

## EXHIBIT A

### PASCO COUNTY PARKS, RECREATION, AND NATURAL RESOURCES DEPARTMENT ADOPTED FACILITY USE AND PROGRAM FEE POLICY

#### **Purpose:**

This policy is intended to establish a standardized approach with regard to reservation procedures and associated fees for County facilities and programs. This policy provides a guideline for determining who our user groups are and what groups should pay to recover some of the maintenance and operating costs to lessen the burden on the County taxpayers, while continuing to provide cost-affordable services for our constituents.

#### **Authority:**

The Parks, Recreation, and Natural Resources Department shall develop Facility Use Policies to include reservation and fee guidelines for all appropriate uses of facilities. Staff will review these policies annually to ensure the purpose above is met. Authority is granted via the Pasco County Board of County Commissioners.

#### **Need and Benefit:**

It is the responsibility of the Parks, Recreation, and Natural Resources Department to offer a variety of facilities and programs providing for a variety of recreational opportunities for the well-being of our citizens. Benefits include individual and community wellness, venues for social interaction and education, economic enhancements, and environmental awareness and protection. The ultimate benefit is improved quality of life for the citizens of Pasco County.

Because of the rapid growth in population and demand for recreational services, it has become necessary to adopt a sound and consistent policy that will assist staff with the administration of services.

#### **Philosophy:**

The guiding principle of the Pasco County Parks, Recreation, and Natural Resources Department's philosophy is to improve the quality of life for Pasco County citizens by providing excellence in parks and recreational facilities, programs, and services. The goal is to provide something for everyone in the most efficient ways possible. Firm facility use policies, reviewed and updated periodically, are paramount to the success of this mission.

#### **Facilities Available:**

1. Soccer/Football Fields
2. Baseball/Softball Fields
3. Outdoor Courts
4. Meeting/Activity Rooms
5. Community Centers
6. Pavilions and Shelters
7. Camping cabins
8. Tent Camp Sites
9. Gymnasiums
10. Kitchens/Concessions
11. Pools
12. Boat Ramps
13. Bandshell

#### **Programs Offered:**

1. Day Camps
2. Youth Sports
3. Adult Sports
4. Aquatic Activities
5. Dance & Cheer
6. Painting, Arts & Crafts

## **Facility Reservation Guidelines**

All facilities are available on a first-come, first-serve basis during normal operating hours, unless the facilities are reserved. After-hours use, if available, will require additional payment for staffing overtime expenses. Organized athletic activities require a reservation request for the facility desired and shall also provide a Certificate of Insurance listing Pasco County Board of County Commissioners as an additional insured. Reservations can be made online (via credit card) or in person (cash, check or credit card) at J. Ben Harrill Recreation Complex, Land O' Lakes Recreation Complex, Veterans Memorial Park or Land O' Lakes Heritage Park. Most facilities can be reserved up to 90 days in advance. Non-recurring, short term reservations (General Rule: 3 days or less) may be requested up to 1 year in advance and will be reviewed on a case by case basis.

- *Meeting/Activity Rooms* – Room reservations may be made 90 days in advance, and no more than once a week without approval from the site supervisor. At least three business days may be necessary if special arrangements are requested.
- *Community Centers* - Rooms can be reserved up to one year in advance for single-date reservations. Multiple-date reservations may be made 90 days in advance, and no more than once a week without special approval. At least seven business days may be necessary if special arrangements are requested.
- *Pavilions and Shelters* - Pavilions and shelters not designated for first come, first serve may be reserved by the day at facilities. Reservations may be made 90 days in advance. Reservations are generally not accepted with less than 24 hours' notice. At least seven business days' notice may be necessary if special arrangements are requested.
- *Camping Cabins* – Cabins may be reserved up to 90 days in advance, and for up to seven consecutive days. If additional days are desired, the site supervisor must approve the extension (not to exceed an additional seven days, for a total of 14 consecutive days). The guest must pay for this extension at one of the recreation complexes during their reservation period.
- *Tent Camping* - Reservations can be made up to 90 days in advance for up to seven consecutive days. If additional days are desired, the site supervisor must approve the extension (not to exceed an additional seven days, giving the guest up to 14 consecutive days). The guest must pay for this extension at one of the recreation complexes during their reservation period.
- *Boat Ramps* - First-come, first-serve parking up to seven days of consecutive use. Daily passes are sold at the parks via pay station. Annual passes are available and must be purchased at one of the recreation complexes.

The following amenities require an approved reservation request form to be completed by the requester and, if approved, must be paid for in person within 72 hours of approval.

- *Soccer/Football Fields* - Fields are normally reserved by County or cosponsored sports programs. If fields are not reserved for these programs, others may reserve the fields up to 90 days in advance. At least seven business days' notice may be necessary if special arrangements are requested. Reservations are generally not accepted with less than 24 hours' notice.
- *Baseball/Softball Fields* - Fields are normally reserved by County or cosponsored sports programs. If fields are not reserved for these programs, others may reserve the fields up to 90 days in advance. At least seven business days' notice may be necessary if special arrangements are requested. Reservations are generally not accepted with less than 24 hours' notice.
- *Outdoor Courts* - All courts are normally first come, first serve. Tennis courts can be reserved up to one week in advance and payment of the fee.
- *Gymnasiums* - Gymnasiums may be reserved up to 90 days in advance for recreational purposes. Gymnasiums are normally open for public use, unless reserved by the County

or cosponsored organizations administering programs during normal operating hours. Gymnasiums may not be reserved for private use during normal operating hours without Department Directors' or designees' approval.

- *Kitchens* - Kitchens are available at the Land O' Lakes Heritage Park, Land O' Lakes Recreation Complex, Veterans Memorial Park, and J. Ben Harrill Recreation Complex. They can be reserved in conjunction with the Activity Rooms, Community Centers, and gymnasiums.
- *Pools* - Cannot be reserved during normal operating hours.

## **Facility User Categories**

### **CATEGORY I**

Any programs or activities cosponsored by the Pasco County Board of County Commissioners through a formal agreement (i.e., Recreational/competitive youth athletic leagues and Friends of the Parks' organizations).

### **CATEGORY II**

Any State or Federally-recognized, nonprofit, charitable organization or individuals reserving facilities hosting public recreation and civic functions for which no admission or donation charges are required or accepted (i.e., homeowners' associations, Rotary Club meetings, etc.). Cosponsored league use outside basic recreation programs for competitive or recreation holding tournaments, camps, clinics, etc.

### **CATEGORY III**

Any profit organization or individual reserving facilities for a private function for which no admission charges are required; or any State or Federally-recognized, nonprofit organization using a facility for fundraising which would require an admission or donation charge for entrance (i.e., invitational sports tournaments, picnics, adult softball team practices, private pickup games, and nonprofit fundraising events).

### **CATEGORY IV**

Any for-profit organization reserving facilities for which there is a charge to participate, fundraising or entrance fee. (i.e., National invitational tournaments, boxing/wrestling events, for-profit camps).

### **ADDITIONAL STAFF**

Staff fees may be imposed in any Category (I-IV) as required.