

# **Add-On Agenda Item for September 17, 2019**

## **GENERAL BUSINESS**

28. **ADDED** - Status Report on the Orange/Meridian Placemaking Project and Acceptance of Operating Guidelines for the Newly Constructed Temporary Park  
*(County Administrator/ Office of Resource Stewardship/ Parks & Recreation)*

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #28**

# Leon County Board of County Commissioners

## Agenda Item #28

September 17, 2019

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Status Report on the Orange/Meridian Placemaking Project and Acceptance of Operating Guidelines for the Newly Constructed Temporary Park

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Maggie Theriot, Director, Office of Resource Stewardship Autumn Calder, Director, Blueprint
<b>Lead Staff/ Project Team:</b>	Leigh Davis, Director, Leon County Parks and Recreation

### **Statement of Issue:**

This agenda item provides a status report on the newly constructed temporary community space and park at the northwest corner of Orange Ave. and Meridian St. and seeks acceptance of operating guidelines.

### **Fiscal Impact:**

This item has a fiscal impact. The cost to operate and maintain the space is estimated at \$5,000 and will be paid for through the Parks and Recreation and Blueprint budgets.

### **Staff Recommendation:**

Option #1: Accept the status report on the Orange/Meridian Placemaking project and the operating guidelines for the newly constructed park, including waiving Section 7.9 of County Policy No. 06-1 "Use and Scheduling of Parks and Recreation Facilities."

## **Report and Discussion**

### **Background:**

This agenda item provides a status report on the newly constructed temporary community space and park at the northwest corner of Orange Ave. and Meridian St. and seeks acceptance of proposed operating guidelines for the park. As detailed in the analysis section, the operating guidelines and procedures for the use of County parks and recreation facilities are detailed in Chapter 13 of the County Code (Attachment #1) and Policy No. 06-1 “Use and Scheduling of Parks and Recreation Facilities” (Attachment #2). Per Policy, parks facilities are not to be used for personal gain or private profit. To accommodate the unique nature and location of this new community amenity, this item recommends exceptions to this requirement. This item also recommends other accommodations related to the reservation and the use of the space.

While Leon County owns the property at the Corner of Orange Ave. and Meridian Street, the site has been identified for inclusion as part of the Orange/Meridian Placemaking project since the original sales tax project was defined. As with any Blueprint project, once the final project is complete, the jurisdiction in which the project is located (either the City or unincorporated area) will be responsible for the on-going maintenance of the site. At that time, the County would also transfer ownership of the property to the City.

The Orange/Meridian Placemaking project is recognized as top priority project for Blueprint 2020, as ranked by the Blueprint Intergovernmental Agency (IA) Board at the September 19, 2017, meeting. The Blueprint project includes three key components:

- Bus Stop Enhancements: StarMetro Southside Transit Center Contribution
- Stormwater Improvements: East Drainage Ditch Floodway Mitigation and Improvement
- Construction and Streetscaping: Conversion of Existing Orange Avenue Stormwater Pond into Community Park

Over the past year, the County has taken the lead in developing approaches to turn the vacant parcel into a temporary park/community space and committed ongoing resources to maintain the space. At the December 11, 2018 Board meeting, a status report was provided on the Blueprint 2020 Orange Avenue/Meridian Street Placemaking Project including proposed interim placemaking improvements to the StarMetro Superstop Site. Until the planned Superstop project was ready to commence, the existing community activities and challenges on the site presented a fundamental policy matter for the County-owned parcel. One approach was to erect a temporary fence with a “no trespassing” sign until the Superstop was ready for construction. Another approach was to continue to allow the ongoing activities and deterioration of the property without any oversight. The third approach, as recommended, was to make interim improvements to the site that would enhance the ongoing activities embraced by the local community for the enjoyment of area residents. The Board approved the recommended interim placemaking improvements at that time.

At its September 20, 2018 meeting, the IA Board and Blueprint staff were made aware of several safety concerns in relation to the site of the future StarMetro Southside Transit Center at the northwest corner of Orange Avenue and Meridian Street. While the City of Tallahassee will maintain the site after the completion of the StarMetro transit center in two to three years, Blueprint, with agreement and support from the County, determined that interim enhancements to the site would benefit the neighborhood, promote safety, and provide for social infrastructure.

As determined by Blueprint through numerous site visits, discussions with area residents, and related staff analysis during late 2018, the primary safety concerns included trash piles, poor visibility at night, overgrown areas, and the general condition of the site. However, community members also reported that many of the fraternal activities occurring on-site provide community value, connectivity, and social benefit, which could be enhanced to better serve the community.

As part of the community engagement for this project, Blueprint held an Orange Avenue Community meeting on October 2, 2018. Meeting attendees shared ideas for intermediate uses of the community space, and additional citizen engagement and research by staff identified current uses of the site included communal gatherings; a weekly, food distribution by the Florida Food Ministry; and informal and unauthorized uses by food trucks congregating on the site and people setting up tables to sell household goods and homemade products. Residents shared that the sale of food and household goods are part of the neighborhood economy and should not be eliminated.

At the December 13, 2018 IA meeting, the IA Board approved funding to provide enhancements at the site until such time as the StarMetro Southside Transit Center is activated. Design was completed in spring 2019 and construction, with assistance from Leon County Public Works, began in late spring 2019. The grand opening is planned for September 20, 2019.

### **Analysis:**

This new park offers unique value to residents providing for picnic tables, a “little free library”, a public portable restroom, water fountain, bicycle rack, ADA and non-ADA parking spaces, limited green space and landscaping, and a small stage/platform area. The community-created and supported activities previously occurring at the Orange Ave Community Space such as the food truck sales and sale of homemade arts and crafts are unique to any current, County-maintained park. These services are regarded by the residents as part of the neighborhood economy and social infrastructure.

Although traditional Parks prohibit the use of such sites for personal gain or private profit (Policy No. 06-1, Section 7.9), residents have expressed appreciation of and desire to keep the availability of for-profit types of activities including food truck vendors and homemade arts and crafts, and view them as a vital part of the neighborhood economy and social infrastructure for the community. In addition, as explained later in this item, to further activate the space, a “Neighborhood Market” concept will be employed on Saturdays. To allow these activities, this item recommends that the new space be exempt from Sec. 7.9 of Policy No. 06-01 within limits. Specifically, food vendors and arts and crafts, will be allowed to sell at this location throughout the entire week; this approach is consistent with how City parks are operated. This exemption does not include for-profit

activities (outside of the ones specifically authorized) such as car detailing businesses, carpet vendors, t-shirt vendors, flag vendors, etc. Exceptions will be allowed on “Neighborhood Market” Saturdays as discussed later.

