

# Sarasota County Parks, Recreation and Natural Resources



## FACILITY USE GUIDELINES AND GENERAL FEE SCHEDULE

*Revised: October 1, 2025*

### MISSION

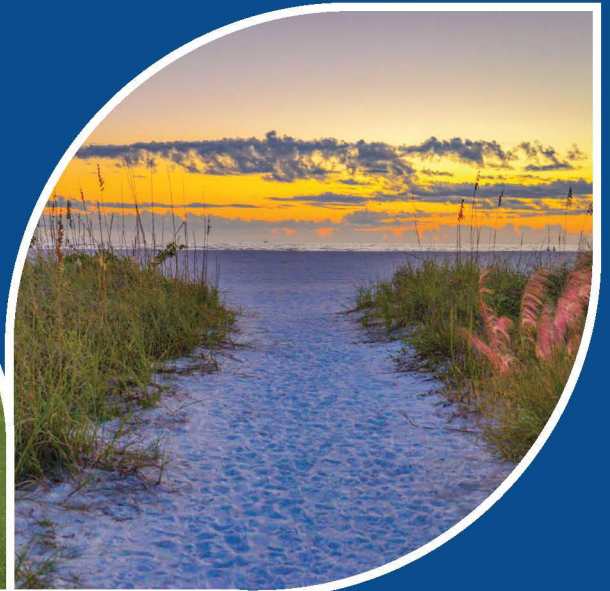
*To provide clean, safe and inclusive parks with diverse opportunities for all.*

### VISION

*A dynamic parks system that is essential to quality of life and enriches our community through participation, connection and diverse recreational opportunities.*

### VALUES

*Stewardship, Preservation, Innovation, Respect, Inclusivity, Teamwork, Sustainability, Health and Wellness*



Sarasota County Parks, Recreation, and Natural Resources is a critical component of our region’s social, environmental, and economic health and overall wellbeing. By offering a diverse set of programs, events and resources including the nation’s best beaches, world class rowing and BMX facilities, and numerous other regularly used parks and specialty locations, Sarasota County continues to be a leader in offering both residents and visitors ways to optimize their leisure time and experience.

**Mission:** To provide clean, safe and inclusive parks with diverse opportunities for all.

**Vision:** A dynamic parks system that is essential to quality of life and enriches our community through participation, connection and diverse recreational opportunities.

**Values:** Stewardship | Preservation | Innovation | Respect | Inclusivity | Teamwork | Sustainability | Health and Wellness

The following General Facility Use Guidelines and Procedures and General Pricing Plan have been developed to outline facility use and Parks, Recreation and Natural Resources offerings as approved by the Sarasota County Board of County Commissioners.

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# FACILITY USE GUIDELINES

## **1. AUTHORITY FOR FEES AND CHARGES**

Section 90-35 of the Sarasota County Code of Ordinances (S.C.C.O.) provides for the creation of a general fee schedule, based upon competent substantial data developed by County Parks, Recreation and Natural Resources (PRNR), established by resolution of the Board of County Commissioners (BCC) and amended by the BCC from time to time. The Director of PRNR has the authority to establish fees for programs, participation fees, short-term events and discounts to expand marketing capability.

## **2. PARTNERSHIPS**

**Activity, Event or Program Partnerships:** PRNR seeks to enter into partnerships that are mutually beneficial and that are approved in a fair and transparent manner. A partnership is considered to be a cooperative endeavor between two or more parties with a common goal, who combine complementary resources to establish a mutual direction or complete a mutually beneficial project, program or event that typically are open to the general public. The Director of PRNR may approve, modify or deny activity, event or program partnership requests based on the following criteria:

Does the activity, event or program:

- a. Align with Sarasota County PRNR Mission.
- b. To provide a premier parks system that enriches our community through participation, learning and stewardship. Contribute in one or more of the following ways:
  - Provides significant direct economic benefit to the community at large in a measurable way. Brings national, international visitors and/or competitors to our community (e.g., Pan American Games, Sports Tournaments).
  - Increases recognition of Sarasota County’s attributes in a favorable manner on a Regional, State, National or International level (e.g., Travel Channel – Florida Places to Visit).
  - Supports or positively impacts unserved/underserved with essential services (e.g., AARP Tax Services, food bank distribution, T-REC Fun Days).
  - Promotes good will, pride, spirit and/or community health benefiting the community at large (e.g., Memorial Day Concert in the Park, 4th of July Celebration, Fireworks, Bloodmobile).
  - Benefits the County through the exchange of in-kind services as a result of the partnership. The benefit must meet or exceed the value of partnership approved.

