



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.11.

7/23/2024

Subject:

Approval, Re: Brevard County Campground Reservation Modifications and Retired Brevard County Board of County Commissioners Government Employee Discount

Fiscal Impact:

Employee discounts average \$12,600 annually.

Dept/Office:

Parks and Recreation

Requested Action:

It is requested the Board consider and approve a change to Brevard County campgrounds length of stay policy, campground advanced reservation time limits and approve that retired Brevard County Board of County Commissioners employees receive a discount benefit of 50% on rental fees.

Summary Explanation and Background:

As stated in Brevard County Code Section 78-84, Reservations: "Reservation policies for parks, recreational facilities and department managed lands shall be established by resolution adopted by the Board of County Commissioners". The current campground policy allows a maximum length of stay for recreational vehicles and camping units of 90 days per reservation and 14 days per reservation for tent campers. If approved, the maximum length of stay for recreational vehicles and camping units shall be:

- Wickham Park Campground: Maximum 90 days per reservation and 14 days per reservation for tent campers.
- Manatee Hammock: Maximum 90 days per reservation and 14 days per reservation for tent campers.
- Long Point Park: Maximum 14 days per reservation.

It is requested that the current 12-month non-Brevard County resident advance campground reservation ability be limited to reserving campsites 6 months prior to date of arrival, thereby giving County residents an enhanced priority for campsites if they so choose. County residents would continue to be able to reserve campsites 13 months prior to arrival.

It is further requested the Board extend the 50% employee discount rental fee program to include Brevard County Board of County Commissioners employees who retire in good standing with a minimum of seven years of service with Brevard County.

If the Board approves these changes, implementation will begin October 1, 2024.

Clerk to the Board Instructions:

Please provide a copy of the Clerk's Memorandum to Mary Ellen Donner, Parks and Recreation Director.



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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July 24, 2024

MEMORANDUM

TO: Mary Ellen Donner, Parks and Recreation Director

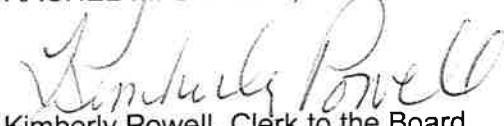
RE: Item F.11., Resolution Approving Brevard County Campground Reservation Modifications and Retired Brevard County Board of County Commissioners Government Employee Discount

The Board of County Commissioners, in regular session on July 23, 2024, considered and adopted Resolution No. 24-065, approving a change to Brevard County campgrounds length of stay policy, campground advanced reservation time limits, and that retired Brevard County Board of County Commissioners employees receive a discount benefit of 50 percent on rental fees. Enclosed is a fully-executed Resolution.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK


Kimberly Powell, Clerk to the Board

/tr

Encl. (1)

cc: Finance
Budget

RESOLUTION NO. 24 – 065

A RESOLUTION AMENDING RESOLUTION NO. 16-152, PURSUANT TO THE PROVISIONS OF CHAPTER 78, PARKS AND RECREATION, CODE OF ORDINANCES OF BREVARD COUNTY, FLORIDA; ESTABLISHING THE SCHEDULE OF FEES, ESTABLISHING THE RULES AND USE POLICY, CHARGES AND THE MANNER OF COLLECTION OF FEES AND CHARGES FOR BREVARD COUNTY PARKS AND RECREATION FACILITIES; REPEALING THE PRIOR SCHEDULE OF FEES AND CHARGES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 78, Code of Ordinances of Brevard County, Florida, authorizes the Board of County Commissioners to adopt rules governing the use of parks and recreation facilities and equipment owned, leased, operated or maintained by Brevard County and to establish a schedule of fees and charges for such facilities and equipment;

WHEREAS, said Chapter authorizes the establishment of a schedule of fees and charges and a manner of collection of fees and charges for use of equipment, personal property, and parks facilities; and

WHEREAS, the Board of County Commissioners finds that the rules, fees and charges hereinafter set forth are necessary for the safe and orderly operation and maintenance of the Brevard County Parks and Recreation Department.

