

## **POLICY AND PROCEDURE FOR EVENT PROCESSING FOR PARKS AND ATHLETIC FACILITIES**

When a client approaches the Recreation & Parks Department with a request to use a park or athletic facility, a Recreation Division staff person will coordinate the request using the following procedure.

Staff will request a quick overview of the proposed activity. If it is an activity that we can accommodate in our park system, it will fall into one of three categories:

1. Private Activity
    - a. Small crowd (under 100 persons) for a private activity such as family reunion, birthday party, etc. that is not open to the public.
  2. Special Event, as defined by Plant City Code, Section 50-1:
    - a. A planned gathering involving, or likely to involve one hundred (100) or more persons at any one (1) given time;
    - b. Any sale of goods, products, services, food or beverages as described in Section 50-6;
    - c. Use of any electrical or electronic device or equipment requiring outdoor auxiliary power, excluding one inflatable play apparatus for the activity; or
    - d. Bringing, launching or causing to ascend or descend or alight any aircraft, glider, balloon, or parachute.
    - e. City sponsored activity shall not be deemed to be a special event.
  3. League/Club activities, Independent Games/Practice, Camps, Tournaments, other activities (also considered Special Events):
    - a. In order to be considered a "League/Club", independent athletic programs must be designated by the IRS as a 501-c-3 non-profit organization and/or registered as a Plant City based Florida non-profit corporation, having an elected Board of Directors and having teams in a majority of the sport's age groups. League/Club programs have their own facility use agreement separate from normal facility rental procedures.
    - b. Independent (non-League/Club) team activities: teams not directly under the umbrella of a local League/Club as described above must rent facilities for prepped and/or reserved use.
    - c. Camps, Tournaments, other activities: groups wishing to rent prepped and/or reserved facilities for holding camps, tournaments or other activities.
- Staff will check for availability for the activity to be booked on the requested facility calendar. If the proposed date(s) are not available, alternate date(s) will be discussed.
  - In order for the facility/date/time/ to be held, the minimum payment must be made at the time of activity approval. Dates cannot be held without minimum payment.
  - Once the date(s) and time(s) are set, the following process is used to book the activity onto the facility calendar:
    - Private Activity – Pavilion or Facility Rental:
      - Pavilions are covered under separate rules.
      - Pavilions and outdoor facilities are free and open to the public – first come, first serve.
      - If client wishes to reserve a particular location/date/time, they complete the required form and pay the facility use fee.
      - Reservation deadlines for a Private Activity are:
        - Outdoor Facilities: Wednesday 12:00 noon prior to the activity.
        - Pavilion Rentals: Friday 8:00 am prior to the activity.
      - Permit is developed in the Facility Reserve or Quick Reserve functions of the reservation system and fees paid are receipted.
      - Parks supervisors and Recreation supervisors are given a copy of the permit when booked.

