

TALLAHASSEE PARKS, RECREATION & NEIGHBORHOOD AFFAIRS DEPARTMENT

PARK PERMIT APPLICATION

OPTIMIST PARK BUILDING RENTAL

Tallahassee Parks, Recreation & Neighborhood Affairs Department park sites are available for use by individuals, families, organizations, and companies, when not in use for Parks, Recreation & Neighborhood Affairs Department organized activities, by following the park permit application guidelines. Park Permit Applications for any site must be made not less than 15 working days in advance, via email (Raphie.Barreto@talgov.com). All applications are taken on a first come-first serve basis. Park permit applications are required for groups of 50 or more. No refunds will be given due to weather conditions. All other refund requests must be made at least seven business days prior to the reservation date. If any problems arise on site, please call TPD at 891-4200.

PERMIT TYPE (CHECK ONE):

☐ **PAID PARK PERMIT – RESERVED**

Provides reserved and exclusive use of an eligible specific park facility or area, subject to approval and fees. Not all facilities are eligible to be reserved. **Note:** Use of the Optimist Park Rental Building requires a PAID RESERVATION Park Permit.

☐ **PARK USE – NO FEES - NOT RESERVED**

Acknowledges notification of intended use of a specific park facility or area on a first-come, first-served basis.

No fees are collected, and no exclusive use is granted. Activities must yield to paid reservations.

Date Submitted			
Requested By: (Name of individual or Organization)			
Address:		City/State:	Zip:
Phone	Home:	Work:	Cell:
Email Address			
Facility Requested	Park Name (Plus Location within park)		
Date of Event			
Time of Event	Beginning Time	End Time	
Type of Event - Be specific and include details of activities that will occur)			
Number of Participants (Include spectators)		Is this event open to the public? Yes ☐ No ☐	
Additional Comments (Do you require any additional accommodations? i.e. electric, water) If electricity has to be turned on, there is at least a minimum charge of \$40.			

INDEMNIFICATION AND WAIVER OF CLAIMS: In consideration of the opportunities afforded to User and/or their group by this Permit, the User knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of User and/or User's group use of the park facility identified herein. User agrees to fully Indemnify, save, hold harmless and covenant not to sue the City of Tallahassee, its officers, employees, agents and volunteers, against all damages, claims, liabilities and causes of action of every kind and nature, resulting from losses sustained by User or a third-party arising out of actions or alleged actions in connection with this Permit, provided same are not due to negligence of City, its agents, employees or volunteers. I understand that I must abide by the Regulations as set forth in Chapter 13 of the City's General Code of Ordinance, Guidelines of the Tallahassee Parks, Recreation & Neighborhood Affairs Department, all applicable local, state and federal regulations. Noncompliance with any of the above-stated rules may result in revocation of permit, loss of deposit or paid fees and immediate expulsion from the park. This conduct could also result in the denial of any subsequent applications for reservation at any City park for period of at least one year, or to be determined by park administration. **PUBLIC RECORDS:** This document may be deemed a public record under the State of Florida and can be inspected by anyone.

Printed Name of User	Date
Signature of User	

Date Received		Reviewed by:	
Referred to Special Events	☐ Yes ☐ No	Fee Required?	☐ No ☐ Yes Fee Amount:
Approved	☐ Yes ☐ No	Amount Paid	Date
Approved By		Receipt #	Check #
		☐ Credit Card*	☐ Cash

*Credit Card transactions incur a 2.6% convenience fee.



RULES AND REGULATIONS

1	All regulations set forth in City Ordinance Chapter 13 apply.
2	The Tallahassee Parks, Recreation & Neighborhood Affairs Department has the authority to determine the appropriateness of the site based on the requested activity. Tallahassee Parks, Recreation & Neighborhood Affairs Department programs and activities scheduled in a park take priority over park permit requests.
3	Groups using the sites are responsible for cleaning of the site and will be responsible for damages incurred as a result of the event.
4	Alcoholic beverages are not permitted in City parks except as noted in the City's Alcohol Policy.
5	Amplified music/sound systems must be kept to a reasonable level in accordance with the City of Tallahassee Ordinance Chapter 13.
6	No fires allowed except in grills. Cooking must be confined to park grills or appropriate portable grills.
7	Food vendors and concessionaires in a park must be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department and have a valid food vendor permit if required.
8	Tents/canopies may be erected in certain park sites as designated and approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department. A tent permit application is required if proposed tent/tarp/canopy is in excess of 900 square feet.
9	Other special facility arrangements must be approved by the Tallahassee Parks, Recreation & Neighborhood Affairs Department.
10	Bounce houses/inflatables, water slides, kiddie pools, train rides, pony rides, etc. are not allowed at any events permitted through the park permit application process.

RESERVATION FEE SCHEDULE: (Fees apply to these locations only. Additional fees may be required at other locations, based upon review of your request.)
Payment is acceptable via credit card. Capacity is approximate.

Facility	Location	Capacity	Cost	Times
OPTIMIST PARK BUILDING:	Optimist Park	50 people	Hourly Rate: \$40.93 + Tax (\$3.07) Plus \$50 Refundable Deposit	8am- 10pm

Please note that if the facility is reserved during the preceding time block you will not be able to access the facility for set up prior to the start of your reserved time. You must clean up and vacate the facility by the end of your reserved time to allow for the next group's reservation to start on time. Please contact the Parks, Recreation & Neighborhood Affairs Department at 891-3866 for more information. Taxes can only be waived with proof of Certificate of Exemption from the Department of Revenue. Additional fees may be required at other locations, based upon review of your request.

Revised July 2026