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CITY OF GAINESVILLE
DEPARTMENT OF RECREATION AND PARKS

FACILITY RENTAL MANUAL

Administrative Offices
1024 N.E. 14th Street – Building A
P.O. Box 490 – Station 24
Gainesville, FL 32601
(352) 334-5067

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POLICY STATEMENT

This policy and procedure guideline has been established to foster operational efficiency, delineate duties, and clearly explain the facility rental procedure for the City of Gainesville Recreation and Parks Department.

The intent of the facility rental program is to allow Gainesville residents and organizations the opportunity for use of a recreation facility. The City reserves the right to restrict access to any facility.

A copy of this manual will be issued to each facility to assist staff with applying the policies and procedures for a facility rental. As changes periodically occur, the manual will be updated to reflect those changes and new copies will be distributed. In the case of seasonal staff, it is the responsibility of the immediate supervisor at each site to ensure that all staff are informed and aware of the policies and procedures in the manual.

All policies and procedures described herein are subject to review and/or modification should such changes be deemed necessary and in the best interest of the City of Gainesville.

FACILITY DESCRIPTIONS

CENTERS

THELMA BOLTIN SENIOR ACTIVITY CENTER

516 NE 2nd Ave., 334-2189

Maximum Occupancy: 343

Square Footage: 12,000

Hours of Operation:

Monday through Friday - 8:00 am to 5:00 pm

Originally built to serve as a USO Club, the City converted the Boltin Center into a multipurpose facility that serves seniors' activities and special event gatherings of all types. Boltin features a stage and hardwood floor, as well as modern kitchen, restroom and Reception facilities.

MARTIN LUTHER KING JR. MULTIPURPOSE CENTER

1028 NE 14th Street, 334-5053

Maximum Occupancy: 543

Square Footage: 19,000

Hours of Operation:

Monday through Friday - 7:00 am to 10:00 pm

Saturday - 8:00 am to 8:00 pm

Sundays - 2:00 pm to 8:00 pm

The Martin Luther King, Jr. Multipurpose Center is a 19,000 square foot, air-conditioned facility located at Citizens Park. The facility includes a wellness area, locker rooms with shower, meeting room, kitchen, and gymnasium, with stage, which can seat up to 800 people.

T.B. MCPHERSON RECREATION CENTER

1717 SE 15th Street, 334-2188

Maximum Occupancy: 156

Square Footage: 5,472

Hours of Operation:

Monday through Friday – 9:00 am to 6:00 pm

NORTHEAST COMMUNITY CENTER

1700 NE 8th Ave., 334-2185

Maximum Occupancy: 50

Square Footage: 1,750

Hours of Operation:

Monday through Friday – 9:00 am to 6:00 pm

PORTER’S COMMUNITY CENTER

512 SW 2nd Terrace, 334-3366

Maximum Occupancy: 75

Square Footage: 2,625

Hours of Operation:

Monday through Friday – 9:00 am to 6:00 pm

ROSA B. WILLIAMS/UNION ACADEMY RECREATION CENTER

524 NW 1st Street, 334-2193

Maximum Occupancy: 111

Square Footage: 3,895

Hours of Operation:

Monday through Friday – 9:00 am to 6:00 pm

WESTSIDE RECREATION CENTER

1001 NW 34th Street, 334-2186

Maximum Occupancy: 204

Square Footage: 8,402

Hours of Operation:

Monday through Friday – 9:00 am to 6:00 pm

Parks

During daylight hours, City of Gainesville Parks are free and open to the public. Indoor facilities at Park locations may be subject to a rental fee. We encourage individuals and groups to use the Parks. Each Park has different amenities, so please visit the Park you wish to use ahead of time to see if it has the facilities you want to use for an activity or event. If you wish to plan an event that will use a major portion of the park for an organized picnic or family reunion, please contact the Department of Recreation and Parks Administrative Office at 334-5067. This will allow us to not have large groups competing for the same space at the same times. For more information on any of the Parks listed below, please contact the Department of Recreation and Parks Administrative Office at 334-5067.

