

CITY OF DEBARY PARKS AND RECREATION DEPARTMENT

FACILITY USE POLICY



The City of DeBary has adopted the following policies regarding the use of its public parks, indoor facilities, 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. Only one reservation for a like facility may be made at any given time. 7 days notice must be given for all rentals. Town Hall rentals given on short notice are contingent on available staff for the day of the rental.
3. Available Rental Times:
 - a. Town Hall: 9:00am – 11:00pm (min 2hr rental)
 - b. Pavilions: Sunrise to Sunset
 - c. Ball Fields: Ball field light use will be charged in full and only one-and-a-half hour time block can be reserved at any given time for the ball fields.
 - i. 8:00am – 9:30am
 - ii. 9:30am – 11:00am
 - iii. 12:30pm – 2:00pm
 - iv. 2:00pm – 3:30pm
 - v. 3:30pm – 5:00pm
 - vi. 5:00pm – 6:30pm
 - vii. 6:30pm – 8:00pm
 - viii. 8:00pm – 9:30pm
 - d. Requests for a rental on a City holiday are subject to approval by the Parks and Recreation Department.
4. Use of public parks, and facilities shall require deposits and fees to offset operating and maintenance costs. Any health permits that may be required for an event are the responsibility of the renter.
5. All required fees, security deposits, authorizations, and other requirements shall be completed prior to scheduling and use of the facility. There will be a service charge of \$30 or more on all returned checks. The service charge depends on the check amount.
6. Use of any facility is subject to all applicable rules, regulations, and laws governing that facility.
7. All facilities must be left in the same condition they were found upon arrival. All parts of the facility must be cleaned and all trash must be disposed of. All users will be responsible for expenses in connection with damages that arise from use of a City facility.
8. **WAIVER OF FEES:** Waiver of fees and security deposit 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.

9. 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.
10. **SPECIAL EVENTS:** 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 required. All applications must be submitted in a timely manner. See Special Event Policy for further details.
11. **INSURANCE POLICY:** Certain events and programs may require \$1,000,000 General Liability Insurance coverage co-naming the City of DeBary as an additional insured.
12. Events that, by size or nature, may create a nuisance impact to surrounding properties or roadways may not be permitted. For indoor rentals, doors must be kept closed at all times to contain the noise inside the building.
13. **AMPLIFIED MUSIC:** The use of amplified music during rentals may require the rental to be re-located to another park. Please make sure to indicate the use of music on your rental application. Please note that there are Sound limitations established per DeBary Code Sec. 30-136. Sound limits shall be no more than 65dBA between the hours of 7:00am to 10:00pm and no more than 60dBA after 10:00pm to 6:59am for commercial occupancy. Transient commercial sleeping quarters, businesses where sales are legally permitted, including hospitals and any area including parks not otherwise classified shall conform to commercial standards.
14. **ALCOHOL POLICY:** 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 adjacent to the licensed premises of a vendor of alcoholic beverages. (Ord. #3-96 and 2, 2-6-96).
15. **ADMISSION:** 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.
16. **INFLATABLES:** 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. Power for any such bounce house rental is not provided at the parks and will require a generator from the company to operate.
 - a. Public Events: 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 named insured from said company and must be on file with the reservation permit prior to use of the facility.
 - b. Private Events: Private events do not need to submit insurance coverage; however structures can only be used by attending party guests. Insurance coverage may be requested at any time.
 - c. A \$25 water fee must be paid for any inflatables that require water and may require certain parks for such use.
17. **GRILLS:** Only grills at the park or facility may be used, no portable grills are allowed. All fires are to be supervised at all times and coals are to be extinguished prior to leaving immediate area.

18. **TRASH:** All trash is to be thrown away or removed from property.
19. **DECORATIONS:** Under no circumstances are there to be any staples, nails, tacks, glue, heavy duty tape, etc applied to any of the chairs, tables, ceilings, posts or wall surfaces. All tables must be covered with tablecloths, vinyl, or cloth. Glitter or confetti is prohibited to use for decorations.
20. **GATEWAY PARK RESTROOMS:** Outdoor restrooms at the park are provided by Gateway Center for the Arts. Operating hours for these restrooms are Monday – Saturday 10:00am – 4:00pm. Restrooms are closed Sunday.
21. All facilities are **SMOKE FREE**. Absolutely no smoking in any part of the facility is permitted. Designated smoking areas are available in the facility parking lot.
22. No person, group, or association shall be excluded from use of a City facility because of race, color, creed, or national origin. Any organization that discriminates on the basis of race, color, creed or national origin will not be authorized use of a City facility.
23. Any City of DeBary employee will receive a 50% discount off Town Hall, Pavilion or Ball Field rental fees. Rental will be subject to availability. Security deposit fees will still apply.
24. **REFUND POLICY:** All refund requests must be made within 72 hours of the rental date. Outdoor refunds due to inclement weather will be given if and only if the renter calls the Parks and Recreation Department at 386-668-2040 Option #4 the DAY of their rental and verification of inclement weather can be obtained. If the rental is for a weekend, a refund will be given if and only if the renter contacts the Parks and Recreation Department on-call personnel at 386-804-1782 the DAY of their rental and verification of inclement weather can be obtained. Please allow two to four weeks for processing of all refunds. \$10 service fee charged for any check refunds

FLORENCE K. LITTLE TOWH HALL RENTALS

Below are additional policies for Town Hall rentals only.

1. Individuals or organizations placing applications for use in this facility shall be classified as one of the three listed groups for the purpose of charges for the facility. Reservations will be made on a first come, first served basis. Proof of residency and organizational status may be required.
 - a. Category I – Non-profit organizations operating within the City of DeBary
 - b. Category II – Non-profit organizations operating outside of the City of DeBary
2. Homeowners Associations are subject to one fee free rental per calendar year to conduct association business. The free rental will require the refundable deposit to be paid in full. Applicable fees and deposits for each subsequent rental during that calendar year will be required.
3. Rentals can be made in only two hour blocks or for the full day.
4. Only beer and wine are permitted by the City of DeBary for consumption inside the facility. In accordance with the Florida Division of alcoholic beverages and tobacco guidelines, a one day alcohol permit is required if sold during the event and the City may require a portion of the total proceeds. Proof of general insurance may be required if this is for public access events. Private parties will not need insurance coverage.
5. There are a minimum number of fold-up chairs and tables available. Please check and wipe down chairs and tables before returning to storage areas. It is the guest's responsibility to set up, break down and return all chairs and tables to their proper storage area after use.
6. On the date of the reservation the start time and end time includes the setup and break-down of the event by the applicant. All users must be out of the facility and off the property by 11pm. Any exceptions to this policy must be approved by the City Manager.
7. Any health permits that may be required for an event are the responsibility of the renter.