Board of County Commissioners
Leon County, Florida

Policy No. 06-1

Title: Use and Scheduling of Parks & Recreation Facilities

Date Adopted: ~~February 26, 2008~~ January 19, 2010

Effective Date: ~~February 26, 2008~~ January 19, 2010

Reference: N/A

Policy Superseded: Policy No. 79-8, "County Community Service Facility," adopted September 25, 1979; Policy No. 92-10 amended 10/27/92; Policy No. 94-3, amended April 26, 1994; and Policy No. 02-6, "County Community Service Facilities," adopted July 9, 2002; Policy No. 06-1, "Use and Scheduling of Parks and Recreation Facilities, adopted January 10, 2006, amended February 26, 2008

It shall be the Policy of the Board of County Commissioners of Leon County, Florida that:

Policy No. 06.1, adopted January 10, 2006 and amended on February 26, 2008, is hereby amended, and a new amended policy is hereby adopted in its place, to wit:

1. Purpose

1.1 The purpose of this policy is to assure that the Parks & Recreation Division facilities are utilized for recreational, athletic, cultural, educational, social, civic, fraternal, governmental, religious, political, charitable, and community service functions that meet the needs and interests of the community, as well as set clear policies, procedures, and rental fees regarding such uses.

1.2 Exclusive use of any facility requires an advance reservation and is subject to rental fees, security deposits, and staffing fees (set up and take down). Some facilities may not be reserved for exclusive use.

2. Authority

2.1 The Division of Parks & Recreation is responsible for developing, communicating, and monitoring polices, procedures, and standards for the use and scheduling of Parks & Recreation facilities.

3. Facilities Available

3.1 The Parks & Recreation Division makes available for rent buildings, rooms, community centers, picnic shelters, campsites, open space, boat ramps, and athletic fields. Times and dates available are at the discretion of the division.

4. Reservations

4.1 Reservations shall be made no more than 365 days and no less than seven (7) calendar days prior to the date(s) of use. Reservations are guaranteed after all necessary forms and payments are received and approved at the Parks & Recreation Division administrative office located at 2280 Miccosukee Road, Tallahassee, FL 32308.

Group activities or special events that involve 50+ people attending or participating may require a permit from the Division of Parks & Recreation for use of any park or recreation facility or site. The applicant should submit such permit request no later than 30 days prior to the event. Events involving 100+ people or additional preparation by park personnel must be submitted 60 days prior to the proposed special event date.

4.2 All applicants must be at least 18 years of age or older and must provide proof of residency in Leon County for priority consideration.

4.3 The Parks and Recreation Division reserve the right to set aside certain dates for functions sponsored in part or by Leon County.

5. Fees

5.1 Full rental fees, security deposits, staffing fees, and permit applications are due at the time ~~of~~ the reservation is submitted.

5.2 Payment by check, cash, credit card, or money order is required for the building and staff fees.

5.3 A security deposit shall be required for any damage/clean-up expense. The deposit will be returned if no damage occurs and the facility is clean after use. The Parks & Recreation Division reserves the right to bill the applicant for additional expenses relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required because of the use.

5.4 Checks or money orders must be made payable to the Leon County Board of County Commissioners.

5.5 Applicants shall forfeit the rental opportunity if the checks are not honored by the bank. Any future requests will require fees paid by cash or money order only. Applicant will be responsible for bank service fee.

5.6 The Parks & Recreation Division may require additional staff for rentals where attendance is expected to exceed 50 people. An off duty sheriff deputy/deputies may also be required at the applicants expense.

5.7 The Parks & Recreation Division may require two division representatives for any teen event if the attendance exceeds 50 people. If attendance is, greater than 50 people the applicant must hire one off-duty Leon County Sheriff deputy for each additional 50 people. In addition, the applicant must provide adequate adult supervision at all times. (Refer to Section 7.13). All teen events that occur after 6:00 P.M. may require a deputy.

5.8 Request for a waiver of the user fee for non-profit organizations that would like to collaborate with Leon County must be made in writing at the time of rental request. Included in the request shall be the purpose of the rental activities to be conducted as well as a brief description of the organization, purpose, goals, and pertinent information including the 501 (c) (3) determination letters from the IRS along with the Department of Revenue Consumers Certificate of Exemption.