A.N.N.E. Park
4224 NW 28th Terrace

Lynch Park
500 Block S. Main St.

Alfred A. Ring Park
2002 NW 16th Ave.

Northeast Park
400 NE 16th Ave.

Bivens Arm Nature Park
3650 S. Main St.

Northside Park
5725 NW 34th St.

Boulware Springs Park
3300 SE 15th St.

Palm Point Park
7401 Lakeshore Dr.

Fred Cone Park
201 SE 27th St.

Roper Park
400 Block NE 2nd St.

Greentree Park
1900 NW 39th Ave.

Springtree Park
2800 NW 39th Ave.

Lincoln Park
900 SE 15th St.

T.B. McPherson Park
1717 Se 15th St.

Tumblin Creek Park
600 SW Depot Ave.

Westside Park
1001 NW 34th St.

A *City of Gainesville Facilities Map* is available upon request from the Department of Recreation and Parks Administrative Office, located at 1024 NE 14th Street, Building A. You may contact the office by calling 334-5067.

Swimming Pools

City swimming pools are open from April through September. For exact opening/closing dates, please call 334-5067 and ask for the Aquatics Office.

H. SPURGEON CHERRY MUNICIPAL SWIMMING POOL (WESTSIDE POOL)

Located in Westside Park
1001 NW 34th Street
334-2187

Hours of Operation:

Note: pool operation is seasonal and pool hours are subject to change. Please call the Recreation Office at 334-5067 for current pool hours.

Monday – Friday – 3:00 pm to 7:00 pm
Saturday & Sunday – 1:00 to 7:00 pm

DWIGHT H. HUNTER MUNICIPAL SWIMMING POOL (NORTHEAST POOL)

Located at Citizen's Field
1100 NE 14th Street
334-2191

Hours of Operation:

Note: pool operation is seasonal and pool hours are subject to change. Please call the Recreation Office at 334-5067 for current pool hours.

Monday – Friday – 3:00 pm to 7:00 pm
Saturday & Sunday – 1:00 to 5:00 pm

ANDREW R. MICKLE, SR. MUNICIPAL SWIMMING POOL

Located at TB McPherson Park,
1717 SE 15th Street
334-2190

Hours of Operation:

Note: pool operation is seasonal and pool hours are subject to change. Please call the Recreation Office at 334-5067 for current pool hours.

Monday – Friday – 3:00 pm to 7:00 pm
Saturday & Sunday – 1:00 to 5:00 pm

Section 1

FACILITY RENTAL GUIDELINES AND RULES

- 1.1 City recreation facilities are available for rental to groups, clubs, individuals and organizations upon approval by the Director of Recreation and Parks, or his/her designee. This approval will be based upon whether or not the proposed activity provides a positive public service and meets a legitimate public need.
- 1.2 Programs, events, activities and classes sponsored by the City of Gainesville will have priority over all other requests. All other rental events may be scheduled on a date that does not conflict with a City event.
- 1.3 Recreation facilities are not available on City-designated holidays. A list of these holidays for the current year is available in the Department of Recreation and Parks Administrative office, 334-5067.
- 1.4 A Recreation and Parks employee will be present and in charge of the facility during each rental use. No rental may take place without a Recreation and Parks employee present.
- 1.5 If the City deems necessary, the renting organization or individual may be required to provide comprehensive general liability insurance in an amount specified by the Risk Management Department. If insurance is required, the City of Gainesville must be listed as *Additional Insured* and an original copy of the insurance certificate provided.
- 1.6 The renting organization is responsible for the conduct of its participants, workers and guests. The City reserves the right to restrict access to any group or individual.
- 1.7 The renting organization or individual will be monetarily responsible for any damage that occurs during the course of the rental.
- 1.8 Because of the public nature of City facilities, any furnishing, seasonal decoration and/or other accessory will not be removed to accommodate any renting organization or individual. Neither should any fixed part of the facility be disarranged in any manner.
- 1.9 Facility Decorations and Equipment Use During Rental Periods
 - 1.9.1 The renting organization shall neither erect nor operate on the premises, without consent of the Director of Recreation and Parks, or his/her designee, any machinery or equipment operated by electrical or other power.
 - 1.9.2 The renting organization shall not use upon the premises any substance of an explosive or highly flammable nature.
 - 1.9.3 The renting organization shall not install any wires or electrical appliances without consent.
 - 1.9.4 Use of tape or other adhesives, nails, tacks, screws or similar articles on interior or exterior surfaces is not allowed. Any decorations must be put up without defacing the facility and will be subject to the approval and subsequent supervision of the Department Director.

