee will be assessed for all rentals for each OYC staff member assigned to oversee the event. Large events may require multiple OYC staff members.

Rental Checklist

- ☐ Facility Rental Permit Application
- ☐ Refundable Security Deposit to hold date.
- ☐ Release and Waiver of Liability Agreement
- ☐ Signed Rules and Policies Agreement
- ☐ Proof of Residency
- ☐ Scanned copy of valid government issued ID.
- ☐ Certificate of Insurance listing OYC Miami as additionally insured.
- ☐ Tax-Exempt Certificate (if applicable)
- ☐ Security License (if applicable)
- ☐ Bartender License (if applicable)

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Release and Waiver of Liability

I, _____, (Renter) agree:

1. to assume all risks of any injuries, damages, or harm which might arise from the program or the use of the requested facility or activity due to the negligence or other fault of the Renter or anyone acting through or on behalf of the Renter.
2. to compensate the OYC Miami ("OYC") for any repair and/or replacement costs for damages to the requested facility or equipment due to the negligence or other fault of the Renter or anyone acting through or on behalf of the Renter.
3. to indemnify, defend, save and hold OYC, its officers, affiliates, employees, successors and assigns, harmless from any and all damages, liability, losses, demands, fines, judgments or cost and expenses, including reasonable attorney's fees, paralegal fees and investigative costs incidental there to, and incurred prior to, during or following any litigation, mediation, arbitration and at all appellate levels, which may be suffered by, or accrued against, charged to or recoverable from OYC, its officers, affiliates, employees, successors and assigns, by reason of any causes of actions or claim of any kind or nature, including claims for injury to, or death of any person or persons and for the loss or damage to any property arising out of a negligent act or omission, misconduct, or any gross negligence, intentional act of me, the Renter, any contractor or subcontractor of mine or the Renter, or any of their or our officers, directors, agents, representatives, employees, or assigns, or anyone acting through or on behalf of any of them, which arises out of or is concerning the use of the requested facility, the program activities, the program by me, the Renter or anyone acting for or through me or the Renter. I agree to pay all losses and expenses of any kind or nature whatsoever, in connection therewith, including the expense or loss of OYC and/or its affected officers, affiliates, employees, successors and assigns, including their attorney's fees, in the defense of any action in law or equity brought against them.
4. that neither OYC nor its officers, affiliates, employees, successors and assigns shall be held liable or responsible for any claims, including the costs and expenses of defending such claims which may result from or arise out of actions or omissions of me, the Renter, or any of our contractor or subcontractor, if any, or any of their or our agents, representatives, employees, or assigns, or anyone acting through or on behalf of them or us, and arising out of or occurring on OYC's property. In reviewing, approving or rejecting any submissions or acts of me or the Renter, OYC in no way assumes or shares responsibility or liability for the acts or omissions of me or the Renter, our contractor or subcontractor, if any, or any of their or our agents, representatives, employees, or assigns, or anyone acting through or on behalf of them or us. I and the Renter have the duty to provide OYC with an attorney or law firm approved by OYC, which approval will not be unreasonably withheld.
5. to abide by all applicable rules and regulations as set forth herein and attached to this form. I further understand that I may be asked to vacate the premises and may forfeit my security deposit if I fail to abide by these rules and regulations or any other reasonable request from OYC.

I certify, under penalties of perjury, that the above information is correct, that I have read and understand the rules and regulations and that I agree to the terms and conditions set forth above.

Renter Name

Renter Signature

Date

Facility Rules and Policies

Initial at each rule indicating you have read and understand the expectations of OYC Miami.

1. _____ **Facility use may not be granted for programs:**

- With a negative impact on traffic or the public's ability to enjoy the facility.
- Considered high risk having a negative impact on the public's health, safety, and welfare.
- Deemed inappropriate by OYC Miami.
- With a negative impact on OYC Property

2. _____ **Security Deposit and Rental Fees**

- Reservations may be requested up to six weeks in advance and are based upon availability.
- A refundable security deposit of \$200 is required for all rental applications. Applications will not be fully processed prior to receiving the security deposit.
- The security deposit can be paid up to six weeks prior to the event but is due no later than one week prior to the event.
- All rental fees are due no later than one week prior to the event.
- The payment can be made in the form of a personal check, money order or certified check.
- Failure to adequately clean, damage to or loss of park property or violation of park rules, will result in the loss of all or part of the deposit.
- Damages that exceed the cost of the security deposit will be the responsibility of the renter and due to OYC Miami immediately.

3. _____ **Insurance**

- Prior to the use of the facility, proof of insurance is required with the policy naming OYC Miami as an additional insured for the duration of the event.
- The coverage for OYC shall be primary and non-contributory and written on Florida approved forms by an insurance company licensed by the State of Florida to sell insurance.
- The company shall not be a surplus lines carrier and the insurance shall include contract liability coverage.

