

# Board of County Commissioners Leon County, Florida

## Policy No. 06-1

Title: Use and Scheduling of Parks & Recreation Facilities

Date Adopted: January 10, 2006

Effective Date: January 10, 2006

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Policy Superseded: Policy No. 79-8, "County Community Service Facility," adopted September 25, 1979; Policy No. 92-10 amended 10/27/92; Policy No. 94-3, amended April 26, 1994;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

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

Policy No. 02-6, adopted July 9, 2002, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit: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).

### 2. Authority

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

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**3. Facilities Available**

- 3.1 The Parks & Recreation Division makes available for rent buildings, rooms, community centers, picnic shelters, campsites, 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 no later than 30 days prior to the event.

- 4.2 All applicants must be at least 18 years of age or older and must provide proof of residency 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.
- 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 as a result 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 (1) off duty Leon County Sheriff deputy for each additional 50 people. The applicant must provide adequate adult supervision at all times (see 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 partner 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 will be established by Resolution of the BOCC.

**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 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 the 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.

- 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 deny any future rentals (see 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 refuse use of facilities based on 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.

**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 Upon request by a private organization, the Parks & Recreation Division will verify the availability of the facility.
- 10.2 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) needs to be included in order for them to be tax exempt. All groups may be required to pay building rental fees.
- 10.3 Once approval or denial is given, a Licensing Agreement or Letter of Denial is sent to the organization with copies to the Community Center Supervisor.
- 10.4 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.
- 10.5 A private organization is allowed to use the facility on a regular basis for 12 months with no more than two six-month extensions.
- 10.6 The Parks & Recreation Division reserves the right to deny the usage of a facility, based on Section 8.
- 10.7 Organizations are not allowed to store equipment/items at the facilities.
- 10.8 Organizations are not allowed to decorate facility with their literature.
- 10.9 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.