- 1.10 The City Recreation and Parks Department will furnish lights, heat, water, and ventilation. Any special lights or lighting effects or fixtures shall be provided and paid for by the renting organization, and require pre-approval by the Department Director.
- 1.11 The renting organization or individual is responsible for obtaining all necessary licenses and permits, and for paying all taxes, which may be required.
- 1.12 The sale of food, drinks, or other items are prohibited in Recreation and Parks facilities by anyone other than City of Gainesville staff, unless the Director grants an exemption (per City Ordinance 961060, section 18-20).
- 1.13 The City of Gainesville shall not be responsible for items left by guests, workers, employees or representatives of the special event/rental.
- 1.14 Use of Tables and Chairs During Rental Period
 - 1.14.1 There are a limited number of tables and chairs at each facility that will be made available for use during the rental period.
 - 1.14.2 Under no circumstances will tables and chairs be moved from one facility to another facility. The renting organization or individual must furnish any additional tables or chairs that are needed to accommodate the rental.
 - 1.14.3 If additional tables and chairs are to be brought in by the individual or group that is renting the facility, it must be done during the time allotted for the rental. Nothing may be brought in and/or stored at the facility prior to the start of the rental period. The same applies for the conclusion of the rental also.
- 1.15 All activities must comply with posted occupancy limitations. Any event that exceeds building capacity may be terminated without notice. **No fees will be refunded for time lost due to non-compliance of this policy.**
- 1.16 With the exception of the Thelma Boltin Senior Activity Center, Boulware Springs Park and Ironwood Golf Course, alcoholic beverages are not permitted in any facility, including but not limited to, parking lots, picnic areas and parklets.
- 1.17 Security Requirements During Rental Periods
 - 1.17.1 Security required during a rental period is at the discretion of the Department of Recreation and Parks.
 - 1.17.2 If any activity requires a security presence, security or police officers will be supplied by the Gainesville Police Department. The cost for security will be the responsibility of the individual or group renting the facility.
 - 1.17.3 The number of officers required during a rental shall be determined by the Gainesville Police Department based on circumstances of the event in question.
 - 1.17.4 Fees charged for security officers will be based on rates determined by the Gainesville Police Department. The cost of required security officers will be due in advance by the renter.

- 1.18 All activities taking place in the recreation facilities shall be done in accordance with the City of Gainesville Ordinance No. 1840, an ordinance relating to noise.
- 1.19 Food and drinks are allowed in designated areas only. The renting organization shall be responsible for cleaning up the facility following use.
- 1.20 The Recreation and Parks Department reserves the right to end or cancel any facility rental without prior notice.
- 1.21 Time Considerations During Rental Period
 - 1.21.1 If a facility rental exceeds the amount of time designated on the rental contract, the damage deposit may be used to cover this additional expense.
 - 1.21.2 Times listed in the facility rental contract must include set-up and clean up. A rental is considered “continuous” if there is no break in the hours of use.
 - 1.21.3 In an effort to support and work with individuals or groups renting a facility, the Department will provide, **free of charge**, one extra hour at the beginning of the rental period for the purpose of setup. For example, if a group rents and pays for the facility from 7:00pm to 10:00pm, they will be allowed access to the facility at 6:00pm on the day of the rental.
 - 1.21.4 No extra time will be allotted at the end of the rental period for cleanup. Renters must be aware that the facility **MUST** be vacated and cleaned by the time their rental period ends. If not, then policy 1.21.1 listed above will apply.
- 1.22 Rentals prior to 6:00 am or after 11:30 PM are not permitted in City of Gainesville facilities. Parks are closed from sun down to sun up each day.
- 1.23 City facilities are designated “Non-Smoking”. As a courtesy to others, please restrict smoking to designated areas outside of the facilities.
- 1.24 Users are to remain in assigned area(s) and are responsible for supervising all participants in their program so as not to interfere with other on-going activities/programs.
- 1.25 The storage of any items at the facility the day before the rental event and the day after the event **will not** be provided. No materials may be stored in reference to the rental.
- 1.26 Failure to adhere to any of these conditions may result in immediate cancellation of the existing agreement, forfeiture of the security deposit, and restriction from future use of other City facilities.
- 1.27 All organizations are required to set up, remove, and clean the facility they have rented unless prior approved arrangements have been negotiated with the management.
- 1.28 The name of the individual or group whose name appears on the Facility Use Agreement will be held responsible for all damages incurred during the use of the facility, except for normal wear and acts of nature.