NOW, THEREFORE BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, that:

Section 1. Adoption of Fee Schedule and Rules and Use Policy. The "Fee Schedule" attached hereto as Exhibit "A" and the "Rules and Use Policy" attached hereto as Exhibit "B" and incorporated fully herein by this reference, is hereby established and adopted for the parks and recreation facilities and equipment owned, leased, operated or maintained by the Brevard County Parks and Recreation Department (hereinafter "Department"), excluding golf course

facilities.

Section 2. Collection of Fees and Charges. All fees and charges shall be collected by the Department, where required by this resolution, and shall be received in full upon demand prior to the provision of facilities and/or services.

Section. 3. Revision of Schedule of Fees and Rules and Use Policy. The schedule of fees as established in Exhibit "A" and the Rules and Use Policy established as Exhibit "B" may be amended or repealed, in whole or in part, by resolution of the Board of County Commissioners, as required for the economical, orderly and efficient provision of such facilities and services.

Section 4. Prior Fee Schedules and Rules and Use Policy Repealed. The "Fee Schedule" established as Exhibit "A" and the "Rules and Use Policy" established as Exhibit "B" shall repeal and replace any existing or prior Schedule of Fees or Rules and Use Policy in effect for the parks and recreation facilities owned, leased, operated or maintained by the Department, excluding golf course facilities.

Section 5. Public Record. A certified copy of this Resolution shall be filed with the Clerk to the Board of County Commissioners of Brevard County, Florida, and shall constitute a public record.

Section 6. Severability. If any section, paragraph, sentence, clause, phrase or word of this resolution is for any reason held by a court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this resolution.

Section 7. Effective Date. This Resolution shall take effect on October 1, 2024.

DONE, ORDERED AND ADOPTED, in regular session, this 23rd day of July, 2024.

ATTEST:



Rachel Sadoff, Clerk

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA



Jason Steele, Chair

As approved by the Board on: JUL 23 2024



**BREVARD COUNTY
PARKS AND RECREATION DEPARTMENT
FEE SCHEDULE**

EXHIBIT A



The following schedule of fees is established. Applicable sales and use tax shall apply unless indicated the tax is included in the rate listed in the schedule.

Rental fees are based on the capacity of the event and the category classification of the individual, group and/or organization utilizing the facility. Hourly fees shall be prorated in half-hour increments only, unless a minimum is specified.

The renter is responsible for obtaining all applicable permits, licenses, and insurance and shall comply with all applicable laws and regulations. Direct costs may include, but are not limited to, employee fees, and mileage. Employee fees (based on actual attendance) shall be assessed for any additional employees required over and above that which is normally provided in order to augment existing park resources. This fee shall be payable at \$27.80 per hour for each employee utilized or overtime at \$41.70 per hour for holidays and when the rental is confirmed with less than 7 calendar days of notice.

The Director or designee may approve a negotiated fee for commercial use plus direct costs allowing the Department to remain competitive in the current market compared to other local agencies who allow commercial activities.

CATEGORY CLASSIFICATIONS		
Category I	Sponsored/Co-Sponsored	No Charge
Category II	Recreation Partner	50% of rental fee
	Brevard County Government Employees* and Retirees* in good standing (*Fee maximum \$500 annually)	
Category III	Non-Profit/Not for Profit	75% of rental fee
Category IV	Private/Non-Commercial	100% of rental fee
Category V	Public Issue Speech	100% of rental fee
Category VI	Commercial	Negotiated fee

OUTDOOR RENTALS Shelters, Pavilions, Open Spaces, & Group Areas			
Facility	Capacity	Daily Fee	Deposit (refundable)
Family	Up to 25	\$27.80	\$25.00
Small	26-50	\$50.07	\$75.00
Medium	51-100	\$72.32	\$125.00
Medium w/ Kitchen	51-100	\$90.58	\$125.00
Large	101-200	\$166.92	\$200.00
Open Areas	201-999	\$278.21	\$400.00

REGIONAL PAVILIONS			
Does not include employee fee.			
Facility	Capacity	Daily Fee	Deposit (refundable)
Kiwanis Island	750	\$278.21	\$400.00
Sand Point	750	\$278.21	\$400.00
F. Burton Smith	1,000	\$333.86	\$400.00
Fox Lake	1,000	\$333.86	\$400.00
Wickham	1,000	\$667.73	\$400.00
Kitchen		\$111.27	\$100.00