Request for a waiver by groups providing education opportunities for citizens and those providing programs for County senior citizens, must be made in writing at the time of rental request. Included in the request shall be the purpose of the rental activities to be conducted as well as a brief description of the purpose, goals, and if the citizens are paying a fee for this activity.

Based on the information provided, the Director of the Division of Parks & Recreation will make a determination of the eligibility of a waiver.

5.9 All fees <u>for County charges</u> will be established by Resolution of the Leon County Board of County Commissioners.

5.10 <u>Additional fees may be charged by the County or City for services provided above normal service level. (Examples are the permit fees that may be charged by the City or County.)</u>

6. Cancellations

6.1 Cancellations must be made in writing and received by the Parks & Recreation Division at least seven days in advance of the use date in order to receive a refund. If notice is not received before the seven day period, the rental fee is forfeited. However, security deposits and staff set up and take down fees will be refunded. The receipt must be presented for refund to be processed.

The refund will be mailed in approximately four to six weeks. Refund checks will be made out to the entity whose name appears on the payment check and mailed to the address shown on the rental agreement.

7. General Rules and Regulations

7.1 Use of the facility is guaranteed for the period specified in the permit, use beyond that period is neither expressly nor implicitly granted. Event set-up and take down must be included in the rental period.

7.2 The minimum rental period for a building or room use is ½ day (4 hours).

7.3 Building capacities are based on fire safety codes and are not to be exceeded for any reason.

7.4 Facilities are to be left in the same conditions as before use. Chairs, tables, and other furnishings are to be returned to their designated storage place. Floors are to be swept and cleaned if necessary and trash cans are to be emptied. All decorations, fasteners, and other items brought into the facility are to be removed and disposed of properly. Decorations that mar surfaces are not permitted.

7.5 Leon County signs, forms, and other materials are not to be removed or altered unless authorized by the division representative in charge.

7.6 The Leon County Parks & Recreation Division will not be responsible for providing or supervising any specialized equipment such as cooking equipment, storage, sound reproduction or amplification equipment, stages, platforms, special lighting equipment, film projecting apparatus, power extension cords, or any other specialized equipment. The division representative in charge may disallow the use of specialized equipment for safety reasons or to ensure division policy is followed. The number of tables and chairs provided are limited to the number on site and available. Any additional tables and chairs are the responsibility of the applicant.

7.7 The Leon County Parks & Recreation Division shall not be held responsible for loss or injury incurred in the use of any facility if said loss or injury is a result of circumstances beyond the control of Leon County or its officers or agents. It is incumbent upon the user to ensure that all normal safety practices are observed. Dangerous undertakings are strictly prohibited. All accidents or injuries must be reported to a Division representative immediately.

7.8 It is not the purpose of the County to make the parks and recreation facilities available to any person, group of persons, or organizations for personal gain or private profit.

Non profits and school events may be allowed to collect admission fees for approved Special Events (Section 11) to offset fees required by Section 5 (Fees). Admission fees will be approved by the Director of the Division of Parks & Recreation as part of the Special Event Application approval.

7.9 The division representative that may be present during the use period shall ensure the facility is open on time, clean and orderly, and the facility is used safely and properly. In no way is the division representative an employee or agent of the applicant.

7.10 Alcohol, fireworks, and weapons are not permitted on Leon County Parks & Recreation Division managed property. Tobacco products are not permitted inside Parks & Recreation Division facilities.

7.11 Vending of any merchandise is not permitted without written permission from the Parks & Recreation Division Director.

7.12 No fires are allowed except in provided barbeque grills and pits.

7.13 Individual minors or groups of minors must be properly supervised by adults when using park facilities. Groups composed of minors, including teen events, must be supervised by one (1) adult for each fifteen (15) minors throughout the rental period.

7.14 Any person or group in violation of the established rules and regulations, established laws, or constituting a public nuisance, may be required to leave the facility and premises. In addition, the Parks & Recreation Division representative may cancel the rental and be deny any future rentals (Refer to Section 8.6).