In addition, Section 4 of the Policy addresses reservations for community centers and park pavilions but does not contemplate the unique type of space or uses for this location. To accommodate the use of the space, availability will be on “first-come, first serve” basis for eligible private and for-profit entities. Eligible entities will be able to set up daily without preapproval from County Parks and Recreation. Consistent with the operating hours, all entities would need to vacate the property at the end of each day. However, the County reserves the right to authorize Special Event Reservation Requests for nonprofits or individuals which would supersede any first-come, first-serve activity. For example, the existing food distribution ministry by the Florida Food Ministry will be granted a reservation ensuring the community space is available each Tuesday morning for food distribution. Spaces for these reservations would be marked accordingly. Signage will be displayed at the park conveying all park rules and regulations.

On Saturdays, the space will be permitted to operate as a “Neighborhood Market”. In addition to food vendors and arts and crafts, other sellers of products will be allowed to set up at the park. For example, this approach supports local football game day t-shirt vendors to continue to operate at this location. However, no services (such as car detailing, etc.) will be allowed; only, the sale of goods may occur. To ensure only vendors that meet these requirements participate, the vendors will be required to obtain a permit from Leon County Parks and Recreation. Appropriate signage at the park will provide the necessary information to assist vendors wishing to participate.

Parks and Recreation will maintain the space with existing County staff and contracted services. The estimated \$5,000 in expenses will include contract mowing and landscape maintenance, portable restroom rental and servicing, trash pick-up, and irrigation for the establishment of the plantings.

Consistent with the County Code:

- The park will be open one-half hour before sunrise until one-half hour after sunset (dawn to dusk)
- No open fires
- No removal of park property including soil, gravel, rocks, plants and/or other materials
- Alcoholic beverages or other substances causing intoxication are prohibited on the property
- All trash and litter shall be deposited in designated trash receptacles or removed by the individual vendor(s) or user(s) upon departure if trash items are too large for site receptacles
- No dogs off leash
- No unreasonably loud noises, including, but not limited to, offensive use of stereos and radios and improper muffling of engine exhaust.

The community space enhancements have achieved the goal of providing a more appealing and pleasing space for neighbors to connect until such time the larger transportation enhancements are brought online by StarMetro. While Leon County owns the property, the site has been identified for inclusion as part of the Orange/Meridian Placemaking project since the original sales tax project was defined. As with any Blueprint project, once the final project is complete, the jurisdiction in which the project is located (either the City or unincorporated area) will be responsible for the ongoing maintenance of the site. At that time, the County would also transfer ownership of the property to the City. Furthermore, the County has continued to advance its strategic priority to promote livability, health and sense of community by creating public spaces for people and providing social infrastructure.

**Options:**

1. Accept the status report on the Orange/Meridian Placemaking project and the operating guidelines for the newly constructed park, including waiving Section 7.9 of County Policy No. 06-1 “Use and Scheduling of Parks and Recreation Facilities.”
2. Do not accept the status report on the Orange/Meridian Placemaking project and the operating rules for the newly constructed park.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Leon County Code Chapter 13 - Parks and Recreation
2. Policy No. 06-1 “Use and Scheduling of Parks and Recreation Facilities”

## Chapter 13 - PARKS AND RECREATION

*Footnotes:*

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**State Law reference**— Authority to provide parks, recreational activities, etc., F.S. § 125.01(1)(f).

## ARTICLE I. - IN GENERAL

Secs. 13-1—13-25. - Reserved.

## ARTICLE II. - PARK RULES

## DIVISION 1. - GENERALLY

Sec. 13-26. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Camping* means temporary stays for recreational purposes. The term "camping" specifically does not include use of the facility as a primary residence or use of the facility by transients with no permanent residence.

*County parks* means all real property owned by the county, designated on a map maintained in the office of the county engineer, regardless of the extent of development or official designation, which serves as boat landings, picnic grounds, camping areas, recreation areas, nature areas and public fishing waters, are hereby designated as county public parks.

- (1) Due to the diversity of parks and available facilities at different parks, all parks shall be classified as Class I, Class II, or Class III. The criteria for the different classifications are as follows:
  - a. *Class I.* Those county parks which are not specifically designated as Class II or Class III parks. These parks will normally have a boat launching area but will not necessarily have any auxiliary facilities.
  - b. *Class II.* Those parks which are developed to the point of having restrooms, potable water, picnic shelters, boat launching areas, and/or campsites but that do not normally offer organized and supervised recreation programs.
  - c. *Class III.* Those parks and recreation areas that are considered full service facilities.



Facilities would normally include, but not be limited to, softball and baseball fields, picnic areas and shelters, nature trails, restrooms and potable water. This type of park would offer many varied types of organized and supervised recreation programs in addition to passive recreation activities. Park personnel would normally be available on-site during all hours of operation.

- (2) A complete classification of parks shall be as specified and amended, from time to time, by resolution of the Board of County Commissioners.

*Other power-driven mobility device* means any mobility device powered by batteries, fuel, or other engines that is used by individuals with mobility disabilities for the purpose of locomotion. The term other power-driven mobility device shall not include a wheelchair as defined in this section.

*Park personnel* means all persons assigned to perform official duties within parks.

*Park roads* means all surface areas, either paved or unpaved, designated for vehicular traffic. All other trafficways are classified as park trails or paths.

*Park trails or paths* means a way or route designated for pedestrian use.

*Parking areas* means any designated part of any park or road or area contiguous thereto set apart for the standing or stationing of any vehicle.

*Parks and grounds supervisor* means the person in charge of any park area and its activities and to whom all subordinate park personnel of that park are responsible.

*Public nuisance* means any conduct which tends to annoy the community or injure the health of the citizens in general or to corrupt the public morals; any unlawful obstruction of the public in the free use of public property; or any behavior which unreasonably interferes with the health, safety, peace, comfort or convenience of another person.

*Vehicle* means any motorized wheeled conveyance for the transportation of persons or materials. The term "vehicle" does not include a baby carriage, wheelchair, or other power-driven mobility devices, as defined in this section.

*Wheelchair* means a manually-operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor locomotion, or of both indoor and outdoor locomotion.

(Code 1992, § 13-26; Ord. No. 92-12, § 3(16-46), 3-10-1992; Ord. No. 11-14, § 1, 6-14-2011)

Sec. 13-27. - Purpose and intent.