Section 2 USER CLASSIFICATIONS

- 2.1 Depending on the type of event, user groups will be classified as one of three types of rentals (Class I, II, or III) when contracting for use of a City of Gainesville Recreation and Parks Department facility. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restrictions from future rentals.
- 2.2 Classification of Facility Renter Groups
- 2.2.1 **Class I**
Any event for which admission is charged or any other type of compensation is realized, including donations, or which is politically affiliated. Non-profit organizations renting a recreation facility for a fundraiser will be assessed the rate in this category.
- 2.2.2 **Class II**
Any event where no admission is charged nor any other type of compensation is realized (example: wedding receptions, employee banquets).
- 2.2.3 **Class III**
Any organization or individual hosting a family reunion, **OR** any event hosted by an organization which can provide proof of non-profit and federal tax exempt status, and no admission is charged or any other type of compensation is realized, including donations. (Proof of non-profit status and current federal tax-exempt certificate must be presented at time of application.) A “Blanket Certificate of Resale card,” which lists the purpose of the tax exemption, such as “tax exempt organization,” and the organization’s tax exemption number, must be completed and on file with the Recreation and Parks Department. This Blanket Certificate of Resale card must be on file before the tax exemption is given.

Any individuals or groups dealing with political parties or causes, elections or religious activities are not eligible for community-based status.

Section 3

RENTAL FEES AND RATES

- 3.1 All fees for Recreation and Parks Department facilities are determined by the Gainesville City Commission, and are subject to change at their discretion; however, once a Facility Use Agreement (contract) is executed between the Department and a renter, the rate will be locked in and guaranteed throughout the rental period listed in the Agreement.
- 3.2 Facility Use Reservation Fee
- 3.2.1 All individuals or groups, requesting use of a facility are required to pay a \$25.00 *non-refundable* Reservation Fee (this fee is waived for other City departments).
- 3.2.2 This non-refundable Reservation Fee is not transferable to other City departments.
- 3.2.3 The purpose of the fee is to offset administrative costs associated with the processing and handling of the facility rental, as well as to mark the facility as unavailable to others who may be seeking a rental use during the same period.
- 3.2.4 The \$25.00 non-refundable Reservation Fee may be waived at the discretion of the Department Director or his/her designee.
- 3.3 Damage Deposit
- 3.3.1 All individuals or groups, requesting use of a facility are required to pay a \$100.00 Damage Deposit (this fee is waived for other City departments).
- 3.3.2 The Damage Deposit will only be refunded if there is no damage to the facility, the applicant remains within the time frame detailed on the Facility Use Agreement and all other fees and charges have been paid.
- 3.3.3 The Damage Deposit will be used by the Department to recover all actual costs incurred for the event that are above and beyond those fees agreed upon in the Facility Use Agreement. Such additional charges will be taken from the Damage Deposit first, and if applicable, the balance due will be billed to the applicant.
- 3.3.4 The \$100.00 Damage Deposit may be waived at the discretion of the Department Director or his/her designee.
- 3.4 Payment of Fees
- 3.4.1 A completed Facility Use Agreement and payment of all applicable fees are due two weeks prior to the date of the rental in order to remain valid and in effect.
- 3.4.2 Failure to pay all fees due within two weeks of the rental may, at the discretion of the Recreation and Parks Department, cancel the rental function.
- 3.4.3 The execution of the Facility Use Agreement is valid upon receipt of all fees due, and only for the date(s) of the Agreement.
- 3.5 Fees for Other Facility Uses
- 3.5.1 During daylight hours, City of Gainesville Parks are **free and open to the public**.
- 3.5.2 Indoor facilities at Park locations may be subject to fees as outlined in the manual.
- 3.5.3 Those who plan for an event that will use a major portion of any Park for an organized activity should contact the Recreation and Parks Department at 334-5067. This will allow the Department to properly schedule and plan so as not to have large groups competing for the same space at the same times.