SPECIAL EVENT RENTALS		
EVENTS ARE OPEN TO THE PUBLIC		
Attendance (per day)	Daily Fee	Deposit (refundable)
1 - 25	\$55.62	\$50.00
26 - 50	\$111.27	\$100.00
51 - 100	\$166.92	\$150.00
101 - 200	\$222.56	\$200.00
201 - 500	\$333.86	\$300.00
501 - 1,000	\$556.45	\$500.00
1,001 - 3,000	\$1,112.91	\$1,000.00
3,001 - 5,000	\$3,338.73	\$2,000.00
5,001 +	Negotiated	Negotiated

SPECIAL EVENT RENTALS FOR EXCLUSIVE USE OF PARK		
Exclusive Use Package includes employee(s) based on attendance for up to a maximum of 8 hours. For events extending past the 8-hour maximum an hourly employee fee shall be assessed.		
Attendance (per day)	Daily Fee	Deposit (refundable)
Up to 1,000	\$1,669.37	\$750.00
1,001 - 3,000	\$3,338.73	\$1,500.00
3,001 - 5,000	\$5,564.56	\$2,500.00
5,001+	Negotiated	Negotiated

INDOOR FACILITIES & GYMS			
Facility	Capacity	Hourly Fee	Deposit (refundable)
Small Room	Up to 25	\$22.24	\$25.00
Medium Room	26-50	\$33.37	\$75.00
Large Room	51+	\$50.07	\$100.00
Single Gym		\$55.62	\$200.00
Double Gym		\$66.76	\$200.00
Kitchen		\$111.27 (daily)	\$100.00

CRANDALL J. WARREN BUILDING CUYLER COMMUNITY CENTER
<p>Daily Fee for residents and businesses located within the Neighborhood Strategy Area (NSA) shall be \$166.92. for up to 8 hours which includes the facility, kitchen and staff between the hours of 10:00 a.m. and midnight.</p> <p>Additional hours exceeding the 8-hour time frame, scheduled in advance, will be charged at \$22.24 per hour. A fully refundable clean-up/damage deposit of \$200 will be required.</p>

HARRY T. & HARRIETTE V. MOORE CULTURAL CENTER			
Facility	Hourly Fee	Daily Fee	Deposit (refundable)
Meeting Room	\$50.07	NA	\$100.00
Gazebo	NA	\$72.33	\$100.00
Pavilion	NA	\$94.58	\$200.00
Pavilion and Kitchen	NA	\$116.84	\$200.00

EQUESTRIAN FACILITIES	
MANATEE COVE	
Ring	\$166.92 daily
WICKHAM	
Ring with Announcer Stand	\$278.21 daily
Lights	\$22.24 per ring hourly (non-taxable)

RECREATION INSTRUCTORS On Contract	
ROOM	
Facility	Fee
Canova Beach Park (Community Building)	\$10 for up to two (2) hours (plus direct costs)
Kiwanis Island Park (Karen Stallard Rood Community Building)	\$10 for up to two (2) hours (plus direct costs)
POW/MIA Park (Community Building)	\$10 for up to two (2) hours (plus direct costs)
Sandrift Community Center	\$10 for up to two (2) hours (plus direct costs)
Moore Cultural Center	\$10 for up to two (2) hours (plus direct costs)
MULTI-PURPOSE ROOM OR AUDITORIUM	
Facility	Fee
McLarty Park (Multipurpose Room)	\$15 for up to two (2) hours (plus direct costs)
Port St. John Community Center (Half of Auditorium)	\$15 for up to two (2) hours (plus direct costs)
OTHER	
Gymnasiums	\$25 for up to two (2) hours \$25 per hour thereafter (plus direct costs)
Athletic Fields	\$7.50 for up to two (2) hours \$7.50 per hour thereafter (plus direct costs)
Athletic Field Lights	\$15 per hour
Outdoor Courts	\$3 per hour; \$20 per day for up to 8 hours
Outdoor Court Lights	\$6 per hour
Open Space and Group Areas	\$5 for up to two (2) hours \$5 per hour thereafter (plus direct costs)
Open Space and Group Area Lights	\$15 per hour

RECREATIONAL CAMPING SITES*

Reservations of 45 days or more will pay 50% of the total cost of the reservation at the time the reservation is made. The remaining balance will be due before 11 am of the last paid day. Any reservation less than 45 days will be paid in full at the time of the reservation.