- (a) In order to promote the public health, safety and welfare of the citizens of the county, this

article is hereby enacted for the general purpose of assuring the proper balance between the use of park facilities and the preservation of such facilities, law and order.

- (b) The intent of this article is to reduce property damage and closure of facilities due to vandalism, minimize the hazards of personal injury and loss of life, and maintain the quality of outdoor recreation resources, to be accomplished through the provisions of this article which:
- (1) Establish rules and regulations governing recreation facilities.
  - (2) Define and establish park management control areas and restrict activities within those areas which would be incompatible with normal recreation activities.
  - (3) Establish provisions to promote park management practices that will be beneficial to maintenance of park facilities.
  - (4) Establish a procedure by which a fee schedule for use of park facilities is adopted.

(Code 1992, § 13-27; Ord. No. 92-12, § 3(16-45), 3-10-1992)

#### Sec. 13-28. - Penalties.

Any person violating the provisions of this article shall be punished as provided in section 1-9.

(Code 1992, § 13-28; Ord. No. 92-12, § 3(16-49), 3-10-1992)

#### Sec. 13-29. - Fees.

The Board of County Commissioners may adopt by resolution a fee schedule relating to the use of park facilities and amenities.

(Code 1992, § 13-29; Ord. No. 92-12, § 3(16-50), 3-10-1992)

#### Secs. 13-30—13-45. - Reserved.

### DIVISION 2. - CLASS I PARKS

#### Sec. 13-46. - Application of division.

The provisions of this division shall apply to all county parks.

(Code 1992, § 13-46; Ord. No. 92-12, § 3(16-47), 3-10-1992)

#### Sec. 13-47. - Vehicles and traffic.

- (a) This section pertains to all vehicles, including, but not limited to, automobiles, trucks,

motorcycles, minibikes, dune buggies, all-terrain vehicles and trailers, campers, or any other such equipment. Vehicles parked in violation of the provisions of this chapter are subject to removal and impoundment at the owner's expense.

- (b) Vehicles shall not be parked in violation of posted restrictions or in such a manner as to:
  - (1) Obstruct or impede normal or emergency traffic movement or the parking of other vehicles.
  - (2) Create a safety hazard.
  - (3) Endanger any person, park property or environmental feature.
- (c) The operation and/or parking of a vehicle off authorized roadways is prohibited except at locations and times designated by the parks and grounds supervisor. Operating any vehicle through, around or beyond a restrictive sign, recognizable barricade, fence or traffic control barrier is prohibited.
- (d) Vehicles shall be operated only in accordance with posted regulations and applicable federal, state and local laws.
- (e) No person shall operate any vehicle in a careless, negligent or reckless manner so as to endanger any person, park property or environmental feature.

(Code 1992, § 13-47; Ord. No. 92-12, § 3(16-47(1)), 3-10-1992)

#### Sec. 13-48. - Buildings and facilities.

No person shall willfully mar, deface, damage, displace, remove or tamper with any park buildings, facilities, bridges, tables, benches, fireplaces, railings, paving or paving materials, water lines or other utilities, permanent or temporary signs, placards or notices, monuments, stakes, posts, boundary markers or other structures, equipment or park property.

(Code 1992, § 13-48; Ord. No. 92-12, § 3(16-47(2)(a)), 3-10-1992)

#### Sec. 13-49. - Climbing on property.

No person shall climb or clamber on or over any park buildings, facilities, structures or any other areas where prohibited.

(Code 1992, § 13-49; Ord. No. 92-12, § 3(16-47(2)(b)), 3-10-1992)

#### Sec. 13-50. - Fires.

No person shall ignite or attempt to ignite any fire against or on any vegetation or park structure, except in designated fireplaces or grills. Portable camp cookers and grills are permitted. No person shall dispose of burning matches, smoking materials or other flammable items within any park or on adjacent

roadways. Any person igniting a fire on park property shall completely extinguish the fire before leaving the area.

(Code 1992, § 13-50; Ord. No. 92-12, § 3(16-47(2)(c)), 3-10-1992)

Sec. 13-51. - Removal or destruction of property and natural features.

No person shall destroy, injure, deface, mar, move, dig, harmfully disturb or remove from any park area or the waters thereof any soil, sand, gravel, rocks, stones, minerals, marine plants or wildlife (other than fish which may legally be taken from approved fishing areas), artifacts, plants or other materials. No person shall cut, carve, injure, mutilate, move, displace or break off any water bottom formation or growth. No rope, wire or other contrivance, whether permanent or temporary, shall be attached to any natural feature or property within the park.

(Code 1992, § 13-51; Ord. No. 92-12, § 3(16-47(2)(d)), 3-10-1992)

Sec. 13-52. - Construction activity.

All construction and related activities will be conducted only as authorized by the county. Any of the following construction activities conducted without a permit are prohibited: dredging, excavating or filling operation of any kind; depositing of materials of any kind in any park lands or waters; erection of any building or structure; and placing of any electrical, telephone, water, sewer or other public utility facilities. The county may, where applicable, issue permits and charge fees for allowable private use of land and water areas under the jurisdiction of the county.

(Code 1992, § 13-52; Ord. No. 92-12, § 3(16-47(2)(e)), 3-10-1992)

Sec. 13-53. - Bathing and swimming.

No person shall bathe or swim in any waters within any county park.

(Code 1992, § 13-53; Ord. No. 92-12, § 3(16-47(3)(a)), 3-10-1992)

Sec. 13-54. - Boating.

- (a) No person shall bring into or operate any boat, yacht, cruiser, canoe, raft or other watercraft (except toys), regardless of means of propulsion upon any park watercourse, bay, lagoon, lake, canal, pond or slough where prohibited.
- (b) No person shall moor, anchor or tie up to the bank, or any object or structure on the bank, any boat, houseboat, barge, vessel or watercraft where so prohibited.

(Code 1992, § 13-54; Ord. No. 92-12, § 3(16-47(3)(b)), 3-10-1992)

## Sec. 13-55. - Fishing.

No person shall fish in any park waters, whether by the use of hook and line, seine, net, trap, spear, gig or any other device where prohibited.

(Code 1992, § 13-55; Ord. No. 92-12, § 3(16-47(3)(c)), 3-10-1992)

## Sec. 13-56. - Reserved.

## Sec. 13-57. - Picnicking.

To maintain cleanliness and reduce fire hazards, each picnic party shall completely extinguish any fire and place all refuse, waste and trash in disposal containers where provided. If there are no such containers immediately available, then refuse shall be carried away by the user of the facility and properly disposed of elsewhere.