- Permit is to be displayed at the activity by the activity organizer.
  - Special Event:
    - Per Section 50-5 (c), Plant City Code: Events involving 250 or more people may only be scheduled at the larger venues (see flow chart).
    - Client completes the Special Event Permit Application and provides a detailed explanation of the event, including any promotional flyers.
    - Application must be received early enough to allow time for other departments and the City Manager to approve the application and for departments to prepare for the event.
    - Staff circulates the application to various departments for approval.
    - Once all approvals are met, City Manager signs off on the application and the approval is circulated to all parties.
    - Any conditions must be met and fees due for pavilion or facility reservations paid once approval is given to receive the final permit.
    - Permit is developed in the Facility Reserve or Quick Reserve functions of the reservation system and fees paid are receipted.
    - Parks supervisors and Recreation supervisors are given a copy of the permit when booked.
    - Approved application and any needed permit are to be displayed at the event by the event organizer.
  - League/Club activities, Independent Games/Practice, Camps, Tournaments, other activities:
    - If activity involves 100 or more people or otherwise meets the definition of a Special Event, the Special Event Permit Application process applies as well.
    - Outdoor facilities are free and open to the public (first come, first serve) for private, non-reserved, non-prepped use.
    - Any planned League/Club or Independent (non-League/Club) reserved and/or prepped use of the facilities must be scheduled in order to reserve facilities for the activity. Clients wanting to reserve facilities for Independent (non-League/Club) use must receive a permit and pay the applicable fees. (League/Club use is coordinated through their facility use agreement.)
    - Client will provide to staff in writing the detailed facility needs for the activity to determine the maximum dates/times/facilities and layout needed.
    - Permit is developed in the Facility Reserve or Quick Reserve functions of the reservation system and fees paid are receipted.
    - Parks supervisors and Recreation supervisors are given a copy of the permit when booked.
    - Payment of at least the non-refundable booking fee is required at the time of booking to reserve the dates/times/facilities needed.
    - Balance due on the permit is due 14 days prior to the activity.
    - Reservation deadline is at the following date/time:
      - Games/practices: Wednesday 12:00 noon prior to the activity
      - Tournaments/Camps/other activities: 14 calendar days prior to the activity to allow time for preparation for the activity.
      - Major changes to booked activities: 14 calendar days prior to the activity to allow time for preparation for the activity.
      - Final schedule is due to us no later than Wednesday 12:00 noon prior to the activity.
- Police and/or Fire Rescue coverage for Special Events and other activities may be required. Determination is made by the respective department as to whether or not coverage is needed and the amount of coverage required. Cost for Police and/or Fire Rescue coverage is additional to the facility use fees. Organizers will be instructed to immediately contact the Police Department (813-757-9200) and/or Fire Rescue (813-757-9131) to coordinate.

- Surface clay additive may be required for baseball/softball field playability during/after rain events. Once the first game starts, any additive is at an additional cost to the rental fee. Only used if needed and only if event organizer requests it. In severe conditions, fields may be determined to be unplayable by the Parks Division.
- Basic rules for facilities include:
  - All provisions of Plant City Code, Chapter 50 - Parks and Recreation apply.
  - No alcohol products allowed on the property (Plant City Code, Section 10-2).
  - No drugs or other illegal substances allowed on the property.
  - Open containers of any product may be restricted to parking lot areas.
  - No pets, except service animals, are allowed in programmed areas with participants or spectators present, even if on a leash.
  - No physical adjustments to the ground or other portions of the property.
  - No open flames near buildings or spectators.
  - No unauthorized vendors. See Sales section below.
  - No motor vehicles allowed on any playing surface or immediate area surrounding playing surface.
  - No parking in restricted areas, i.e.: areas inside fences or posts. Access for delivery of supplies or equipment may be allowed with prior approval.
  - Randy L. Larson Softball Four-Plex and Plant City Stadium: No coolers other than one permitted cooler per team with a tag obtained from the City by the event organizer.
- Proof of liability insurance listing the City of Plant City as additionally insured may be required for large Special Event use.
- Facility users are expected to clean up after their activity, meaning all trash on/around fields, courts, bleachers and restrooms is picked up and placed in provided trash containers or dumpsters. Failure to clean-up the facility after the activity is grounds for forfeiture of any clean-up deposit.
- Sales within parks is governed by Plant City Code, Section 50-6:
  - Goods, products, services, food and beverages shall only be sold within city parks at special events, as follows:
    - (a) The special event permit must be issued to a religious, non-profit or charitable organization and the City is provided verifiable documentation of such religious, non-profit or charitable organization status.
    - (b) The application for a special event must disclose whether sales will take place during the special event and the permit must specifically authorize such sales.
    - (c) The sales activity shall not interfere with the safe and efficient movement of traffic or activities in the park and the use will cause no danger to the public.
- In order for the activity to be considered a “non-profit” activity:
  - The facility reservation (i.e.: Special Event Permit Application) must be made in the name of the non-profit entity and signed by a director of the non-profit organization
  - Proof of current non-profit status is required (501-c-3 letter from the IRS or registration as a current Florida non-profit corporation)
  - All fees must be paid by check (no money order or cash) drawn on the non-profit’s banking account.
- The City handles all goods, products, services, food and beverage sales at most venues. Permission for any sales handled by the activity at venues not serviced by the City may be obtained.
  - Activities receiving permission and meeting the criteria to sell any items in the parks must obtain a vendor license from the Business Tax office, City Hall 3<sup>rd</sup> Floor, 813-659-4200 ext 4155. Proof of a current City business license issued by the Business Tax office must be provided at the activity.

