

EXHIBIT A

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

Purpose:

This policy is intended to establish a standardized approach regarding 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 of 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, Land O' Lakes Heritage Park or Wesley Chapel Recreation Complex. Most facilities can be reserved in advance from the current month plus two additional months. 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. Cancellations due to weather or unforeseen circumstances should be reported immediately, at the time of cancellation, to the Parks, Recreation, and Natural Resources Department by phone call or email.

- *Meeting/Activity Rooms* – Room reservations may be made 90 days in advance, and no more than once a week without special approval. 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 may be reserved by the day at facilities not designated for first come, first serve. Reservations may be made 90 days in advance. Reservations are generally not accepted with less than 24 hours of notice. At least seven business days 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, giving the guest up to 14 consecutive days). The guest must pay for this extension at one of the recreation complexes.
- *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 mentioned above.
- *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 24 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 in advance from the current month plus two additional months. If an extension of this timeframe is requested, the County may consider the extension on a case by case basis, if the extension is reasonable (general rule: one month) and is necessary to complete a sports season. At least seven business days 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 in advance from the current month plus two additional months. If an extension of this timeframe is requested, the County may consider the extension on a case by case basis, if the extension is reasonable (general rule: one month) and is necessary to complete a sports season. At least seven business days may be necessary if special arrangements are requested. Note: due to general use, ballfields may not be freshly raked at time of reservation if a field prep is not requested. Reservations are generally not accepted with less than 24 hours' notice.

Outdoor Courts - All courts are normally first come, first serve. Courts can be reserved in advance from the current month plus two additional months.

- *Gymnasiums* - Gymnasiums may be reserved in advance from the current month plus two additional months for recreational purposes. Gymnasiums are normally open for public use, unless reserved by the County 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, J Ben Harrill Recreation Complex and the Wesley Chapel Recreation Complex. They can be reserved in conjunction with the Activity Rooms, Community Centers, and gymnasiums.
- *Pools* - Pools may be reserved outside of normal operating hours.
- **NOTE:** Hourly rental fees in categories II, III & IV reduce to \$10 per hour per facility after the initial six (6) hours of paid use per single day reservation. This excludes swimming pools and gymnasiums which will reduce to ½ price after the initial six (6) hours. Reductions do not apply to Add-ons.

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). Any non-exclusive, free event or activity organized by an individual or organization offered to the public where no monetary benefit is gained, and is approved by the Parks, Recreation, and Natural Resources Department as a benefit to the public.

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 charges are required; or any State or Federally-recognized, nonprofit organization using a facility which would require an admission, registration fee or donation charge for entrance (i.e., invitational sports tournaments, registered non-profit travel youth sports team use, 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., for-profit travel youth sport team use, tournaments, for-profit camps and clinics).

ADDITIONAL STAFF

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