4. _____ **Conduct**

- Renter must take all necessary steps to control all their guests/participants/spectators. Any person(s) violating any of the Rules and Regulations contained herein, any City ordinances or other laws, or who are, in the opinion of OYC Miami, constituting a public nuisance, potential hazard to the public or park property, or exhibiting disorderly conduct, may be expelled from the facility by OYC staff or the City of Miami Police Department without a refund for the remainder of the rental period.
- All vehicles must remain in the designated parking lots.
- BY LAW, NO ONE UNDER THE AGE OF 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. OYC requires guest age verification for any event involving alcohol. OYC reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The renter shall ensure that no underage drinking is allowed. OYC Miami assumes no responsibility or liability for underage drinkers.
- If alcoholic beverages are served the renter must provide a licensed server/bartender at their sole expense.

5. _____ **Set up/Decoration**

- Decorations may be attached with MASKING TAPE ONLY. The use of staples, nails, tacks, etc. is prohibited. The rental period should include sufficient time for set-up of facility, conducting the event, and cleanup of the facility to the satisfaction of OYC Miami.

- All facilities/furniture/equipment must be returned to its original condition and be placed in its original position if moved. Any cleanup performed by OYC Miami will be deducted from the deposit and/or billed to the renter.

6. _____ Food Service

- Cooking of food is prohibited. Any food or drink served must be prepared off-site. No food or drinks will be allowed in the Gymnasium unless permission has been granted in writing from OYC staff. The City of Miami, Miami-Dade County and the State of Florida may require permits/licenses when food is to be sold. It is the responsibility of the renter to contact these agencies for this information and to obtain all required permits.

7. _____ Pets

- With the exception of service animals, animals/pets are not permitted into or upon City parks and facilities.

8. _____ Activity

- Any unusual equipment and/or activity, as may be defined by OYC in its sole and absolute discretion, must be approved by the Chief Operating Officer and noted on the facility reservation form.
- All equipment must be delivered and removed within the rental period – no storage areas are available.
- All delivery vehicles must remain in designated parking areas. Excessive amplified music or other loud noises, as determined by OYC Miami in its sole and absolute discretion, which disturb other patrons or adjacent property owners are prohibited.
- Rides of any kind including pony rides, mechanical and inflatable rides, petting zoos, etc. are not permitted on OYC's premises.

9. _____ Cancellations and Refunds

- Cancellations made seven (7) days in advance of the scheduled reservation date are eligible for a refund. No refunds thereafter.

Restrictions/Revocation

OYC Miami reserves the right to approve or deny any application on a case-by-case basis, including but not limited to, limited capacity of facility, impact on surrounding neighborhood, services for faith-based organizations, or such application is not consistent with OYC's vision, mission and/or values.

Permissions are revocable, without notice at any time by the Chief Operating Officer or their designee for a violation of the rental conditions, any rules, ordinances, Federal or State laws or if COO determines the permitted use is a threat to the health, safety, or welfare of the public.

Should a lapse in the general liability insurance policy occur, OYC reserves the right to revoke the user's permit.

Renter Name

Renter Signature

Date

Facilities Rental Application

CONTACT INFORMATION

Name: _____ (Last) (First) DOB: _____

Company/Organization: _____ 501c(3) Tax ID: _____

Address: _____ (Street) (City) (State) (Zip)

Phone: _____ (Cell) (Office) Email: _____

Driver's License #: _____ Issuing State: _____

Reservation Date: _____ Reservation Time: _____ Reservation Duration: _____

Estimated Attendance: _____ Purpose: _____ Day of the week: M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa ☐ Su ☐

Is the event **recurring**? Yes ☐ No ☐ Will **food** be served? Yes ☐ No ☐ Will **alcohol** be served? Yes ☐ No ☐

Which room(s) are you looking to reserve?

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FOR OFFICE USE ONLY

Fee Rate	<input type="checkbox"/> Corporate <input type="checkbox"/> Nonprofit <input type="checkbox"/> Individual Resident
Event Type	<input type="checkbox"/> Event <input type="checkbox"/> Training <input type="checkbox"/> Meeting <input type="checkbox"/> Athletic/Recreation
Requested Facility	<input type="checkbox"/> Lobby <input type="checkbox"/> Rooftop <input type="checkbox"/> Gymnasium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Enrichment Room <input type="checkbox"/> Conference Room
Deposit Status	<input type="checkbox"/> Paid <input type="checkbox"/> Pending
Required OYC Staff	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Rental Duration	<input type="checkbox"/> 3 hours <input type="checkbox"/> 4 hours <input type="checkbox"/> > 4 hours

Facilities Manager Signature

Date

Approved / Denied

COO Signature

Date

Approved / Denied

CEO Signature

Date

Approved / Denied