Reservations can be moved (day for day) one (1) time per reservation at no charge. After that, customers will be required to either keep the reservation currently on the books, or cancel the reservation with fees assessed. Campers may change their site based on availability and to achieve maximum utilization of the park at no charge.

Campground	Brevard County Resident**		Non-Resident		Youth Group Camping Rate
	Daily Rate	Seasonal Daily Rate***	Daily Rate	Seasonal Daily Rate**	
Long Point	\$31.15	\$31.15	\$44.10	\$46.20	\$5.49 per person per day. Minimum of 10 campers.
Manatee Hammock	\$28.92	\$28.92	\$40.95	\$43.05	
Wickham	\$23.35	\$23.35	\$33.07	\$35.17	

* Rates do not include applicable taxes.

**Seasonal Rates apply November 1 – April 30

*** Brevard County residency will be established by using a Florida driver's license or State of Florida ID card either when the reservation is made in person, or when the patron checks in if the reservation was made by phone or online.

MISCELLANEOUS RECREATIONAL CAMPING FEES*

Water Access/Water View Sites	\$2.00 (Daily)
Sewage Site Fee (Campers)	\$2.00 (Daily)
Sewage Disposal Fee (Non-Campers)	\$16.48
Boat Launch Fee (Long Point)	\$5.49
Annual Boat Launch Pass (Long Point)	\$68.15
Day Parking Pass (Long Point)	\$4.38

* Rates do not include applicable taxes.

RECREATIONAL CAMPING REFUND FEES

1-10 Day Reservation	\$25.00
11-21 Day Reservation	\$50.00
22-29 Day Reservation	\$75.00
30 Day or More Reservation	\$100.00

If a cancellation/refund request is received less than 7 days prior to the scheduled reservation date or if an early departure notification is not received 7 days prior to departure, the patron should be charged these refund fees in addition to the \$20 processing fee. Any reservation that results in a no call/no-show by the customer for any portion of, and up to the entire reservation period, will not receive a refund.

AQUATICS	
PUBLIC SWIM DAILY ADMISSION Fees include tax.	
Daily Admission	\$2.00/person ages 2 years & up
20 Visit Pass	\$22.24
POOL RENTAL	
Rental Rate	\$55.62 per hour Minimum of 2 hours
Hourly Staff Up to 25 participants = 2 guards minimum 26-75 participants = 3 guards minimum 76+ participants = 4 guards minimum	\$27.80 per hour per Lifeguard (non-taxable)
LEARN TO SWIM Fees are non-taxable.	
Levels 1-6 and Adult (8 classes)	\$50.07
Preschool & Parent/Tot (8 classes)	\$38.94
Private Lessons (30 minutes)	\$27.80
BREVARD COUNTY PARKS & RECREATION SWIM TEAM Fees are non-taxable.	
First Child	\$100.15
Each Additional Child	\$66.76
CERTIFICATIONS Fees are non-taxable. American Red Cross Fees included in total.	
Lifeguard Certification	\$278.13
Water Safety Instruction Certification	\$278.13

ATHLETICS		
Discounts do not apply to athletic courts or athletic fields.		
COURTS		
Court Type	Hourly Fee	Hourly with Lights
Hard Court	\$4.43	\$8.89
Clay Court	\$5.55	\$11.11
FIELDS		
Type	Hourly Fee	Daily Fee
Athletic Turf	\$16.68	\$111.27
PICKLEBALL		
Pass Type	Per Person Fee	Visits
Drop-in	\$2.00	1 Visit
Pass	\$21.25	20 Visits
LIGHTS		
Use Type	Hourly Fee	
Demand Metered	\$33.36	