7.15 Applicants' reserved areas are those specifically designated in the permit. Other buildings, rooms, athletic fields, courts may be scheduled by other participants or remain open to the general public.

7.16 Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.

7.17 Animals, except service animals, are not allowed in Parks & Recreation Division buildings.

7.18 The applicant is responsible for all actions, behavior, and damages caused by his/her guests/attendees.

7.19 Structures that require installation of poles, wires, wood supports, etc. must have prior approved by the Division Director or his representative.

7.20 It is recommended that the applicant or its designee occupy picnic shelters by 11:00 AM the day of the rental.

8. Denial of Rental

The Parks & Recreation Division reserves the right to deny use of facilities based on any the following criteria:

8.1 The facility is not available for the requested date and time. This would include events that conflict with Parks & Recreation Division events, conflicts with County government or related business, or if the facility is already rented.

8.2 Uses deemed potentially damaging to the facility.

8.3 There are simultaneous non-compatible uses of adjacent facilities.

8.4 The proposed activity violates Federal, State, or Local Laws.

8.5 Potential noise or sound levels deemed to be disruptive and offensive to surrounding neighborhoods and to the comfort of guest or facility visitors.

8.6 Individuals or groups that have demonstrated in previous rentals with the Parks & Recreation Division or other entities not to be in the best interest of Leon County. This may include but not limited to, non-payment, improper use, damage, failure to adequately control participants or spectators, breach of contract, non-compliance of rules, or inaccurate information provided on the application.

8.7 Activities that, due to traffic or congestion, would cause access problems for scheduled events or the surrounding community.

8.8 Activities that are offensive to the accepted community standards.

8.9 Activities that are discriminatory in nature in matters such as sex, race, religion, creed, color, or national origin.

8.10 Activities that are incompatible with Leon County mission to provide for the health, safety, and welfare of the public.

8.11 In lieu of denial of rental application, the Parks and Recreation Division may require additional permitting or security of individuals or groups whose prior rental of County facilities has resulted in documented traffic congestion, damage to facility, non-compliance with County rules and policies, or complaints of noise or offensive behavior.

8.12 Prior violations of Rules and Regulations or Policies will be cause for denial of rentals.

9. Use of facilities by Leon County Board employees

9.1 Employees and employee organizations shall be permitted to use County facilities on the same basis, and subject to the same conditions that apply to the general public. However, such use shall be limited to the extent that it does not conflict with the best interest of the County, and that the facility is not required for the use of the County, government, or other related businesses.

10. Request to use Parks & Recreation Facilities by Private Organizations on a regular basis

10.1 The purpose of this section is to provide the requirements for organizations that want to use facilities for reoccurring events.

10.2 Upon request by a private organization, the Parks & Recreation Division will verify the availability of the facility.

10.3 The Parks & Recreation Division will provide the representative with a Licensing Agreement. Upon completion of the Agreement, it will be submitted to the Parks & Recreation Director at 2280 Miccosukee Road, Tallahassee, FL 32308. A copy of the organization's 501 (c) (3), Internal Revenue Service status letter, or Florida Department of Revenue tax certificate needs to be included. All groups may be required to pay building rental fees.

10.4 Once approval or denial is given, a Licensing Agreement or Letter of Denial is sent to the organization with a copy to the Community Center Supervisor.

10.5 If approval is given, the organization makes all arrangements with the Community Center Supervisor for use of the facility. A copy of the organization's Tax Exempt form needs to accompany each payment or be on file if taxes have been waived.

10.6 A private organization is allowed to use the facility on a regular basis for 12 months with no more than two six-month extensions.

10.7 The Parks & Recreation Division reserves the right to deny the usage of a facility, based on Section 8.

10.8 Organizations are not allowed to store equipment/items at the facilities.

10.9 Organizations are not allowed to decorate facility with their literature.

10.10 The Parks & Recreation Division reserves the right to cancel the Licensing Agreement at any time due to non-payment, non-compliance with rules and regulations, or misuse of the facility.