- Concession equipment, inventory, supplies, tables, chairs, etc. are not provided by the City.
- Gate fees may only be charged at gated facilities, must be approved in advance and will not restrict park users from use of park amenities (restrooms, playgrounds, etc.).
- Parking fees may only be charged at Plant City Stadium and Randy L. Larson Softball Four-Plex and must be approved in advance.
- Donations may be solicited for approved activities at locations where parking or gate fees are not allowed. Proper signage indicating the word “donation” in the largest font of the sign must be displayed and must state that any monies collected are donations. Entry to those not giving a donation cannot be denied.
- Refunds will fall under the following guidelines:
  - Booking fee: non-refundable
  - Activity canceled by organizer: No refund of fees paid if canceled within 14 calendar days of scheduled activity
  - Activity canceled by City: Any paid fees will be applied to a future activity or refunded.
  - Total rainouts – activity will be rescheduled at a later date, if available. Any fees paid will be transferred to the new event date.
  - Partial rainouts – payment for services received are non-refundable. Payment for services not received will be applied to a future activity.
- Conflicting requests for a facility: The booking fee will hold a facility/date/time on the schedule. If another group comes in and wants to book the same facility/date/time, the original activity will have the option of:
  - within 72 hours, paying the full rental fee (which will be non-refundable if the activity is substantially reduced or canceled) or
  - releasing the facility/date/time to the new requesting group.