SEASONAL SUMMER CAMP PROGRAMS		
Fees are non-taxable.		
DAY CAMP		
	Daily Fee	Weekly Fee
First Child	\$33.37	\$100.10
Each Additional Child	\$33.37	\$89.00

SPECIALTY CAMP PROGRAMS		
		Weekly Fee
Per Child	Weekly 9:00 a.m. - 4:00 p.m.	\$111.27
Per Child	Weekly 7:00 a.m. - 6:00 p.m.	\$139.10

AFTER SCHOOL PROGRAMS		
		Weekly Fee
Per Child	Weekly 2:00 p.m. – 6:00 p.m.	\$33.37
Per Child	Late pickup	\$22.24 (Per Occurrence)

ENVIRONMENTALLY ENDANGERED LANDS (EELS) FEES		
ENCHANTED FORREST		
	Daily Fee	Deposit (refundable)
Screen Room	\$49.46	\$75.00
Outdoor Amphitheater	\$49.46	\$75.00
Classroom	\$32.98 (Hourly)	\$75.00
FOX LAKE		
	Daily Fee	Deposit (refundable)
Camping	\$2.00	\$50.00
SAM'S HOUSE		
	Daily Fee	Deposit (refundable)
Scout Camping	\$4.38 (per night)	N/A
OUTDOOR FACILITY RENTALS		
	Daily Fee	Deposit (refundable)
Family	\$27.80	N/A
Small	\$50.07	N/A
Medium	\$72.32	N/A

VENDOR SPACE (Food and Beverage, Merchandise, Services, or Food Truck)	
Vendor Space Outdoors (10x10' popup, 8' table or equivalent)	\$27.80
Vendor Space Indoors (8' table or equivalent)	\$38.94
Food Truck (Supporting Cat I, II events or Youth Programs)	\$41.71
Food Truck (any other)	\$55.62

MISCELLANEOUS FEES	
Electricity	\$15.93 per day (non-taxable)
Table rental outdoors	\$27.80 per table per day
Table rental indoors	\$38.94 per table per day
Water slides, Dunk tanks, Inflatables and water specific structures	\$44.50 per day (non-taxable)
Employee Fees	\$27.80 per hour
Employee Fees - OT	\$41.70 per hour (1.5 x Employee fee rate)

SPECIAL EVENT EQUIPMENT				
	Commercial	Private (non-commercial)	Non-Profit and Not for Profit	Direct Cost (non-negotiable and non-taxable)
STAGE*	Negotiated Fee	\$1,001.61	\$667.73	\$333.86
TENT	Negotiated Fee	\$890.32	\$556.45	\$222.56
*Rental fee includes employee fees for transporting the stage to and from the event, stage set-up, securing the stage, monitoring the safe operation of the stage and break down of the stage.				

DEPOSITS AND FEES

Fees, discounts, or special prices for activities, transportation and camping may be established or waived from time to time by the Department director or designee. Book programs (i.e. Historical and Cultural programs) which include book and painting sales and author signings may be approved by the Parks and Recreation Director or designee. All fees may be adjusted annually to reflect the percentage change in the consumer price index (CPI-U).

Application for Refund: Rentals and/or activities cancelled due to inclement weather will be rescheduled whenever possible. If a refund request is received less than 7 days prior to scheduled date of use, the reservation fee will be forfeited. A minimum of 3 hours for employee fees may be assessed for rainouts. A processing fee of \$20.00 will be assessed for each application for refund submitted. Multiple day rentals may be pro-rated due to inclement weather. Department initiated refunds will be returned in full.

Cleanup/Damage Deposit: The user shall be responsible for all costs associated with damages to park facilities, equipment, furnishings and grounds. A cleanup/damage deposit, based on size of group, shall be required from the individual, group, and/or organization applying to reserve or use a facility prior to such use.

This deposit will be refunded upon verification by the Department that the facility has been returned to a condition similar to that prior to use. If the facility is not returned to its condition prior to use all costs associated with returning the facility to prior condition will be assessed to the renter. These costs shall include the employee charges, materials, and equipment required to complete repairs. A violation of any rule or regulation, or a material misrepresentation by an individual, group, and/or organization will result in forfeiture of the full deposit.