11. Special Events

11.1 Definitions:

A. Special Event

A preplanned activity proposed to be held on Leon County park property for the purposes of entertainment, celebration, amusement, cultural recognition, arts and crafts displays, sports demonstrations and/or competitions, non-profit fundraisers, or similar activities that impact normal park operations and interfere with the use of the park by the general public, including activities that involve a caterer, vendor, party planner and/or specialized equipment. The Director of Leon County Division of Parks & Recreation will determine the capacity of a site to determine if the event can be held at the site. This determination will be based on the size of the park and the type of park. i.e.: greenways, passive, active, community center.

B. Applicant

An organization or individual that is conducting/hosting the Special Event. The Special Event Form will be issued in the name of the Applicant, and the Applicant will be responsible for submission of required documentation and for all payments and damages provided herein. This Special Event Form cannot be transferred or sublet to another party. (Refer to Section 7.16)

C. Attendance

Includes event participants, spectators, volunteers, and/or event crew.

D. County Co-sponsored Special Event

A Special Event hosted in part by Leon County and other individuals and/or organizations.

E. County Sponsored Special Event

A Special Event hosted by Leon County.

F. Event Organizer

The individual that is considered the lead planner for the activity being proposed, and will be the point of contact for the Parks & Recreation Division. .

11.2 Policy Statement:

Leon County supports Special Events to enhance the quality of life for its citizens. Leon County recognizes that there may be many social, cultural, and financial benefits in hosting special events in the County. Such benefits include a better quality of life, economic growth, increased tourism, and recreation opportunities. Recognizing the importance of Special Events, the County shall establish policies and procedures that will allow for the planning and management of personnel and financial resources in the support of such events conducted at County park facilities.

11.3 Special Event Fees:
(Refer to Sections 5 and 6).

11.4 Special Event Procedures:

A. Persons and/or organizations planning to conduct a Special Event in a County Park must complete a Special Event Form and submit it to:

Leon County Parks & Recreation Division
2280 Miccosukee Road
Tallahassee, Florida 32308

B. Submission deadlines:

Refer to Section 4.1

C. A Site Map may be required depending on scope and size of event. It should include but may not be limited to placement of things such as:

1. Barricade locations
2. Vendor locations
3. Portable restroom locations
4. Trash receptacle locations
5. Park roads requested for closure
6. Tent locations, etc.
7. Trail closures
8. Off site parking
9. Handicap parking locations

D. Security Plan may be required depending on scope and size of event. Requirements will be determined in coordination with the park staff and the local law enforcement office. Event organizer may be required to hire off duty law enforcement officers in addition to other security that may be needed on site. Events that have over 500 people present will require a~~A~~pproval by local law enforcement ~~is required~~ prior to proceeding with other event arrangements. This request must be submitted at least two weeks prior to the event.

E. Traffic flow plan may be required depending on scope and size of event. If so, include route for run/walk, entering and leaving the event, or any other request affecting the flow of traffic. At all times an open traffic lane must be maintained for emergency vehicles to enter and leave the area.

F. Application information will be used by staff to draft a Special Event Form for use of the park.

G. A certificate of liability insurance will be required naming Leon County as additional insured in an amount predicated on the anticipated attendance, as determined by Leon County Risk Management.

H. Trash receptacles will be provided by the Parks & Recreation Division for Special Events with anticipated attendance of less than 200. If anticipated attendance is 200 or more, the Applicant must arrange for additional receptacles and dumpster(s) and provide the Parks & Recreation Division with the name and phone number of the company providing the receptacles and dumpster(s), the date of delivery, and the date of removal. Indicate placement on the Site Map, so it can be approved by the Parks & Recreation Division

I. The Applicant may be required to provide portable restrooms depending on scope and size of the Special Event as determined by the Parks & Recreation Division. Multi-day events will require daily cleaning service. Portable restrooms may be placed one day prior to the Special Event, and must be removed from the site within 48 hours after the end of the Special Event. Applicant shall provide the name and phone number of the provider, the date of delivery and the date of removal. Indicate location on the Site Map.

J. The Applicant shall provide a Clean-up Plan to explain how Applicant will ensure that all debris will be properly disposed of, how all equipment brought in for the Special Event is to be removed, and how the park and/or facility will be restored to the same condition as it was prior to the Special Event.