3.6 Table 1: Rental Fees and Rates

	CLASS I	CLASS II	CLASS III	COMMENTS
Recreation Centers See note 1	\$300 for first 3 hours (3 hour minimum) \$75/hr for each additional hour	\$200 for first 3 hours (3 hour minimum) \$50/hr for each additional hour	\$150 for first 3 hours (3 hour minimum) \$25/hr for each additional hour	All facilities close at 11:30pm. No alcohol allowed except at Boltin Ctr.
Martin Luther King Center See note 1	\$700 for first 4 hours (4 hour minimum) \$75/hr for each additional hour	\$300 for first 3 hours (3 hour minimum) \$50/hr for each additional hour	\$200 for first 3 hours (3 hour minimum) \$25/hr for each additional hour	MLK contains a gymnasium with a wood floor, a stage, and restrooms with a shower facility
Meeting Rooms See note 2	\$75 for first 3 hours (3 hour minimum) \$25/hr for each additional hour	\$75 for first 3 hours (3 hour minimum) \$25/hr for each additional hour	\$75 for first 3 hours (3 hour minimum) \$25/hr for each additional hour	See note 2 below
Recreation Center Kitchen	\$50 per event	\$50 per event	\$50 per event	Kitchens must be rented in conjunction with other uses—cannot be rented separately
MLK Kitchen	\$100 per event	\$100 per event	\$100 per event	Kitchen must be rented in conjunction with other uses—cannot be rented separately
TV / VCR	\$25 per event	\$25 per event	\$25 per event	
Sound System	\$25 per event	\$25 per event	\$25 per event	
Reservation Fee	\$25 per rental	\$25 per rental	\$25 per rental	This fee is non-refundable.
Damage Deposit	\$100 per rental	\$100 per rental	\$100 per rental	Refundable if certain criteria met.
Security Fees	Fees will be determined on a case by case basis using the following criteria: 1) the current rate charged by GPD; 2) the number of officers needed; 3) the amount of time the officers are needed for a function. GRPD will determine whether security is needed for a function.			

Note 1: Additional fees of \$50 - \$100 per vendor will be charged for trade shows, product sales, exhibit space, etc. Fee amounts will be determined on an individual basis.

Note 2: Meeting room fees may be waived to community groups if meeting space is available during normal business hours, no other programs or events are taking place, and such meeting does not interfere with normal facility operations.

Note 3: Additional fees may be charged by the Department or incurred by the renter for staffing, set-up, maintenance, repair, and security needs as determined by the Department to recover actual costs.

Section 4 FACILITY RENTAL PROCEDURE

4.1 EXCLUSIVE USE RENTAL

- 4.1.1 To obtain exclusive use of a City of Gainesville Recreation and Parks Department facility, a Facility Use Agreement must be completed at the Administrative Office no less than two weeks prior to the desired use date.
- 4.1.2 The non-refundable reservation fee and security deposit are required at the time of application.
- 4.1.3 **The remaining balance of the rental plus all necessary insurance certificates is due no less than two weeks prior to the rental.**
- 4.1.4 If payment is not received two weeks prior to the requested date, the Facility Use Agreement will be voided. The execution of the Facility Use Agreement is only valid upon receipt of all fees due, and only for the date(s) of the Agreement.
- 4.1.5 The Facility Use Agreement is not valid unless all fees have been paid and the Agreement signed by Recreation and Parks staff.