An additional deposit shall be assessed when furnishings not normally provided in a facility are requested. The amount of the furnishings deposit shall be based on a fee of \$30.00 or thirty percent (30%) of the current market value of furnishings provided, whichever is greater. The deposit will be returned after use, providing no damage was incurred.

Contracted Services and/or Vendors: Contracted services and/or vendors may be secured as necessary for Department sponsored events. Vendors shall be charged a flat fee as determined based on the event. Vendors are responsible for obtaining all applicable permits, licenses and insurance. The vendor shall comply with all applicable laws and regulations.

Direct Costs: Direct costs shall be assessed as established by the Parks & Recreation Department Director or designee and/or outlined or referenced by this fee schedule.

Employee Fees: Employee fees shall be payable at \$27.80 per hour for each employee utilized or overtime at \$41.70 per hour for holidays and when the rental is confirmed with less than 7 calendar days of notice. Employee fees shall be assessed for any additional employees required over and above that which is normally provided. Employees are required for any indoor or outdoor rental with anticipated attendance of 201 or more attendees plus one additional employee for every 500 additional in attendance. The employee fee for indoor facilities is assessed when requested event time is other than normal operating hours and/or as required by anticipated attendance. The Department reserves the right to determine the number of employees based on the proposed activity. If no employee fee is assessed, access to indoor facilities without an employee requires department approval and a key deposit.

Fee Waivers: Fees may be waived for business conducted by Non Profit, Not for Profit, or by contractual agreement. Areas in park facilities may be designated for this use. There are no waivers of general comprehensive liability insurance for softball tournaments. The appeal process for refusal or revocation of a permit is outlined in Chapter 78, Section 78-82, Code of Ordinances of Brevard County.

Key Deposits: If the issuance of a key is required for use of a facility, a deposit of \$20.00 shall be assessed. The deposit must be paid when the key is issued. The key must be returned at the close of the scheduled use, or next business day, and the deposit will be returned at the time of receipt of the key. If the key is

lost, the user will be responsible for all costs associated with replacement of the key, plus any damages resulting from loss of key. These costs shall include the employee fees, materials, and equipment required to replace the key and/or lock and complete repairs.

Neighborhood Strategy Areas: Residents of identified neighborhood strategy areas shall receive a 50% reduction to rentals and department sponsored program fees for facilities located within neighborhood strategy areas in which they reside; proof of residency is required. Non-Profit Organizations in identified neighborhood strategy areas shall receive a 50% reduction to rental fees for facilities located within neighborhood strategy areas in which they operate; proof of address is required. There will be no stacking of discounts for Non-Profit Organizations.

Reservation Fees: Fifty percent (50%) of the total rental cost, except for tournament deposits, shall be assessed for all facilities which require reservations and must be paid within two (2) working days of the initial request. This fee applies to the total cost of rental. If the reservation is canceled by the user within 7 calendar days of the scheduled use, the reservation fee, which is fifty percent (50%) of the total rental cost and includes costs associated with processing, is automatically forfeited. All fees must be paid in full 72 hours prior to facility rentals.

Sanitation Fees: When the Department determines facilities are not adequate to meet sanitary needs users must provide additional sanitary facilities (i.e. dumpster, trash receptacle, port-o-let, etc.).

Set-Up Fees: Rental does not include employee fee for set-up or take-down. A minimum of 1 hour setup fee and 1 hour take-down fee shall be charged at the employee fee as defined in the fee schedule for activities requiring such unless otherwise stated in the established fee.

Transportation: Direct cost to Brevard shall be based on \$27.80/hour and current mileage reimbursement rate approved by the Board of County Commissioners; or the direct cost of a contracted transportation service.