Partnerships will not be extended to any organization or event that:

- a. Discriminates on the basis of race, sex, color, creed, sexual orientation, age, political or religious orientation, ethnicity, national origin, economic standing or disability, or any other legally protected status.
- b. Promotes environmental, work, or other practices that would violate U.S. or state law (i.e. - dumping of hazardous waste, exploitation of child labor, etc.).
- c. Conflicts with any current, proposed, or future work within Sarasota County by parties named within partnership.
- d. Results in perceived favoritism for any current, proposed, or future work by parties named on the application.

- e. Promotes an activity, program, or event for raising funds. Typically, an event for the primary purpose of raising funds through admission/participation fees or donations.

Parties interested in a partnership must complete a Sarasota County PRNR Request for Partnership Application a minimum of 90 days and up to one (1) year in advance of the program or event. Partnership requests will be evaluated based on the above-listed criteria. A waiting period or conditional partnership may be necessary due to budget limitations and/or resource availability.

All organizations seeking partnership renewal must submit an annual application. Failure to follow the established procedures may result in suspension and/or termination of the Partnership Agreement.

**Sponsorship Partnerships:** PRNR seeks donations, sponsorships with nonprofit organizations, individuals, foundations, private businesses and corporations and capital contributions to enhance our ability to deliver parks and recreation services and amenities. PRNR often receives offers of support from a variety of organizations, including private businesses and corporations that would like to provide financial support to

PRNR in exchange for recognition. PRNR seeks partnerships through sponsors as a standard practice for activities, events and programs. The Director of PRNR may approve, modify or deny Sponsorship Partnerships requests. PRNR will have a standard operating procedure which provides guidance in the administration of PRNR's sponsorship program.

### **3. VOLUNTEER RANGE SAFETY OFFICERS**

Individuals trained and certified as Range Safety Officers (RSO), who are registered County volunteers and actively perform volunteer service hours at Knight Trail Park Pistol and Rifle Range (Range) are eligible to use the Range at no charge. Active RSO volunteers may use the Range up to two times per week, Saturday – Friday, in the week they are actively volunteering and cannot be banked for future use.

### **4. GENERAL PARK AND FACILITY USE GUIDELINES**

- a. **Authority:** The Board of County Commissioners, County Departments or programs, BCC advisory committees, Constitutional Officers and other governmental partners have priority for use of County Park, or portion thereof, as defined in Chapter 90, Article II of the S.C.C.O.
- b. **Alcohol:** The sale of alcoholic beverages is regulated by the State of Florida, Division of Alcoholic Beverages and Tobacco and the Permittee shall hold a valid Alcohol License and carry liquor liability insurance. The sale of alcohol must also be approved in writing through Sarasota County Zoning Administration.
- c. **Closure:** PRNR Facilities (indoor space) may be closed Thanksgiving Day, Christmas Day and additional holidays, which may vary by location. Please contact PRNR for specific closures and operational hours.
- d. **Commercial:** Soliciting, vending, and advertising are prohibited (Sec. 90-33 S.C.C.O.) without written permission in the form of a permitted activity. The permit will authorize and define the specific areas allowed for this activity.
- e. **Endorsement:** Permission for use of a County Park does not imply County endorsement of the views, opinions, policies or activities of groups or organizations using the facility. Any announcement or publicity implying such endorsement is prohibited. The County is not responsible for the accuracy, use or consequence of statements made during use of a County Park.
- f. **Insurance:** The Permittee may be required to supply a Certificate of Liability Insurance. If required, Sarasota County shall be added as additionally insured to the event organizer's policy. Standard

levels of coverage, set by Sarasota County Risk Management, shall be met through the insurance policy. Information may be found on the [Risk Management](#) page of [www.scgov.net](http://www.scgov.net).

