



APPLICATION FOR USE OF  
**DR. VELMA H. WILLIAMS WESTSIDE COMMUNITY CENTER**  
919 S. PERSIMMON AVENUE



Date of Application: \_\_\_\_\_ Multipurpose Room \_\_\_\_\_ Gymnasium \_\_\_\_\_  
(Maximum Occupancy) 125 - Multipurpose Room 225 - Gymnasium

**Please review this contract carefully before signing. Any deviation from the conditions set forth by the renter, guests, photographer, DJ, caterer, etc. will result in additional fees or the forfeiture of your deposit.**

Organization/Person Responsible: \_\_\_\_\_

Address (Street, City, State, Zip code) \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Date Requested: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Hours of Availability: <b>March – October</b>	<b>November- February</b>
Saturday- 2 PM – MIDNIGHT	Saturday- 4 PM – MIDNIGHT
Sunday - 10 AM - 6 PM	Sunday - 10 AM - 6 PM

**Time Needed for Event to Include Setup, and Clean-Up Time**

Hours Requested: Open \_\_\_\_\_ Close \_\_\_\_\_

**Note: Building must be vacated no later than your stated “close time.”**

Approximate number of participants and guests: \_\_\_\_\_

Will children under 21 years of age be in attendance? Yes ☐ No ☐

Will alcoholic beverages be served?

Beer ☐ Wine ☐ Liquor ☐ Champagne ☐ None ☐

**I have read and agree to all rules and regulations set forth on this contract.**

**If your event requires Police Department coverage and they do not arrive to work your event please call the non-emergency number (407.665.5100) and ask to speak to a Supervisor.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Staff signature: \_\_\_\_\_

## **HOLD HARMLESS AND INDEMNIFICATION AND SOUND LEVELS AGREEMENT**

\_\_\_\_\_, hereinafter referred to as 'Vendor', agrees through the  
(Insert Official Name of Vendor)

signing of this document by an authorized party, intending to be legally bound for themselves and their

heirs, executors and administrators, covenants and agrees to Indemnify and Hold Harmless and defend the City of Sanford, the elected and appointed officials of the City of Sanford, the City Manager, department heads, division heads, supervisors and employees of the foregoing, and their heirs, representatives, successors, executors, administrators and assigns from and against any and all suits and actions including attorneys fees and all costs of litigation and judgments, claims for damages or injuries, including death, to persons or property of whatever kind or character, whether real, personal or mixed, asserted or occurring from every name and description arising out of or incidental to the Vendor's activity at the City of

Sanford, Florida, \_\_\_\_\_ whether or not due to or caused by the  
(Describe activity)  
negligence of the City of Sanford, excluding only the sole negligence of the City of Sanford. This provision shall also pertain to any claims against the City of Sanford by any employee of Vendor or anyone directly or indirectly employed by Vendor.

### **Sound Levels rules & regulations and are defined as:**

Singing, laughing, music, microphones, disc jockeys and use audio equipment of any kind. The sound level can not be high enough so that it can be heard outside the building. If any city personnel or police officers determine the sound level is too loud, the event will be terminated immediately and there will be no refund.

This \_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name