BREVARD COUNTY
PARKS AND RECREATION DEPARTMENT
RULES AND USE POLICY



EXHIBIT B

A. General

1. County property, facilities, and equipment placed under the authority of the Department are intended primarily for recreational use by the general public. Use of these facilities and areas shall not be adapted to a use which differs from this purpose; however, facilities and equipment may be made available for community or other public use when such use is compatible with other general public use established or approved by the Department and in accordance with Chapter 78, Code of Ordinances of Brevard County. Use of Parks. Availability and reservation of such parks, recreational facilities and equipment shall be on first come, first serve basis unless a permit is required per Chapter 78, Section 78-82, Code of Ordinances of Brevard County.
2. Any individual, group and/or organization applying for use permits shall be classified into five (5) categories for purposes of identification and charges for facilities and equipment.
 - a. Category I (Sponsored and Co-sponsored): Recreational activities directly sponsored, or co-sponsored by the Department.
 - b. Category II (Recreation Partners): Any sanctioned group or organization that has a current Recreation Partner agreement with Brevard County Board of County Commissioners.
 - c. Category III (Not for Profit/Non-profit): Any non-profit or not for profit organization as defined in Chapter 78, Section 78-76, Brevard County Code of Ordinances.
 - d. Category IV (Private/Non-Commercial) Individuals, private groups, and/or private non-commercial organizations
 - e. Category V (Public issue speech): Any individual, group, and/or organization whose proposed activity or event is conducted for the purpose of public issue speech. Public issue speech is defined as all speech and assembly protected by the First Amendment to the United States Constitution, as interpreted by case law; including, but not limited to, religious, political and philosophical speech and assembly as well as charitable solicitation for any purpose described in Section 496.404 (20), Florida Statutes (2001), as amended
 - f. Category VI (Commercial): Any activity as defined in the Chapter 78, Section 78-76, Code of Ordinances of Brevard County.

B. Responsibility

1. The collection of specified fees is the responsibility of the Parks and Recreation Department Director or designee, per Chapter 78, Section 78-83, Code of Ordinances of Brevard County.
2. The Parks and Recreation Department Director or designee shall approve use of parks, recreational facilities, equipment and department managed lands as specifically provided by Chapter 78, Code of Ordinances of Brevard County and this policy.
3. The Parks and Recreation Department Director or designee is responsible for ensuring that property and equipment are safeguarded during periods of approved use.

C. Permit

1. Any individual, group and/or organization, desiring to reserve any park and/or recreational facility shall obtain a permit from the Department.

Approved by the Board of County Commissioners September 20, 2016
Effective October 1, 2016

2. All individuals, groups and/or organizations granted a permit to use a County park or recreational facility must agree to abide by all established rules, regulations, laws and ordinances of state, federal, county and city governments and their respective agencies, which are enforceable in the jurisdiction where such park or recreational facility is located. No permit shall be granted where the applicant represents, as part of its application, an express intent to violate any laws and/or ordinances of state, federal, county or city governments, which are enforceable in the jurisdiction where such park or recreational facility is located.
3. The Department shall promptly review all submitted applications for permits for use of County parks and recreational facilities. Permits shall be issued as soon as reasonably possible upon the satisfaction of the conditions set forth in Chapter 78, Code of Ordinances of Brevard County, and herein, regarding the issuance of permits.
4. Payment of applicable fees for scheduled use of facilities must be made prior to the issuance of a permit and/or services. This includes all non-profit groups.
5. Refunds
 - a. An administrative fee of \$20.00 may be assessed for the processing of refunds.
 - b. Cancellation of a facility rental reservation may be initiated by applicant not less than 7 calendar days prior to the scheduled use; however, a \$20.00 processing fee as established by resolution of the Board of County Commissioners will be assessed and/or deducted when the reservation fee is refunded. If a refund request is received less than 7 calendar days prior to scheduled date of use, the reservation fee will be forfeited. When refunds are department initiated the refund will be returned in full.
 - c. Application for pool and recreational activity refunds must be received prior to scheduled date of use, except for illness or family emergencies, in which case proof must be provided, and the application must be received within 7 days following absence. A processing fee of \$20.00 will be assessed for refunds. Daily refunds are not available.
6. Prior to granting a permit, any individual, group, and/or organization sponsoring the activity(ies) or event(s) shall agree to indemnify and hold Brevard County harmless from any and all liability, claims, damages, expenses (including attorney's fees), proceedings and causes of action of every kind and nature, arising out of or connected with said sponsor's use, occupation or control of the park or recreation facility (or any improvement thereon or any furniture, furnishings, equipment and fixture utilized in connection therewith), unless liability, claims, damages or expense are a result of Brevard County's sole negligence. The individual, group, and/or organization shall agree that it will, at its own expense, defend any and all actions, suits or proceedings which may be brought against Brevard County in connection with said parks and facilities arising from said sponsor's activities and that it will satisfy, pay, and discharge any and all judgments that may be entered against Brevard County in any such action or proceeding.
 - a. Commercial activity, as defined in Chapter 78, Section 78-76, Code of Ordinances of Brevard County, does not include public issue speech, as defined in Category V above. Therefore, a permit for a proposed activity shall not be denied for failure to qualify for tax-exempt status pursuant to section 501(c), Internal Revenue Code, where such activity is public issue speech.
 - b. Any material misrepresentation, whether written or oral, by a permit applicant on an application or during the application process, where the department relied on such misrepresentation in granting a permit, shall be grounds for the Department's immediate revocation of such permit and is punishable pursuant to Chapter 78, Section 78-101, Code of Ordinances of Brevard County.