K. Parking for the Special Event will be required to stay within the designated parking lots at the park. All other vehicles will have to be parked off site. The Applicant will be required to submit a plan showing the location of the off site parking, permission letter from the owner to use the area, and describe how the users will be transported to and from the site of the event. All associated fees for parking must be paid by the applicant. A permit from the Department of Growth and Environmental Management for off site parking is required.

L. The Applicant will be responsible for all signage required for the Special Event.

M. The County Parks & Recreation Division will only perform additional maintenance to a site for a Special Event that complies with the "Best Management Practices" for maintaining the site for the use it was designed. Anything requested by the Applicant that does not conform to "Best Practices" as articulated in the Florida Forest Stewardship Management Plan will be denied.

N. The number of Special Events allowed at any one site may be limited by the County. Applicants may be required to combine their Special Event with other events to reduce the number of Special Events held per site.

O. The Applicant shall sign the Special Event Form and return it to the Parks & Recreation Division with payment of all fees and deposits within 14 days of its receipt. If not received during the 14-day period, the Parks & Recreation Division will cancel the Special Event reservation request. The insurance certificate confirming the required coverage is due a minimum of 14 days prior to the Special Event date. Failure to provide the above will result in the forfeiture of all pre-paid fees and the use of the park.

P. A damage deposit is required in addition to the regular event fee. The deposit amount shall be $100 or 25% of the fee, whichever is greater. If the reserved area is found to be in good condition following the event, the deposit will be refunded four - six weeks after the Special Event. If repairs are needed, the Applicant's deposit will be utilized to repair damage to park property resulting from the Special Event. In addition, the Applicant will also be responsible for the cost of any damage repair over and above the deposit amount.

Q. If the Applicant cancels in writing at least 30 days prior to the event, then fees and deposits paid can be applied to another event or will be refunded. If the Applicant cancels in writing 15 – 29 days prior to event, then the total deposit and one half of the fees can be applied to another event or refunded.

If notice is not received before the 14-day period, the rental fee is forfeited. However, security deposits and staff set up and take down fees will be refunded. The receipt must be presented for refund to be processed. The refund will be mailed in approximately four to six weeks. Refund checks will be made out to the entity whose name appears on the payment check and mailed to the address shown on the Special Event Form.

R. Applicant is required to obtain all permits, licenses and certificates required by County, City, State, Federal, or other applicable regulatory agencies. Examples of these are the County Temporary Use Permit (Ordinance 10-6.804.A), and the City Tent Permit (Land Development Code Section 10-423).

S. Failure to abide by Parks & Recreation Division Rules and Regulations will result in forfeiture of the Applicant's deposit and may result in future event privileges being suspended.

T. Leon County EMS (LCEMS) shall review any request for events hosting 500 people or more. The determination for the need of any additional LCEMS resources beyond those available in the area will depend on the venue, temperature, type of event, remote location, ingress and egress in the area, potential helicopter landing zones, and other factors that could impact health and safety. A request for the need of additional LCEMS resources shall be provided at least two weeks in advance. A minimum of three hours of coverage is required for any event that needs coverage. The following will provide guidance for coverage, but can be altered based on individual events. The number listed would be considered minimum staffing.

Number Attendees and Participants Combined	Personnel Required at Passive Attendee Event	Personnel Required at Active Attendee Event
500 – 5,000	2	3
5,000 – 10,000	3	4
10,000 – 15,000	4	6
15,000 – 25,000	5	8
25,000 – 35,000	6	10
35,000 – 50,000	8	12
50,000 – 65,000	9	15
65,000 – 80,000	11	18
80,000 – 95,000	13	20
95,000 – over	15 +	22 +

Note: LCEMS does not provide water rescue.

U. The Tallahassee Fire Department (TFD) shall review any request for events hosting 500 people or more. The determination for the need of any additional fire resources beyond those available in the area will depend on the venue, temperature, type of event, remote location, access and egress in the area and other factors that could impact fire and life safety. Request for need of additional fire resources shall be provided to TFD at least two weeks in advance. A minimum of three hours of coverage is required for any event that is determined to need coverage.

11.5 Denial of Use

Refer to Section 8.