(Code 1992, § 13-57; Ord. No. 92-12, § 3(16-47(3)(e)), 3-10-1992)

## Sec. 13-58. - Consumption of alcohol, intoxication and public nuisances.

- (a) No person under the influence of any intoxicant, whether narcotic or of any other form, shall enter or remain in the park. Any person discovered in such a condition may be arrested and/or ejected from the park.
- (b) Persons in any park who conduct themselves in a disorderly, offensive, obnoxious, obscene or profane manner, may be considered public nuisances and are subject to arrest and/or ejection from the park.
- (c) No person shall abuse the facilities, rules and regulations, or privileges of any park.
- (d) No person shall cause public inconvenience, annoyance or alarm by making or causing unreasonably loud noises, including, but not limited to, offensive use of stereos and radios and improper muffling of engine exhaust.

(Code 1992, § 13-58; Ord. No. 92-12, § 3(16-47(4)), 3-10-1992; Ord. No. 16-06, § 1, 5-10-2016)

## Sec. 13-59. - Solicitations, petitions.

No person shall solicit business for profit, contributions or alms for any purpose, nor shall any person circulate petitions of any kind in parks.

(Code 1992, § 13-59; Ord. No. 92-12, § 3(16-47(5)(b)), 3-10-1992)

## Sec. 13-60. - Animals.

- (a) Unless otherwise prohibited, owners of dogs and other fur-bearing pets are permitted to

take such animals to nonrestricted areas if the animals are not allowed to be at large as defined in section 4-26.

- (b) No person shall place, dump, abandon or leave any animal, reptile or bird, either wild or domestic, in an effort to find a home for such creature on the grounds of the park.

(Code 1992, § 13-60; Ord. No. 92-12, § 3(16-47(5)(c)), 3-10-1992)

#### Sec. 13-61. - Activities, games restricted.

No person shall engage in any activity within the park areas that is dangerous to the health, safety and welfare of others. No person shall engage in any activity or game within the park that interferes with the use and enjoyment of the park and its facilities by others.

(Code 1992, § 13-61; Ord. No. 92-12, § 3(16-47(5)(d)), 3-10-1992)

#### Sec. 13-62. - Advertising.

No person shall distribute, display, or affix to any property within any park or adjacent roadway, any signs or printed materials advertising any event, except events or posters approved by the parks and grounds supervisor.

(Code 1992, § 13-62; Ord. No. 92-12, § 3(16-47(5)(e)), 3-10-1992)

#### Sec. 13-63. - Sanitation.

- (a) No person shall throw, discharge, or otherwise place or cause to be placed in the water or any fountain, pond, lake, stream, bay or other body of water adjacent to a park or any drain flowing into such waters, any substance, matter or thing, liquid or solid, which may pollute the described waters. Garbage, trash, rubbish, litter, or any other waste material or waste liquid generated on the park site and incidental to authorized recreational activities shall be either removed from the park site or deposited in receptacles provided for that purpose. The improper disposal of such wastes, human and animal waste included, on the park site is prohibited.
- (b) Bringing onto park property household or commercial garbage, trash, rubbish, debris, dead animals or litter of any kind for disposal or dumping is prohibited.
- (c) The spilling, pumping or other discharge of contaminants, pollutants, garbage, refuse or other wastes, including, but not limited to, human or animal waste, petroleum, industrial and commercial products and byproducts, on park lands or into park waters is prohibited.
- (d) Campers, picnickers, and all other persons using a county park facility shall keep their sites free of trash and litter during the period of occupancy and shall remove all personal equipment and clean their sites upon departure.

(Code 1992, § 13-63; Ord. No. 92-12, § 3(16-47(5)(f)), 3-10-1992)

Sec. 13-64. - Lost and found articles.

Persons shall turn in to park personnel any articles which may be found. Although the county assumes no responsibility for searches, reasonable efforts will be made by park personnel to find valuable lost items and to locate owners of found items.

(Code 1992, § 13-64; Ord. No. 92-12, § 3(16-47(5)(g)), 3-10-1992)

Sec. 13-65. - Reporting accidents.

Accidents involving bodily injury, death or damage to property shall be reported to park personnel or other proper authorities as expeditiously as possible by persons involved or by witnesses.

(Code 1992, § 13-65; Ord. No. 92-12, § 3(16-47(5)(h)), 3-10-1992)

Sec. 13-66. - Hours of operation.

- (a) Every county park and recreation area shall be open to the general public each and every day of the year unless otherwise posted.
- (b) All boat launching areas and ramps shall be available to the public on a 24-hour basis.
- (c) Normal hours of all county parks shall be one-half hour before sunrise until one-half hour after sunset. No person shall be or remain in any park between one-half hour after sunset and one-half hour before sunrise unless engaged in the following activities:
  - (1) Boating, involving the use of an authorized boat launching facility.
  - (2) Fishing in an authorized area.
  - (3) Camping in an authorized, designated camping area located within Class II or III parks.
  - (4) Engaged in an activity where lighting is provided for a specifically organized, supervised recreational program within Class II and III park and recreation areas.
- (d) The parks and grounds supervisor shall have the authority to establish exceptions to the hours of operation as set forth. Such exceptions shall be posted and obeyed accordingly.
- (e) The provisions of this section shall not apply to law enforcement officers or employees of the park while in the discharge of their duties.

(Code 1992, § 13-66; Ord. No. 92-12, § 3(16-47(5)(i)), 3-10-1992)

Sec. 13-67. - Gambling.

No person shall engage in any form of gambling in any park, unless allowed by state law.

(Code 1992, § 13-67; Ord. No. 92-12, § 3(16-47(5)(a)), 3-10-1992)

Sec. 13-68. - Other power-driven mobility devices.

Other power-driven mobility devices may be used by individuals with mobility disabilities in county park facilities, limited to designated park trails and paths; provided, however, that the other power-driven mobility device is operated in accordance with legitimate safety requirements as determined by the county.

(Code 1992, § 13-68; Ord. No. 11-14, § 2, 6-14-2011)

Sec. 13-69. - Park regulations.

The County Administrator or designee shall promulgate regulations to implement the provisions of this division. Any necessary safety regulations imposed by the county shall be based on actual risks, and not on speculation, stereotypes, or generalizations about persons with disabilities.

(Code 1992, § 13-69; Ord. No. 11-14, § 3, 6-14-2011)

Secs. 13-70—13-85. - Reserved.

DIVISION 3. - CLASS II PARKS

Sec. 13-86. - Application of division.

In addition to the provisions of division 2 of this article, the provisions of this division shall apply only to Class II and III parks.

