



# Town of Jupiter Skate Park Reservation Application

**IMPORTANT:** This form is a request to use the Jupiter Skate Park. It is mandatory that anyone requesting to use the Skate Park complete this form even if a prior letter has been issued and/or received by the Parks and Recreation Department. Completing this form does not confirm/hold your reservation request. Reservations will be approved on a first come, first served basis based on the date that this form is returned to the Department of Parks and Recreation, office of Kristin George, Recreation Program Supervisor. Please type or print legibly. Once the Department of Parks & Recreation has received this form, requests will be reviewed and the contact person listed on this form will be notified within 7-10 working days provided that all sections of this form are complete. *This application must be received at least 30 days prior to the event.*

**TOWN OF JUPITER USE ONLY**  
(Town of Jupiter Received Date Stamp)

Please submit your application to: Kristin George, Recreation Program Supervisor, Town of Jupiter, 200 Military Trail, Jupiter, FL 33458, RE: Skate Park Reservation Request; Phone: (561) 741-2328; Fax (561) 745-2559.

## 1. CONTACT INFORMATION

Name of Contact: \_\_\_\_\_ Name of Organization: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Tax I.D #: \_\_\_\_\_  
Alternate Contact Person and Phone Numbers: \_\_\_\_\_

## 2. EVENT INFORMATION

Type of Event. Please check one.

- Private Party       Demonstration       Other; Explain: \_\_\_\_\_

Rental Date - First Choice	Rental Date - Second Choice	Rental Date - Third Choice

What time will your actual event start? \_\_\_\_\_ What time will your actual event end? \_\_\_\_\_  
What time will you need access to the Park? \_\_\_\_\_ What time will your clean up end? \_\_\_\_\_  
What is your anticipated attendance? \_\_\_\_\_ Is your activity open to the public? \_\_\_\_\_  
What is your anticipated public attendance? \_\_\_\_\_ Will you be providing audio equipment? \_\_\_\_\_  
If yes, please describe: \_\_\_\_\_

Equipment being used by participants (circle only one): **SKATEBOARDS** **ROLLERBLADES** **BMX BIKES**

How will you be advertising the event (check all that apply, if applicable):

- FLYER/BROCHURE     RADIO AD     TELEVISION AD     T-SHIRTS and/or OTHER PROMOTIONAL ITEMS

On your organizations letter head please provide a brief description of your event with this application.

## 3. PARK USE POLICIES AND REGULATIONS

### A. PRIVATE RENTALS-

- Skate Park is available for private parties on Sunday mornings and evenings from 9:00AM-12PM and 6:30-9:30PM only.
- 1-hour block rentals are available starting at 6:30, 7:30 and 8:30PM; rentals may be 1, 2 or 3 hours long (please indicate hours above)

### 3. PARK USE POLICIES AND REGULATIONS (continued)

#### PRIVATE RENTALS (continued)

- FEES (includes on-site supervision by skate park employees; park not open to public during private rentals)  
\$100/hour
- Total rental fee is due at time of reservation.
- Maximum capacity during private parties is 40 skateboards/rollerblades; 30 BMX
- All participants must have current Waiver, Release, Indemnification and Participation Agreement completed prior to skating or biking the park. All participants under 18 years of age must have form signed by parent or legal guardian. Forms can be found at the skate park, picked up at time of reservation request or at [www.jupiter.fl.us/parksrecreation](http://www.jupiter.fl.us/parksrecreation).
- Smoking, alcoholic beverages and drugs are strictly prohibited inside the park and on park grounds.
- No fees of any kind may be collected by renter prior to or during event.
- Sale of any items by outside groups on park grounds is strictly prohibited.
- All rentals and payments take place at the Jupiter Community Center, 200 Military Trail, Jupiter, 741-2400.
- Rentals are not available on park observed holidays.
- Rentals are subject to cancellation or re-scheduling due to in-climate weather.
- Any cancellation or re-scheduling by renter must be requested at least 5 days prior to rental and is subject to park availability.
- All participants are required to wear park approved safety equipment.

#### B. DEMONSTRATIONS -

- SJCP Skate Park is available for co-sponsored events such as professional and semi-professional skateboarding, rollerblading and BMX demonstrations.
- All requests for demonstrations at the Skate Park are considered on a first come first serve basis in the order of receipt by Kristin George, Recreation Program Supervisor for Department of Parks and Recreation, 200 Military Trail, Jupiter, FL 33458. All requests must be made at least 30 days prior to event. Each business is limited to **ONE** demonstration per month.
- All media items advertising demonstrations must include the official SJCP Skate Park logo as an official sponsor of the event. This includes flyers, brochures, t-shirts or other promotional items. All radio advertising must include "Jupiter Parks and Recreation SJCP Skate Park" as an official sponsor of the event. All media items must be reviewed and approved by Skate Park Managers prior to display.
- The Department of Parks and Recreation will not be responsible for any fees required to secure suggested demonstrations.
- Use of the Skate Park for demonstrations is limited to one 3-hour session during normal operating hours. Demonstrations must be complete by the start of the following Skate Park session (ex: Demonstration to take place at 3PM session must be completed and cleaned up by start of 6PM skate session).
- Skate Park Business Hours:
  - Monday-Friday: 3PM-9PM
  - Saturday: 9AM-9PM
  - Sunday: 12PM-6PMExtended hours on Palm Beach County School holidays (9AM-9PM); park not available for use on holidays
- Co-sponsoring businesses may hang pre-approved banners within Skate Park during time of event only.
- Smoking, alcoholic beverages and drugs are strictly prohibited inside the park and on park grounds.
- No fees of any kind may be collected by sponsors prior to or during event.
- Sale of any items by outside groups on park grounds is strictly prohibited unless prior approval has been granted by Recreation Program Supervisor.
- All participants taking part in demonstration (regardless of professional level) must have current Waiver, Release, Indemnification and Participation Agreement completed prior to skating or biking the park. All participants under 18 years of age must have form signed by parent or legal guardian. Forms can be found at the skate park or at [www.jupiter.fl.us/COAST](http://www.jupiter.fl.us/COAST).
- All participants are required to wear a strapped helmet during demonstrations; All participants under 18 years of age (regardless of professional level) are required to wear all park approved safety equipment.
- Additional police security may be required depending upon size of event; all fees incurred as a result of extra security will be the responsibility of renter. Security will be discussed and approved prior to event by renter and Recreation Program Supervisor.
- Only those participants providing the demonstration will be allowed to skate during event.
- The Skate Park does not have audio equipment available for use; all audio systems must be pre-approved and noted on front of form.
- Rentals are subject to cancellation or re-scheduling due to in-climate weather; any cancellation or re-scheduling by renter must be requested at least 5 days prior to rental and is subject to park availability.

### 4. SIGNATURE

I understand that this is an application only and does not obligate the Town of Jupiter in any fashion to reserve any facility and/or approve any event. Fees will be based on this information and could change according to changes in this document.

X \_\_\_\_\_  
Printed Name of Applicant                      Applicant Signature                      Date