- g. **Permit:** PRNR Staff shall issue a Permit to organizations and individuals scheduled to use a County Park consistent with General Facility Use and Program Guidelines. Staff shall develop a schedule of permitted usage that enriches our community through participation, connection, and diverse recreational opportunities. PRNR staff reserve the right to not accept rental or programming requests from any individual, group, or organization if their previous use history reflects negligence or irresponsibility. All users are required to electronically acknowledge or submit a signed *Facility Sales Receipt* per reservation permit issued.
- h. **Personnel/Equipment:** Sarasota County Personnel and Equipment fees may be assessed for additional services provided during any permitted use. Application of a personnel fee is at the discretion of staff, permit specific where additional resources are required.
- i. **Regulation:** Any activity in a County Park facility shall be conducted according to applicable laws, rules, regulations and ordinances. Any individual or organization which fails to comply with the laws, rules, regulations, ordinances, County policies and procedures and/or terms of the facility use agreement, reservation permit, rental permit or contract, including required payments when due, may be prohibited from using County Park facilities for a period of time in the future at the discretion of the PRNR Director. A material misrepresentation by the reserving party or failure to comply with any rental or reservation condition, rule, regulation or ordinance, including usage exceeding designated time(s) and/or space(s) as detailed on the reservation permit, shall result in retention of the Security Deposit and may result in removal or denial of future reservations.
- j. **Reservation Scheduling:** All reservations are minimally reserved and charged for one (1) hour, unless otherwise stated, and any additional reserved time is in one (1) hour increments. Reservation requests received within five (5) business days of the reservation start date will be evaluated on a case-by-case basis.
- k. **Reserve the Right:** PRNR staff reserve the right to reschedule, cancel or transfer reservations due to weather events, public health and safety concerns, construction or maintenance projects, facility conditions, staff error, or because of terms and conditions not met or any other reasonable, acceptable cause.
- l. **Set-up/Clean-up:** The Permittee is responsible for the set-up and clean-up of their event. Any time required for set-up and break-down shall be included and completed within the reservation period. Security deposits may be retained for failure to return the facility or grounds or other rental area to a condition similar to that prior to use.
- m. **Vehicles:** Driving vehicles, except in areas specifically designated, is prohibited by Sec. 90-33 S.C.C.O. Use of authorized emergency and law enforcement vehicles, authorized maintenance or repair vehicles, or marked vehicles of public safety and public service agencies are permitted.

## **5. SPECIAL EVENTS**

- a. A Special Event is defined as any organized activity which is open to the public and occurring on County-owned property for which the organizer requests uses County services, open spaces and/or structures above and beyond ordinary everyday use. Scheduling of Special Events will be determined by staff. Event type and size are measures that play an important role in determining the viability of each space.
- b. Permittee and/or event organizer shall follow Sarasota County Code of Ordinances Section 90-33. If permittee fails to comply with permits and ordinances, they are subject to denial of future permits.

- c. Prior to the Special Event, the Permittee shall meet with park staff to review the locations of restricted areas within the park. It shall be the Permittee's responsibility to supervise and ensure no items (e.g., tents, stages, sound equipment, etc.) or personnel are within the restricted areas.
- d. A facility use permit is required for Special Events within county owned and/or operated parks. Other permits may be necessary including a Temporary Use Permit (TUP) and if the event is held in a County owned and/or operated park within other jurisdictions, local, state and federal permits and/or licenses may be required.
- e. Additional restroom facilities (portable) may be required to be provided by the Permittee for large events. The established guidelines are set and managed through the State of Florida Health Department. The directive for additional facilities comes through the Temporary Use Permitting process.
- f. The Permittee is responsible for cleaning up any spills and collecting all trash generated by their event. As needed and directed by PRNR staff, the Permittee agrees to schedule and pay for additional dumpsters and recycling containers. The additional dumpsters and recycling containers shall be picked up by the following business day after the event.
- g. As required by Sarasota County Emergency Management and Sarasota County Sheriff's Office, the Permittee agrees to schedule and pay for any staff who ensures safety, security, or medical response.

## **6. FACILITY USE PRICING CATEGORIES**

Fees for use of facilities are based on the type or purpose of the event and the category of individual, group or organization requesting the reservation.

User Categories:

### **I – Governmental Use:**

- Activities directly sponsored and governed by PRNR; or other activities sponsored or governed by other County Government Departments and/or other local, state, and federal government agencies during normal business hours, Monday – Friday 8 a.m. to 5 p.m. or as directed.
- Public Meetings/Public Workshops for official government use at any time of day.
- Use of Signature Facilities may be limited for Governmental Use.
- Facility Use Fees are waived for Governmental Use.

### **II – Community Use:**

- Any individual or social group/organization whose work furthers the mission of PRNR.
- Any individual, organization or company utilizing facilities for the purpose of providing public, participant-based recreational, instructional and/or educational opportunities, whether or not a participant fee is charged (e.g., Exercise, Table Tennis Club, instructor-based activities).
- Any state or federally recognized non-profit, not-for-profit, or charitable organization hosting:
  - Public recreational, instructional or educational opportunities open to the public.
  - Meetings to garner community support or for the maintenance of an organization.
  - Civic functions for which no admission are required or accepted (e.g., tax assistance program, food bank distribution, homeowner's/civic associations).