4.2 COMPLETING THE FACILITY USE AGREEMENT

- 4.2.1 All groups requesting a facility must use the Facility Use Agreement, including other governmental departments requesting to use space with fee waivers.
- 4.2.2 No functions other than those run or sponsored by the Department shall take place in a recreation facility without the Facility Use Agreement.

4.3 PERIOD OF USE

- 4.3.1 The Facility Use Agreement is to be completed and submitted together with all applicable fees and deposits no less than two weeks prior to the date of use. This is to allow for appropriate planning and staffing by the Center. When completing the Facility Use Agreement, all lines must be filled in or marked N/A.
- 4.3.2 The date of application may not exceed one year prior to the actual date of usage.
- 4.3.3 There is a 3-hour minimum per rental, and an 8-hour maximum rental per event.
- 4.3.4 **All rentals, including clean up, must end by 11:30 PM. There are NO EXCEPTIONS.**
- 4.3.5 Contracts initiated after October 1, 2001 are limited to three (3) rental uses in a three (3) month period with option of an additional three (3) uses during the next three (3) months. No users should exceed 6 rental uses within a twelve (12) month calendar year from the date of the initial agreement.

4.4 FEES

- 4.4.1 **Non-Refundable Reservation Fee** – A fee that is paid to remove a facility from availability to the public on the date requested from the applicant. Refer to policy 3.2 on page 12 for further description.
- 4.4.2 **Damage Deposit** – Refer to policy 3.3 on page 12 for additional information.
 - 4.4.2.1 Damage Deposits are returned in check form to the organization or individual who has signed the original Facility Use Agreement.

- 4.4.2.2 Returned Damage Deposits will only be mailed no sooner than two weeks after the date of rental. The Administrative Office is not permitted to hand deliver Damage Deposit refunds.
- 4.4.2.3 Damage Deposits are refundable at the conclusion of the Agreement upon approval from the Recreation Manager or his/her designee. Deposit is refundable if area is left clean and there is no damage to furnishings or equipment.
- 4.4.2.4 If damage occurs and the cost of the damage exceeds the amount of the Damage Deposit, the renting organization or individual will be billed for any additional expense.
- 4.4.2.5 In addition to any liability for damages, any user who causes damage to Recreation and Park facilities beyond normal wear may lose the right to use the facility in the future.
- 4.4.3 **Facility Rental Fees (staff cost included)** – Refer to table on page 13 for rates.
 - 4.4.3.1 All applicants must pay for a minimum of 3 hours even if they plan on using a facility for less time.
 - 4.4.3.2 The total cost of rental should be the sum of the non-refundable Reservation Fee, the Damage Deposit, the hourly fee and any GPD costs associated with the event.
 - 4.4.3.3 If an applicant is paying the fee with a personal check, it must be done at least two weeks prior to the date of the event. Any funds received in less time, must be in cash or money order.
 - 4.4.3.4 Sales tax is required by law and will be included in all rental fees. Organizations that produce a copy of their tax-exempt status in a timely fashion and have it attached to their contract will not be charged state sales tax.
 - 4.4.3.5 The individual who signs the agreement will be considered the liaison between the applicant/organization and The Recreation and Parks Department, and will be the person who receives the Damage Deposit refund if applicable.

4.5 **Refund Policy**

- 4.5.1 When cancellation notice is provided ten (10) or more BUSINESS DAYS in advance of the date of the event, fifty percent (50%) of the rental rate fees that have been paid will be refunded.
- 4.5.2 When cancellation notice is provided less than ten (10) BUSINESS DAYS in advance of the event, twenty five percent (25%) of the rental rate fees that have been paid will be refunded.
- 4.5.3 The \$25 Reservation Fee is non-refundable, even if event is cancelled.
- 4.5.4 When a cancellation notice is provided, the full amount of the Damage Deposit will be refunded.
- 4.5.5 In order for a cancellation request to be valid, the person whose name appears on the Facility Use Agreement must make the request for cancellation at the Recreation and Parks Administrative Office.

