

OUTDOOR FACILITY USE POLICY

The City of DeBary has adopted the following policies regarding the use of its public parks and outdoor facilities. Please read the following rules and regulations carefully. The applicant agrees to abide by the rules and regulations for use of a City owned/operated facility. Failure to comply with the terms of this policy will result in forfeiture of applicable deposits or additional fees if no deposit is required. The following rules apply:

1. Use by the City of DeBary shall take precedence in scheduling.
2. Use of public parks, facilities, and buildings shall require deposits and fees to offset operating and maintenance costs. Ball field light use will be charged in full and only one, one-and-a-half hour time block can be reserved at any given time for the ball fields.
3. All required fees, security deposits, authorizations, and other requirements shall be completed prior to scheduling and use of the facility. Functions will be denied if required paperwork and payment is not received within 24 hours prior to the event, or 48 hours prior to if the event falls on a Sunday.
4. Waiver of fees and deposits may be issued on a case-by-case basis for DeBary community, civic, and/or non-profit organizations requesting to conduct community-wide events or programs which have open enrollment, registration or attendance by the general public. A Community Based Organization Application must be filled out and submitted (14) fourteen days prior to the date of the event. Events or programs sponsored by or co-sponsored by the City of DeBary and groups who have entered into use agreements with the City are included in this category. Co-sponsored events are those which provide entertainment, recreational, or cultural opportunities.
5. Permission to use any facility is subject to approval by the City Manager. Events that by size or nature may create a nuisance impact to surrounding properties or roadways may not be permitted.
6. Requests for special events involving more than 100 people, longer than one calendar day, or those that may require temporary sanitary facilities, traffic control, trash containers, and trash collection, Law Enforcement Officers for security or traffic control, and/or EMS services will be provided at the applicant's expense and a special event application is requested. All applications must be submitted in a timely manner. See Special Event Policy for further details.
7. Use of any facility is subject to all applicable rules, regulations, and laws governing that facility.
8. Certain events and programs may require insurance coverage co-naming the City of DeBary as an additional insured. Limits of insurance coverage will be determined by City staff.
9. Pursuant to Section 6-5 of the City of DeBary Code of Ordinances governing "Possession of open containers: It is unlawful within the incorporated limits of the city for any person to purchase, use, offer for sale, possess, consume or carry in any cup, glass, can or other open or unsealed container, any alcoholic beverage on the public streets, sidewalks, alleys or rights-of-way or in or upon any parking area or other area outside of an adjacent to the licensed premises of a vendor of alcoholic beverages. (Ord. #3-96 and 2, 2-6-96).

10. If admission is to be charged to an event on City property, the City will require payment of 15% of the total gate and/or concession proceeds received above the minimum fees and charges for use of that facility.
11. All rentals using structures (such as bounce house, tents, etc.) must go through a site evaluation and receive authorization from the maintenance department prior to event. The use of a bounce house is restricted to a professional company and requires a \$1,000,000 General Liability Insurance Policy with the City of DeBary listed as an additional insured from said company and must be on file with the reservation permit prior to use of the facility. Power for any such bounce house rentals is not provided at the parks and will require a generator from the company to operate.
12. All fires are to be supervised at all times and coals are to be extinguished prior to leaving immediate area.
13. All trash is to be thrown away or removed from property.
14. All users will be responsible for expenses in connection with damages that arise from use of a City facility.
15. No person, group, or association shall be excluded from use of a City facility because of race, color, creed, or national origin. No organization that discriminates on the basis of race, color, creed or national origin shall be authorized use of a City facility.