D. Liability

1. Category II, III, IV, and VI individuals, groups and/or organizations utilizing facilities for high risk or commercial activities are required to provide general comprehensive liability insurance in an amount not less than \$1,000,000 per occurrence to cover any and all claims and costs arising in connection with any accident or occurrence related to such activities. Brevard County Board of County Commissioners shall

be named as an additional insured on any such policy. A copy of a certificate of insurance or letter of binder shall be provided to the County prior to the issuance of the permit. The following are the high risk or commercial activities where such insurance is required:

- a. Activities that involve physical contact.
 - b. Alcoholic beverage usage that has been permitted at functions open to the public.
 - c. Sale of food items and/or beverages at functions open to the public.
 - d. Activities where amplified music is a primary function, a gathering of more than 200 people is reasonably expected and such activities are open to the general public.
 - e. Commercial activities, as defined in Chapter 78, Section 78-76, Code of Ordinances of Brevard County, and herein, and/or at events open to the public.
 - f. Activities that involve "At Risk Populations". "At Risk Population" shall include but not be limited to children, elderly, disabled, and those who cannot defend themselves. The Parks and Recreation Department Director shall have the discretion to classify an activity as involving an "At Risk Population".
2. Category V individuals, groups and/or organizations utilizing parks or recreational facilities for the purpose of public issue speech shall not be required to provide liability insurance unless the proposed activities or event include any of the high risk or commercial activities listed in the immediately preceding paragraph. If required, the amounts of such insurance shall be identical to those stated in the immediately preceding paragraph. Under no circumstances shall the content of the proposed speech, nor the potential reaction of those listening to said speech, be a consideration with regard to the requirement and/or amount of liability insurance required.
 3. In addition to general comprehensive liability insurance, host and/or liquor liability insurance shall be required where the sponsor of the activity or event serves or allows to be served and/or consumed alcoholic beverages at such activity or event. If the individual, group, and/or organization is selling alcoholic beverages and/or including alcoholic beverages in the sale of admission ticket, the individual, group, and/or organization will obtain a legal liquor liability policy, written by an insurer authorized to do business in Florida, naming Brevard County Board of County Commissioners as an additional insured, with a minimum coverage of \$1,000,000 per accident/occurrence, in addition to other insurance requirements. If the individual, group, and/or organization is not involved in the sale of alcoholic beverages and is allowing alcoholic beverages to be served and/or consumed, the individual, group, and/or organization will obtain a host liquor liability policy, written by an insurer authorized to do business in Florida, naming Brevard County Board of County Commissioners as an additional insured, with a minimum coverage of \$1,000,000 per accident/occurrence, in addition to other insurance requirements.
 4. In any event, liability will be assumed by the sponsoring individual, group, and/or organization with regard to any personal injury, liability, and/or property damage arising from the activities of such sponsoring individual, group and/or organization.

E. Reservation of Authority

1. Any alteration of the Rules and Use Policy and/or Fee Schedule must be approved by the Board of County Commissioners; unless such authority has been otherwise delegated previously.