4.6 **Non-Payment of Fees and Deposits**

- 4.6.1 Non-payment by individuals or organizations (renting organization) of any fees and deposits by the date(s) due as stated under policy 4.1, Exclusive Use Rental, page 14 of this Facility Rental Manual may, at the discretion of the Department of Recreation and Parks, void the Facility Use Agreement.
- 4.6.2 This voiding of the agreement will be made without requirement of written notice to the renting organization and will be binding upon the renting organization.

4.7 **Prior Damage or Destruction of Premises**

In the event the facility or any part of the facility to be used by the renting organization is destroyed or damaged by fire or other casualty that renders the facility totally or partially unfit for use, the Department of Recreation and Parks will have the option either to repair any damage or cancel the Facility Use Agreement, in which case rental fees collected will be returned to the renting organization.

4.8 **Security Policy**

- 4.8.1 If the Director of Recreation and Parks and/or the Gainesville Police Department, or their designees, deems security necessary, security for facilities will be provided by the Gainesville Police Department. The determination will be made based on details and criteria of the facility rental, or at the request of the renter.
- 4.8.2 Private security officers may not be substituted for Gainesville Police Department Officers.
- 4.8.3 The fee for security is based on the number of officers deemed necessary by the Gainesville Police Department, and based on the per hour per officer overtime rate charged for outside services. This fee is the responsibility of the renter and must be prepaid.
- 4.8.4 Various hourly security rates may apply based on the type of police officer required to secure a facility during a rental. The following types of officer may be required: PST, Corporal, Sergeant, or Lieutenant. Police officer rates change annually, and current rates are on file at the Recreation and Parks Office.
- 4.8.5 If it is determined that security is needed for a particular function, security MUST be arranged at least two weeks in advance to appropriately plan and schedule the necessary police officers. In the event that no officers are available for the date of the function, then it will become necessary to reschedule or cancel the rental function.

Section 5

POLICY ON EVENT CO-SPONSORSHIPS

- 5.1 The City of Gainesville Recreation and Parks Department offers a co-sponsorship program for local civic organizations wishing to hold events in City run parks, centers, pools and golf course. Each organization is limited to one event per calendar year.
- 5.2 Any groups dealing with political parties or causes, elections or religious activities are not eligible for community-based status.
- 5.3 To qualify for co-sponsorship the event must provide benefit to the citizens of Gainesville in the following categories:
- | | | |
|---------------|-------------------|-----------|
| Creative Arts | Economic Outreach | Education |
| Health | Sports/Athletics | |
- 5.4 The department does not co-sponsor fundraisers or programs that charge admission unless the Director grants an exception.
- 5.5 Co-sponsorship Guidelines
- 5.5.1 Scheduling: To confirm a date in the calendar and reserve a departmental facility, a non-refundable \$50 deposit is required. The month prior to the event a facility co-sponsorship agreement will be initiated and the balance of fees are due. If the facility co-sponsor use agreement and payment are not received by the 20th day of the month prior to the event date, the event will be canceled.
- 5.5.2 Credit for Co-sponsorship: All publicity/promotional materials produced by co-sponsors must give the City of Gainesville Recreation and Parks Department credit for co-sponsorship. Copies of promotional materials must be furnished to the Recreation and Parks Department when they are produced as proof that credit guidelines have been met by co-sponsor and submitted one week prior to the event date. If we do not receive credit and copy of promotional material, it will negatively impact your future use of any of the department's facilities.
- 5.5.3 Description of event: An accurate description of the event must be clearly stated in the co-sponsorship contract. Changes made subsequent to completion are subject to approval by the Recreation and Parks Department.
- 5.5.4 Admission fees or solicitation of donations: These are not permitted under co-sponsorship guidelines.
- 5.5.5 Fees: All co-sponsored events will pay a flat \$50.00 equipment fee, and staff fee of \$15.00 per hour per staff person. One person for events accommodating up to 100 people; 100-200 people will require two staff persons; events with attendance over 200 will be reviewed for staffing guidelines by the Recreation Manager. All events shall be reviewed by GPD to determine if any of their personnel shall be required. If GPD support is required for any co-sponsored event, the civic organization shall be responsible for payment of GPD staffing fees.