(Code 1992, § 13-86; Ord. No. 92-12, § 3(16-48), 3-10-1992)

Sec. 13-87. - Camping.

- (a) *Length of stay.* Stays in any authorized camping area shall not exceed ten continuous days in any single park. Total length of stays in all authorized camping areas shall not exceed a total of 30 days within any 12-month period.
- (b) *Areas.* Camping is permitted only in authorized designated areas.
- (c) *Fires.* Fires are permitted in camping areas only where an appropriate fire circle, grill or fire pit is available, or in portable camp cookers or grills.
- (d) *Prohibited in certain structures.* No camping is permitted within restroom or picnic shelter structures.

(Code 1992, § 13-87; Ord. No. 92-12, § 3(16-48(1)(a)—(c), (e)), 3-10-1992)



Sec. 13-88. - Firewood.

Firewood may not be gathered or cut from within the park.

(Code 1992, § 13-88; Ord. No. 92-12, § 4(16-48(1)(d)), 3-10-1992)

Sec. 13-89. - Picnicking.

- (a) Use of the picnic area facilities, including picnic shelters, individual fireplaces, tables and benches, generally follows the rule of first-come, first-served. However, this practice shall not preclude the parks and grounds supervisor from assigning or reserving these facilities for the use of particular person or groups.
- (b) No person shall use any portion of a picnic area or any structures therein for an unreasonable time. The determination of what is unreasonable will be made by park personnel, taking into consideration any crowded conditions existing at the picnic area.
- (c) To maintain cleanliness and to reduce fire hazards, each picnic party shall completely extinguish any fire and place all refuse, waste, and trash in disposal containers where provided. Recyclables shall be placed in recycling containers where provided.
- (d) Park personnel will regulate usage of picnic areas as required to prevent congestion and to secure the maximum comfort and convenience of all. Visitors shall comply with instructions given to achieve this objective.

(Code 1992, § 13-89; Ord. No. 92-12, § 3(16-48(2)), 3-10-1992)

Secs. 13-90—13-110. - Reserved.

DIVISION 4. - CLASS III PARKS

Sec. 13-111. - Application of division.

In addition to the provisions of divisions 2 and 3 of this article, the provisions of this division shall apply only to Class III parks.

(Code 1992, § 13-111; Ord. No. 92-12, § 3(16-49), 3-10-1992)

Sec. 13-112. - Camping; permission for movable structures required.

The bringing into a Class III park and using for overnight occupancy any house trailer, camp trailer, camp wagon, tent or any other form of movable structure without the written permission of the parks and grounds supervisor is expressly prohibited.

(Code 1992, § 13-112; Ord. No. 92-12, § 5(16-49(1)(a)), 3-10-1992)

Sec. 13-113. - Camping; tents.

No person shall erect or cause to be erected for any purpose, any tent, shelter or structure on or in any Class III park area except where designated or otherwise authorized by the parks and grounds supervisor.

(Code 1992, § 13-113; Ord. No. 92-12, § 5(16-49(1)(b)), 3-10-1992)

Sec. 13-114. - Bicycles.

- (a) Bicycles shall only be ridden on roads or in designated areas. They may be pushed by hand over open spaces such as lawns, beaches or paved areas reserved for pedestrian use. Bicycles shall be neither ridden nor pushed along designated nature trails.
- (b) When provided, bicycle racks must be used for the parking of bicycles. Bicycles shall not be chained or locked to trees or park structures so as to obstruct pedestrian or vehicular traffic.

(Code 1992, § 13-114; Ord. No. 92-12, § 3(16-49(2)), 3-10-1992)

Sec. 13-115. - Horses.

Horseback riding is expressly forbidden in Class III parks except in specifically designated areas where provision has been made through the establishment of bridle trails and other necessary facilities. Where so provided for and permitted, horses shall be thoroughly broken and properly restrained and ridden with all due care. Horses shall not be allowed to graze or go unattended, nor shall they be hitched to any small tree, shrub, plant or other natural features.

(Code 1992, § 13-115; Ord. No. 92-12, § 3(16-49(3)), 3-10-1992)

Sec. 13-116. - Picnicking.

Park personnel will regulate usage of picnic areas, where required, to prevent congestion and to secure the maximum comfort and convenience of all. Visitors shall comply with all park personnel instructions given to achieve this objective.

(Code 1992, § 13-116; Ord. No. 92-12, § 3(16-49(4)), 3-10-1992)

## **Board of County Commissioners Leon County, Florida**

### **Policy No. 06-1**

Title: Use and Scheduling of Parks & Recreation Facilities

Date Adopted: July 12, 2016

Effective Date: August 1, 2016

Reference: N/A

Policy Superseded: Policy No. 79-8, "County Community Service Facility," adopted September 25, 1979; Policy No. 92-10 amended 10/27/92; Policy No. 94-3, amended April 26, 1994; and Policy No. 02-6, "County Community Service Facilities," adopted July 9, 2002; Policy No. 06-1, "Use and Scheduling of Parks and Recreation Facilities," adopted January 10, 2006; amended February 26, 2008; amended January 19, 2010; amended October 11, 2011; amended January 21, 2014

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Policy No. 06-1, adopted January 10, 2006 and amended on January 21, 2014, is hereby further amended, and a new amended policy is hereby adopted in its place, to wit:

It shall be the Policy of the Board of County Commissioners of Leon County, Florida that:

#### **1. Purpose**

- 1.1 The purpose of this policy is to assure that the Parks & Recreation Division facilities are utilized for recreational, athletic, cultural, educational, social, civic, fraternal, governmental, religious, political, charitable, and community service functions that meet the needs and interests of the community, as well as set clear policies, procedures, and rental fees regarding such uses.
- 1.2 Exclusive use of any facility requires an advance reservation and is subject to rental fees, security deposits, and staffing fees (set up and take down). Some facilities may not be reserved for exclusive use.

#### **2. Authority**

- 2.1 The Division of Parks & Recreation is responsible for developing, communicating, and monitoring policies, procedures, and standards for the use and scheduling of Parks & Recreation facilities.

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### 3. Facilities Available

- 3.1 The Parks & Recreation Division makes available for rent buildings, rooms, community centers, picnic shelters, campsites, open space, boat ramps, and athletic fields. Times and dates available are at the discretion of the division.

### 4. Reservations

- 4.1 Reservations shall be made for community centers no more than 365 days and no less than fourteen (14) calendar days prior to the date(s) of use. Reservations for pavilion rentals can be made no more than 365 days and no less than two (2) calendar days prior to the dates(s) of use. Reservations are guaranteed after all necessary forms and payments are received and approved at the Parks & Recreation Division administrative office located at 2280 Miccosukee Road, Tallahassee, FL 32308.

