

Subject: RENTING DEPARTMENT FACILITIES AND EQUIPMENT
Effective: April 11, 2005
Supersedes: DRAFT

1. Purpose

- 1.1. The purpose of this policy is to assure that the Parks, Recreation and Conservation Department's facilities are utilized for recreational, athletic, cultural, educational, social, 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 resource requires an advance reservation and is subject to rental fees, damage deposits, and staffing fees. Hillsborough County residents shall have first priority whenever feasible.

2. Authority

- 2.1. The director of the Parks, Recreation and Conservation Department "develops, communicates, and monitors policies, procedures, and standards for the department." (Job Description: Hillsborough County Unclassified Positions, date 10/01/1994)

3. Facilities Available

- 3.1. The Parks, Recreation and Conservation Department makes available for rent buildings, picnic shelters, camp sites, and ball fields. Times and dates available are at the discretion of the department.
- 3.2. Facilities are not available on Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, and New Years Day.

4. Reservations

- 4.1. Reservations can be made no more than 365 days and no less than 14 calendar days prior to the date(s) of use. Reservations are guaranteed after all necessary forms and payments are received at the Parks, Recreation and Conservation Department administrative office located at 1101 E. River Cove Street, Tampa, FL 33604.
- 4.2. All applicants must be at least 18 years of age or older and must provide proof of residency for priority consideration.

5. Fees

- 5.1. Full rental fees and deposits are due at the time of the reservation.
- 5.2. Payment by check, money order, or credit card is required for the building and staff fees.

- 5.3. A security deposit check may be required for the damage/clean-up deposit which will be returned if no damage occurs and the facility is clean after use. The Parks, Recreation and Conservation Department reserves the right to bill the applicant for additional charges 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 Board of County Commissioners.
- 5.5. Applicants will lose the rental opportunity if the checks are not honored by the bank. Any future requests will require fees paid by money order only. Applicant will be responsible for bank service fee.
- 5.6. The Parks, Recreation and Conservation Department 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 and Conservation Department may require two department 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 sheriff deputy for each additional 50 people. The applicant must provide adequate supervision at all times. All teen events that occur at night will require a deputy.

6. Cancellations

- 6.1. Cancellations must be made in writing and received by the Parks, Recreation and Conservation Department 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 deposits and any staff fees will be refunded. The original white 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.

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 clean-up must be included in the rental period.
- 7.2. The minimum rental period for building use is four 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 moped 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. Department signs, forms, and other materials are not to be removed or altered unless authorized by the department representative in charge.
- 7.6. The Hillsborough County Parks, Recreation and Conservation Department 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 department representative in charge may disallow the use of specialized equipment for safety reasons or to ensure department 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 Hillsborough County Parks, Recreation and Conservation Department 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 Hillsborough 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 department representative immediately.
- 7.8. Use of the facility involving the sale of tickets, raffles, charges, amusement rides, inflatable amusements, contest for which tickets must be purchased, benefits and fundraising activities, drives, etc., must be approved in writing by the Parks, Recreation and Conservation Department before the event.
- 7.9. Request for a waiver of the user fee for non-profit organizations that would like to partner with us 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

determination letter from the IRS along with the Department of Revenue Consumers Certificate of Exemption.

- 7.10. The department representative, to 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 department representative an employee or agent of the applicant.
- 7.11. Alcohol is not permitted on Parks, Recreation and Conservation Department property. Tobacco products are not permitted inside Parks, Recreation and Conservation Department facilities. Weapons are not permitted on department property.
- 7.12. Vending of any merchandise is not permitted without written permission from the Parks, Recreation and Conservation Department.
- 7.13. No fireworks are permitted.
- 7.14. No fires are allowed except in provided barbeque grills and pits.
- 7.15. 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.
- 7.16. 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 and Conservation Department representative may cancel the rental.
- 7.17. Applicants are to restrict their use for areas specifically reserved and paid for as designated in the permit. Other buildings, rooms, playfields, courts may be scheduled by other participants or open to the public. Applicants are required to have the permit in their possession throughout the rental period.
- 7.18. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
- 7.19. Animals, except service animals, are not allowed in Parks, Recreation and Conservation Department buildings.

- 7.20. The applicant is responsible for all actions, behavior and damages caused by his/her guests/attendees.
- 7.21. Structures that require installation of poles, wires, wood supports, etc. must be approved by the department representative.
- 7.22. Picnic shelters must be occupied by the applicant or their designee by 11:00 am the day of the rental.

8. Insurance

- 8.1. Depending on the event, an original Certificate of Insurance providing proof of coverage of Public liability and property damage insurance in an amount not less than 1,000,000 per occurrence and listing Hillsborough County as an additional insured during the term of the permit may be required by the Parks, Recreation and Conservation Department.

9. Denial of Rental

The Parks, Recreation and Conservation Department reserves the right to refuse use of facilities based on the following criteria:

- 9.1. The facility is not available for the requested date and time. This would include events that conflict with Parks, Recreation and Conservation Department events, conflicts with County government or related business, or if the facility is already rented.
- 9.2. Uses deemed potentially damaging to the facility.
- 9.3. There is a simultaneous non-compatible uses of adjacent facilities.
- 9.4. The proposed activity violates Federal, State, or Local laws.
- 9.5. Potential noise or sound levels deemed to be disruptive and offensive to surrounding neighborhoods and to the comfort of guest or facility visitors.
- 9.6. Individuals or groups that have demonstrated in previous rentals with the Parks, Recreation and Conservation Department or other entities not to be in the best interest of Hillsborough County. This would include 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.

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

9.8. Activities which are offensive to the accepted community standards.

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

9.10. Activities which are incompatible with Hillsborough County's mission to provide for the health, safety, and welfare of the public.

10. Use of Facilities by Employees (HR Policy HR-6.18)

10.1. 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.

Approval Signature:

Signed Copy on File

Stanley G. Motley, Director
Parks, Recreation and Conservation Department

Date