

Rentals are taken at the Parks & Recreation Office
12300 NE 8 Ave. / North Miami / 305-895-9840
Monday - Friday / 8:00 am - 5:00 pm

FACILITY USAGE FEES

Multipurpose Room (Hourly / 2 hr minimum)	Deposit
Monday - Thursday	\$70.00 \$200.00
Friday - Sunday	\$90.00 \$200.00
<i>*Full rental fee is due when contract is signed</i>	
Gymnasium - Banquet (8 hr time block, Concession Included)	
Friday - Sunday	\$1420.00 \$500.00
Additional Hour	\$150.00
<i>*Deposit only is due when contract is signed</i>	
Gymnasium - Athletics (Concession Included w/ full gym rental)	
Monday - Saturday	
Full Gym / Hourly	\$110.00 \$500.00
Half Gym / Hourly	\$70.00 \$500.00
<i>*Deposit only is due when contract is signed</i>	
Kitchen - Not Included with rooms below	
Per Hour	\$30.00 \$200.00
Conference Room (Available for Business Meetings Only)	
Hourly / 2 hr. minimum	\$40.00 \$100.00
Computer Lab (Available for Business Meetings Only)	
Hourly / 2 hr. minimum	\$90.00 \$200.00
Game Room	
Hourly / 2 hr. minimum	\$60.00 \$200.00
Corridor	
Hourly / 2 hr. minimum	\$50.00 \$200.00
Patio	
Hourly / 2 hr. minimum	\$50.00 \$200.00

Multipurpose Room - available from 2:00 pm - 11:00 pm

Capacity	Equipment:
70 people - tables and chairs	15 - 6' rectangle tables

Gymnasium Banquet - available from 2:00 pm - 2:00 am

Capacity	Equipment:
250 people - tables and chairs	Tables: 32 - 60" round / seat 8
300 people - chairs only	20 - 6' rectangle / seat 6
	10 - 30" Cocktail tables

- When renting the Multipurpose Room full rental fee, including deposit, is due at the time contract is signed.
- When renting the Gymnasium for Athletics or Banquet, deposit only is due at the time the contract is signed.
- Full balance due 30 days prior to your rental date.
- Deposit is **not refunded** if rental is cancelled by Lessee.
- **Insurance Fee for Gymnasium \$150.00 non refundable.**
- **Insurance Fee for Rooms \$75.00 non refundable.**
- Your paid hours include Set Up, Event and Clean Up time
- Failure to observe rental times will result in forfeit of deposit.
- **All Rentals Past 11:00 pm require you to hire two (2) North Miami Police Officers. (Total \$180.00) Center Closes at 2:00 am**
- Payments may only be made by Money Order, Cashiers Check or Cash.
- Rentals less than 15 days are subject to staff availability and must be paid in full by money order or cashiers check.
- Permits are non-transferable and good only on date specified.

Note: Equipment and quantities subject to change.

We **do not supply** ice, paper goods, tableware, decorations, tape, scissors, chair covers, podium, microphone etc.

Rules & Regulations

1. Staff is present during your rental according to your contract beginning and ending times. You or your designated person need to review the Rental Checklist with staff and sign at the beginning and the end of your event in order for your deposit to be returned. Any damages will be noted and deducted from the deposit. **You are responsible for set up, breakdown and decorating for your event.** There will be additional charges if you do not adhere to the exit time.
2. The building is equipped with central air conditioning and a kitchen. (*sink, warming oven and Refrigerator*). The oven does not have stove tops and are intended for warming foods only.
3. Alcohol is permitted, however it cannot be sold without a state liquor permit. A copy must be provided to the City.
4. Music, DJ's and public address systems are allowed and must comply with City codes regarding noise levels in public places.
5. **NOT PERMITTED anywhere in the building.**
 - Smoking - pursuant to state and local regulations.
 - Candles - for decorative use or any other purpose.
 - Fog or smoke machines of any type.
 - Animal acts, amusement rides, trains, bounce houses etc.
 - Staples, thumbtacks, nails or 2-sided tape anywhere in the building, or on equipment. (*Includes tables and chairs*)
 - Strippers, Erotic Dancers, Lewd or Lascivious Behavior.

NOT PERMITTED in the Gymnasium.

 - Balloons - for any reason - **NO EXCEPTIONS!**
 - Decorations on Bleachers.
 - Decoration on wall posts.
 - All glass (windows and doors) must be cleaned of all decorations, tape etc.
6. **Your deposit will be refunded providing**
 - The center and grounds are left in the condition they were found, nothing is damaged and all rental rules observed.
 - The center, grounds and parking lot are cleaned and you exit by the end time on your contract.
 - All your decorations, tape and supplies are removed from inside the building, the outside grounds and parking lot.
 - All food and garbage associated with your rental are removed from kitchen and hall, bagged and placed in trash receptacles.
 - If any of these regulations are found to be in non-compliance, security deposit will be forfeited. (*No Exceptions*)
7. *Providing all regulations were observed your deposit will be mailed to you by check 3 - 4 weeks after your date of rental.*
8. The Permittee shall be called upon to reimburse the City of North Miami for any damage to buildings, equipment, grounds or property that exceeds amount of deposit.

If you should have any problems on the day of your rental please call Khalid Salahuddin, Recreation Supervisor, 305-542-6463

*Thank you for your interest in North Miami's Facilities.
We hope your event is a success!*