Group activities or special events that involve 50+ people attending or participating may require a permit from the Division of Parks & Recreation for use of any park or recreation facility or site. The applicant should submit such permit\_request no later than 30 days prior to the event. Events involving 100+ people or additional preparation by park personnel must be submitted 60 days prior to the proposed special event date.

- 4.2 All applicants must be at least 18 years of age or older and must provide proof of residency in Leon County for priority consideration.
- 4.3 The Parks and Recreation Division reserve the right to set aside certain dates for functions sponsored in part or by Leon County.

### 5. Fees

- 5.1 Full rental fees, security deposits, staffing fees, and permit applications are due at the time of the reservation is submitted.
- 5.2 Payment by check, cash, credit card, or money order is required for the building and staff fees.
- 5.3 A security deposit shall be required for any damage/clean-up expense. The deposit will be returned if no damage occurs and the facility is clean after use. The Parks & Recreation Division reserves the right to bill the applicant for additional expenses relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required because of the use.
- 5.4 Checks or money orders must be made payable to the Leon County Board of County Commissioners.

- 5.5 Applicants shall forfeit the rental opportunity if the checks are not honored by the bank. Any future requests will require fees paid by cash or money order only. Applicant will be responsible for bank service fee.
- 5.6 The Parks & Recreation Division may require additional staff for rentals where attendance is expected to exceed 50 people. An off duty sheriff deputy/deputies may also be required at the applicants expense.
- 5.7 The Parks & Recreation Division may require two division representatives for any teen event if the attendance exceeds 50 people. If attendance is, greater than 50 people the applicant must hire one off-duty Leon County Sheriff deputy for each additional 50 people. In addition, the applicant must provide adequate adult supervision at all times. (Refer to Section 7.13). All teen events that occur after 6:00 P.M. may require a deputy.
- 5.8 Request for a waiver of the user fee for non-profit organizations that would like to collaborate with Leon County must be made in writing at the time of rental request. Included in the request shall be the purpose of the rental activities to be conducted as well as a brief description of the organization, purpose, goals, and pertinent information including the 501 (c) (3) determination letters from the IRS along with the Department of Revenue Consumers Certificate of Exemption.
- Request for a waiver by groups providing education opportunities for citizens and those providing programs for County senior citizens, must be made in writing at the time of rental request. Included in the request shall be the purpose of the rental activities to be conducted as well as a brief description of the purpose, goals, and if the citizens are paying a fee for this activity.
- Fee waivers for tutoring programs for K-12 students will be limited to three days per week on a recurring basis. Additional slots for expanded days during peak test times such as FACT testing and mid-term or final exams will be considered based solely on availability and the waiver could apply. Any additional days on a recurring basis, outside of the three days and exam periods will otherwise incur the regular rental fee of the Center. Tutoring Programs will also be restricted to only one four-hour time slot.
- Based on the information provided, the Director of the Division of Parks & Recreation will make a determination of the eligibility of a waiver.
- 5.9 All fees for County charges will be established by Resolution of the Leon County Board of County Commissioners.

- 5.10 Additional fees may be charged by the County or City for services provided above normal service level. (Examples are the permit fees that may be charged by the City or County.)

## **6. Cancellations**

- 6.1 Cancellations must be made in writing and received by the Parks & Recreation Division at least seven days in advance of the use date in order to receive a refund. If notice is not received before the seven-day period, the rental fee is forfeited. However, security deposits and staff set up and take down fees will be refunded. The receipt must be presented for refund to be processed.

The refund will be mailed in approximately four to six weeks. Refund checks will be made out to the entity whose name appears on the payment check and mailed to the address shown on the rental agreement.

## **7. General Rules and Regulations**

- 7.1 Use of the facility is guaranteed for the period specified in the permit, use beyond that period is neither expressly nor implicitly granted. Event set-up and take down must be included in the rental period.
- 7.2 The minimum rental period for a building or room use is ½ day (4 hours).
- 7.3 Building capacities are based on fire safety codes and are not to be exceeded for any reason.
- 7.4 Facilities are to be left in the same conditions as before use. Chairs, tables, and other furnishings are to be returned to their designated storage place. Floors are to be swept and cleaned if necessary and trashcans are to be emptied. All decorations, fasteners, and other items brought into the facility are to be removed and disposed of properly. Decorations that mar surfaces are not permitted.
- 7.5 Leon County signs, forms, and other materials are not to be removed or altered unless authorized by the division representative in charge.
- 7.6 The Leon County Parks & Recreation Division will not be responsible for providing or supervising any specialized equipment such as cooking equipment, storage, sound reproduction or amplification equipment, stages, platforms, special lighting equipment, film projecting apparatus, power extension cords, or any other specialized equipment. The division representative in charge may disallow the use of specialized equipment for safety reasons or to ensure division policy is followed.

- 7.7 The number of tables and chairs provided are limited to the number on site and available. Any additional tables and chairs are the responsibility of the applicant.
- 7.8 The Leon County Parks & Recreation Division shall not be held responsible for loss or injury incurred in the use of any facility if said loss or injury is a result of circumstances beyond the control of Leon County or its officers or agents. It is incumbent upon the user to ensure that all normal safety practices are observed. Dangerous undertakings are strictly prohibited. All accidents or injuries must be reported to a Division representative immediately.
- 7.9 It is not the purpose of the County to make the parks and recreation facilities available to any person, group of persons, or organizations for personal gain or private profit.
- Non-profits and school events may be allowed to collect admission fees for approved Special Events (Section 11) to offset costs associated with conducting the event. Admission fees will be approved by the Director of the Division of Parks & Recreation as part of the Special Event Application approval.
- 7.10 The division representative that may be present during the use period shall ensure the facility is open on time, clean and orderly, and the facility is used safely and properly. In no way is the division representative an employee or agent of the applicant.
- 7.11 Fireworks are not permitted on Leon County Parks & Recreation Division managed property. Tobacco products are not permitted inside Parks & Recreation Division facilities. Alcoholic beverages are prohibited, except upon prior written approval of the County Administrator, or designee.
- 7.12 Vending of any merchandise is not permitted without written permission from the Parks & Recreation Division Director.
- 7.13 No fires are allowed except in provided barbeque grills and pits.
- 7.14 Individual minors or groups of minors must be properly supervised by adults when using park facilities. Groups composed of minors, including teen events, must be supervised by one (1) adult for each fifteen (15) minors throughout the rental period.
- 7.15 Any person or group in violation of the established rules and regulations, established laws, or constituting a public nuisance, may be required to leave the facility and premises. In addition, the Parks & Recreation Division representative may cancel the rental and deny any future rentals (Refer to Section 8.6).