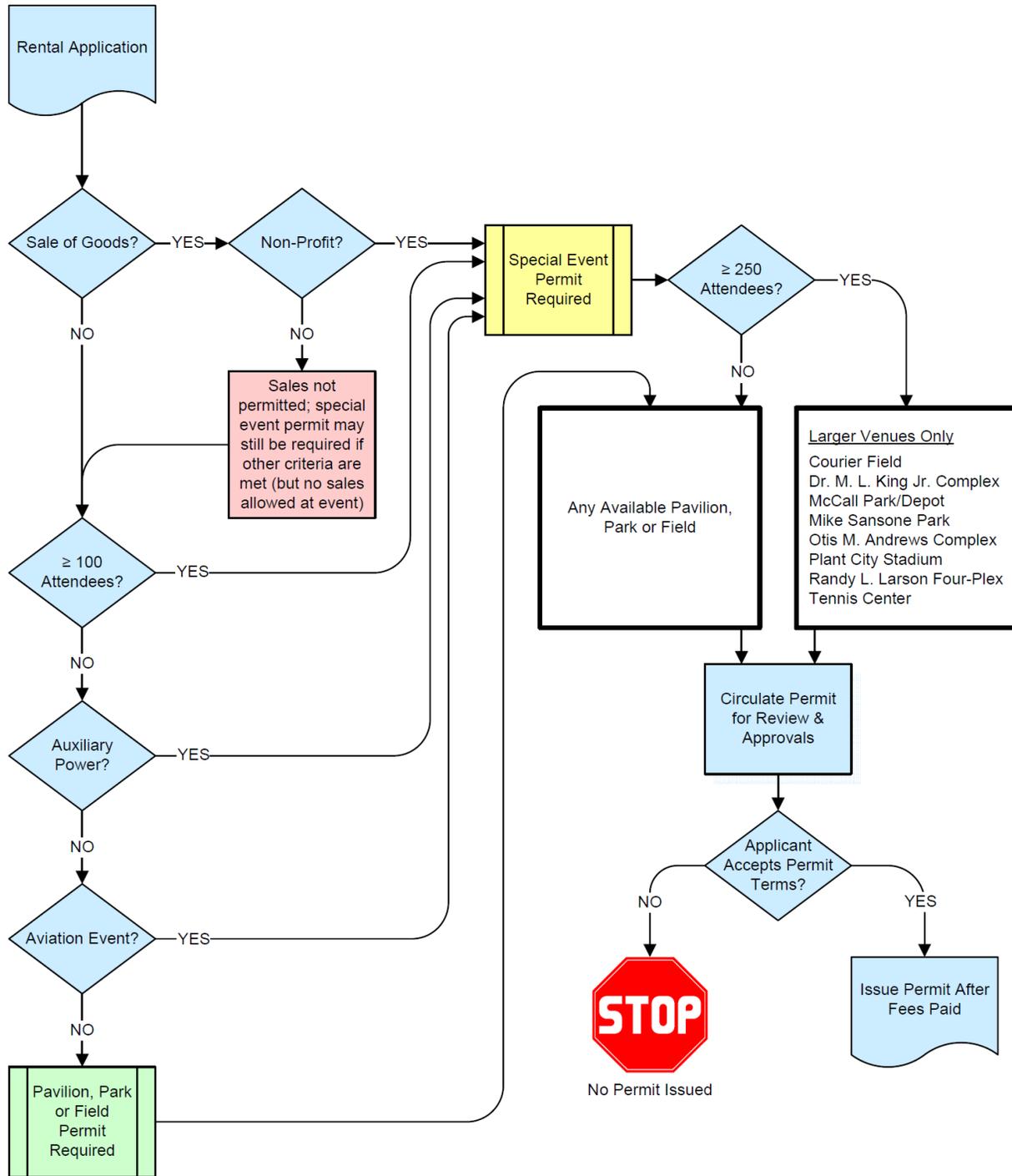
*END OF PROCEDURE*

Fees are charged for reserved use of park and athletic facilities. Clock runs from arrival through departure, two hour minimum:

- Pavilion Fee – due at the time of booking for any City park pavilion:
  - Currently for one day, any length of time:
    - \$25 per day per pavilion
- Booking Fee – due at the time of booking, non-refundable, to secure the requested athletic facility/date/time:
  - Athletic Fields: per field per booking visit:
    - \$50 per field with prep, \$25 per field without prep
  - Basketball/Volleyball Courts, Skate Park:
    - \$50 per activity per site
- Staff Fee – due 14 days prior to activity, need is determined by staff depending on the size of the activity (one per event per site required)
  - For all activities: \$27 per person per hour
- Facility Use Fee – due 14 days prior to activity, two hour minimum:
  - Athletic Fields (Stadium fees separately listed below):
    - \$17 per hour per field
  - Basketball/Volleyball Courts, Skate Park:
    - \$17 per hour per court
- Stadium Use Fee – due 14 days prior to event, eight hour minimum:
  - Special Event:
    - \$1,000 per 8 hour day, \$100 per hour over 8 hours
    - \$540 clean-up fee per day
    - \$500 clean-up/damage deposit per event
    - \$27 per person per hour for extra staff (one is required minimum, more may be required due to event size)
    - Additional fees may be required due to event needs
  - Fifth field for tournament use:
    - Only if all four Larson Four-Plex fields are being actively used
    - \$25 per hour facility use fee
- Turface clay additive for playability during/after a rain event:
  - Only used if needed and only if event organizer requests it
    - \$20 per bag used
- Overnight tournaments only at the Larson Softball Four-Plex:
  - Camping electric/water hook-ups, due 14 days prior to activity:
    - \$25 per day per assigned hook-up
- Clean-up/Damage Deposit – due 14 days prior to activity, refundable if suitable clean-up is made (all trash on/around fields, courts, bleachers and restrooms is picked up and placed in provided trash containers or dumpsters)
  - Athletic Fields:
    - \$250 per field
    - \$500 maximum per activity
  - Basketball/Volleyball Courts, Skate Park:
    - \$250 per court
    - \$500 maximum per activity

# Pavilion, Park & Field Rental Process

Plant City Recreation & Parks



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