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- 7.16 Applicants' reserved areas are those specifically designated in the permit. Other buildings, rooms, athletic fields, courts may be scheduled by other participants or remain open to the general public.
  - 7.17 Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
  - 7.18 Animals, except service animals, are not allowed in Parks & Recreation Division buildings.
  - 7.19 The applicant is responsible for all actions, behavior, and damages caused by his/her guests/attendees.
  - 7.20 Structures that require installation of poles, wires, wood supports, etc. must have prior approved by the Division Director or his representative.
  - 7.21 It is recommended that the applicant or its designee occupy picnic shelters by 11:00 AM the day of the rental.

## **8. Denial of Rental**

The Parks & Recreation Division reserves the right to deny use of facilities based on any the following criteria:

- 8.1 The facility is not available for the requested date and time. This would include events that conflict with Parks & Recreation Division events, conflicts with County government or related business, or if the facility is already rented.
- 8.2 Uses deemed potentially damaging to the facility.
- 8.3 There are simultaneous non-compatible uses of adjacent facilities.
- 8.4 The proposed activity violates Federal, State, or Local Laws.
- 8.5 Potential noise or sound levels deemed to be disruptive and offensive to surrounding neighborhoods and to the comfort of guest or facility visitors.
- 8.6 Individuals or groups that have demonstrated in previous rentals with the Parks & Recreation Division or other entities not to be in the best interest of Leon County. This may include but not limited to, non-payment, improper use, damage, failure to adequately control participants or spectators, breach of contract, non-compliance of rules, or inaccurate information provided on the application.
- 8.7 Activities that, due to traffic or congestion, would cause access problems for scheduled events or the surrounding community.



- 8.8 Activities that are offensive to the accepted community standards.
- 8.9 Activities that are discriminatory in nature in matters such as sex, race, religion, creed, color, or national origin.
- 8.10 Activities that are incompatible with Leon County mission to provide for the health, safety, and welfare of the public.
- 8.11 In lieu of denial of rental application, the Parks and Recreation Division may require additional permitting or security of individuals or groups whose prior rental of County facilities has resulted in documented traffic congestion, damage to facility, non-compliance with County rules and policies, or complaints of noise or offensive behavior.
- 8.12 Prior violations of Rules and Regulations or Policies will be cause for denial of rentals.

**9. Use of facilities by Leon County Board employees**

- 9.1 Employees and employee organizations shall be permitted to use County facilities on the same basis, and subject to the same conditions that apply to the general public. However, such use shall be limited to the extent that it does not conflict with the best interest of the County, and that the facility is not required for the use of the County, government, or other related businesses.

**10. Request to use Parks & Recreation Facilities by Private Organizations on a regular basis**

- 10.1 The purpose of this section is to provide the requirements for organizations that want to use facilities for reoccurring events.
- 10.2 Upon request by a private organization, the Parks & Recreation Division will verify the availability of the facility.
- 10.3 The Parks & Recreation Division will provide the representative with a Licensing Agreement. Upon completion of the Agreement, it will be submitted to the Parks & Recreation Director at 2280 Miccosukee Road, Tallahassee, FL 32308. A copy of the organization's 501 (c) (3), Internal Revenue Service status letter, or Florida Department of Revenue tax certificate needs to be included. All groups may be required to pay building rental fees.
- 10.4 Once approval or denial is given, a Licensing Agreement or Letter of Denial is sent to the organization with a copy to the Community Center Supervisor.

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- 10.5 If approval is given, the organization makes all arrangements with the Community Center Supervisor for use of the facility. A copy of the organization's Tax Exempt form needs to accompany each payment or be on file if taxes have been waived.
  - 10.6 A private organization is allowed to use the facility on a regular basis for 12 months with no more than two six-month extensions.
  - 10.7 The Parks & Recreation Division reserves the right to deny the usage of a facility, based on Section 8.
  - 10.8 Organizations are not allowed to store equipment/items at the facilities.
  - 10.9 Organizations are not allowed to decorate facility with their literature.
  - 10.10 The Parks & Recreation Division reserves the right to cancel the Licensing Agreement at any time due to non-payment, non-compliance with rules and regulations, or misuse of the facility.

**11. Special Events**

11.1 Definitions:

A. Special Event

A preplanned activity proposed to be held on Leon County park property for the purposes of entertainment, celebration, amusement, cultural recognition, arts and crafts displays, sports demonstrations and/or competitions, non-profit fundraisers, or similar activities that impact normal park operations and interfere with the use of the park by the general public, including activities that involve a caterer, vendor, party planner and/or specialized equipment. The Director of Leon County Division of Parks & Recreation will determine the capacity of a site to determine if the event can be held at the site. This determination will be based on the size of the park and the type of park. i.e.: greenways, passive, active, community center.

B. Applicant

An organization or individual that is conducting/hosting the Special Event. The Special Event Form will be issued in the name of the Applicant, and the Applicant will be responsible for submission of required documentation and for all payments and damages provided herein. This Special Event Form cannot be transferred or sublet to another party. (Refer to Section 7.16)

C. Attendance

Includes event participants, spectators, volunteers, and/or event crew.

D. County Co-sponsored Special Event

A Special Event hosted in part by Leon County and other individuals and/or organizations.

E. County Sponsored Special Event

A Special Event hosted by Leon County.

F. Event Organizer

The individual that is considered the lead planner for the activity being proposed, and will be the point of contact for the Parks & Recreation Division. .

11.2 Policy Statement:

Leon County supports Special Events to enhance the quality of life for its citizens. Leon County recognizes that there may be many social, cultural, and financial benefits in hosting special events in the County. Such benefits include a better quality of life, economic growth, increased tourism, and recreation opportunities. Recognizing the importance of Special Events, the County shall establish policies and procedures that will allow for the planning and management of personnel and financial resources in the support of such events conducted at County park facilities.

11.3 Special Event Fees:  
(Refer to Sections 5 and 6).

11.4 Special Event Procedures:

A. Persons and/or organizations planning to conduct a Special Event in a County Park must complete a Special Event Form and submit it to:

Leon County Parks & Recreation Division  
2280 Miccosukee Road  
Tallahassee, Florida 32308

B. Submission deadlines:

Refer to Section 4.1

- C. A Site Map may be required depending on scope and size of event. It should include but may not be limited to placement of things such as:
  - 1. Barricade locations
  - 2. Vendor locations
  - 3. Portable restroom locations
  - 4. Trash receptacle locations
  - 5. Park roads requested for closure
  - 6. Tent locations, etc.
  - 7. Trail closures
  - 8. Off-site parking
  - 9. Handicap parking locations
  
- D. Security Plan may be required depending on scope and size of event. Requirements will be determined in coordination with the park staff and the local law enforcement office. Event organizer may be required to hire off duty law enforcement officers in addition to other security that may be needed on site. Events that have over 500 people present will require approval by local law enforcement prior to proceeding with other event arrangements. This request must be submitted at least two weeks prior to the event.
  
- E. Traffic flow plan may be required depending on scope and size of event. If so, include route for run/walk, entering and leaving the event, or any other request affecting the flow of traffic. At all times an open traffic lane must be maintained for emergency vehicles to enter and leave the area.
  
- F. Application information will be used by staff to draft a Special Event Form for use of the park.
  
- G. A certificate of liability insurance will be required naming Leon County as additional insured in an amount predicated on the anticipated attendance, as determined by Leon County Risk Management.
  
- H. Trash receptacles will be provided by the Parks & Recreation Division for Special Events with anticipated attendance of less than 200. If anticipated attendance is 200 or more, the Applicant must arrange for additional receptacles and dumpster(s) and provide the Parks & Recreation Division with the name and phone number of the company providing the receptacles and dumpster(s), the date of delivery, and the date of removal. Indicate placement on the Site Map, so it can be approved by the Parks & Recreation Division.

- I. The Applicant may be required to provide portable restrooms depending on scope and size of the Special Event as determined by the Parks & Recreation Division. Multi-day events will require daily cleaning service. Portable restrooms may be placed one day prior to the Special Event, and must be removed from the site within 48 hours after the end of the Special Event. Applicant shall provide the name and phone number of the provider, the date of delivery and the date of removal. Indicate location on the Site Map.
- J. The Applicant shall provide a Clean-up Plan to explain how Applicant will ensure that all debris will be properly disposed of, how all equipment brought in for the Special Event is to be removed, and how the park and/or facility will be restored to the same condition as it was prior to the Special Event.
- K. Parking for the Special Event will be required to stay within the designated parking lots at the park. All other vehicles will have to be parked off site. The Applicant will be required to submit a plan showing the location of the off site parking, permission letter from the owner to use the area, and describe how the users will be transported to and from the site of the event. All associated fees for parking must be paid by the applicant. A permit from the Department of Growth and Environmental Management for off site parking is required.
- L. The Applicant will be responsible for all signage required for the Special Event.
- M. The County Parks & Recreation Division will only perform additional maintenance to a site for a Special Event that complies with the “Best Management Practices” for maintaining the site for the use it was designed. Anything requested by the Applicant that does not conform to “Best Practices” as articulated in the Florida Forest Stewardship Management Plan will be denied.
- N. The number of Special Events allowed at any one site may be limited by the County. Applicants may be required to combine their Special Event with other events to reduce the number of Special Events held per site.
- O. The Applicant shall sign the Special Event Form and return it to the Parks & Recreation Division with payment of all fees and deposits within 14 days of its receipt. If not received during the 14-day period, the Parks & Recreation Division will cancel the Special Event reservation request. The insurance certificate confirming the required coverage is due a minimum of 14 days prior to the Special Event date. Failure to provide the above will result in the forfeiture of all pre-paid fees and the use of the park.

- P. A damage deposit is required in addition to the regular event fee. The deposit amount shall be \$100 or 25% of the fee, whichever is greater. If the reserved area is found to be in good condition following the event, the deposit will be refunded four - six weeks after the Special Event. If repairs are needed, the Applicant's deposit will be utilized to repair damage to park property resulting from the Special Event. In addition, the Applicant will also be responsible for the cost of any damage repair over and above the deposit amount.
- Q. If the Applicant cancels in writing at least 30 days prior to the event, then fees and deposits paid can be applied to another event or will be refunded. If the Applicant cancels in writing 15 – 29 days prior to event, then the total deposit and one half of the fees can be applied to another event or refunded.
- If notice is not received before the 14-day period, the rental fee is forfeited. However, security deposits and staff set up and take down fees will be refunded. The receipt must be presented for refund to be processed. The refund will be mailed in approximately four to six weeks. Refund checks will be made out to the entity whose name appears on the payment check and mailed to the address shown on the Special Event Form.
- R. Applicant is required to obtain all permits, licenses, and certificates required by County, City, State, Federal, or other applicable regulatory agencies. Examples of these are the County Temporary Use Permit (Ordinance 10-6.804.A), and the City Tent Permit (Land Development Code Section 10-423).
- S. Failure to abide by Parks & Recreation Division Rules and Regulations will result in forfeiture of the Applicant's deposit and may result in future event privileges being suspended.
- T. Leon County EMS (LCEMS) shall review any request for events hosting 500 people or more. The determination for the need of any additional LCEMS resources beyond those available in the area will depend on the venue, temperature, type of event, remote location, ingress and egress in the area, potential helicopter landing zones, and other factors that could impact health and safety. A request for the need of additional LCEMS resources shall be provided at least two weeks in advance. A minimum of three hours of coverage is required for any event that needs coverage. The following will provide guidance for coverage, but could be altered, based on individual events. The number listed would be considered minimum staffing.

<b>Number Attendees and Participants Combined</b>	<b>Personnel Required at Passive Attendee Event</b>	<b>Personnel Required at Active Attendee Event</b>
500 – 5,000	2	3
5,000 – 10,000	3	4
10,000 – 15,000	4	6
15,000 – 25,000	5	8
25,000 – 35,000	6	10
35,000 – 50,000	8	12
50,000 – 65,000	9	15
65,000 – 80,000	11	18
80,000 – 95,000	13	20
95,000 – over	15 +	22 +

*Note: LCEMS does not provide water rescue.*

- U. The Tallahassee Fire Department (TFD) shall review any request for events hosting 500 people or more. The determination for the need of any additional fire resources beyond those available in the area will depend on the venue, temperature, type of event, remote location, access and egress in the area and other factors that could impact fire and life safety. Request for need of additional fire resources shall be provided to TFD at least two weeks in advance. A minimum of three hours of coverage is required for any event that is determined to need coverage.

11.5 Denial of Use

Refer to Section 8.

*Revised 7/12/16*