### **III – Private/Commercial Use:**

- Any individual or organization renting facilities for a private function (e.g., family reunion, wedding, picnic, birthday party).
- Any individual or organization renting facilities for the purpose of fundraising, where an admission is charged, and/or donation is accepted.

- Any individual, organization or company renting facilities for the purpose of publicity, advertising, sales, or for any other for-profit purpose.
- Any function where alcoholic beverages will be sold on the premises.
- Church or religious affiliated groups.
- Any other use not defined within previous categories.

**7. PAYMENTS AND SALES TAX**

Reservations may be made up to one year in advance, unless otherwise specified. If reservations are made within 30 days of the event, the total rental fee must be paid at the time of the reservation.

If reservations are more than 30 days in the future, reservation permit fees must be paid according to the following schedule:

<b>Reservation Permit Fee</b>	<b>Payment due at the time of Reservation</b>	<b>Balance Due</b>
Less than \$250	Entire Fee	At time of reservation
\$250 - \$499	\$100	30 days prior to reservation
\$500 - \$999	\$200	30 days prior to reservation
More than \$1000	20% of total rental fee or \$500, whichever is greater	30 days prior to reservation

Failure to pay reservation permit fee balance in full 30 days prior to reservation start date may result in cancellation of reservation and retention of any prior payments.

Applicable sales and use tax shall apply and must be added to the fees. All fees are pre-tax unless otherwise noted. Customers requesting the removal of taxes from any Sarasota County PRNR fees must present a current copy of their organization’s Consumer’s Certificate of Exemption DR-14 Form. Removal of tax from a transaction will require validation of tax-exempt status. Reference Sarasota County PRNR Standard Operating Procedures – Sales Tax Collection.

**8. SECURITY DEPOSITS**

A security deposit may be required based on the schedule below. The security deposit shall be refunded upon verification by PRNR staff that the facility or grounds or other reservation area has been returned to a condition similar to that prior to use and that there has been full compliance with the agreement/permit authorizing the event. Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs greater than the amount of the deposit. A violation of any reservation condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the security deposit. Note: Some damages may require that a contractor be hired to complete repairs (e.g., damage to the historic building) and the user will be responsible for all charges to restore the facility or repair/replace any damaged equipment. Security deposit payment terms are as follows:

- At the time of final payment of the rental fee, a refundable security deposit is due and payable. For rentals up to \$250.00, the security deposit shall be \$100.00.
- The security deposit for rentals exceeding \$250 will be determined depending upon the nature of the activity, program or event. Minimally the security deposit shall be \$100.
- Security deposits may be waived by facility personnel for renters in good standing with the County and who have a history of reservations with no damages or other issues.

Specialty parks, campground, and athletic fields may have specific security deposit guidelines. Refer to the following site-specific sections for additional information.

## **9. CANCELLATIONS AND REFUNDS**

All approved refund requests are subject to a \$25 administrative fee for processing if applicable. The following guidelines apply to general facility rentals and programs. Specialty parks, campground, and athletic fields have specific cancellation and refund guidelines. Refer to park-specific section for additional information. Pending type of payment, refunds may take up to four weeks for processing.

### **a. Facility Rental Refunds**

- Refund requests must be made in writing or by email and submitted to PRNR a minimum of 30 days prior to the reservation date.
- PRNR staff may make efforts to reschedule reservations in the event of adverse environmental conditions resulting in a national, state, or local advisory for a tornado, hurricane watch or warning, imminent flood warning or similar warnings.
- Refund requests due to cases of inclement weather that do not result in warnings/watches will be evaluated on a case-by-case basis.
- No refunds will be granted for a cancellation/refund request that is received less than 30 days prior to the reservation date unless the reservation is canceled by the County due to weather or facility issues.

### **b. Program or Event Registration Refunds**

- Some programs or events may have specific refund guidelines and may not allow refunds or may not allow refunds after a certain date, please refer to specific program or event information.
- PRNR reserves the right to determine which programs are eligible for refunds and up to what dates refunds will be allowed.
- There are no refunds on passes or memberships.
- Programs whose total cost is less than \$25.00 will not be eligible for a refund.

### **c. Program or Event Registration Refunds**

- Exceptions to policy must be approved by the Parks, Recreation and Natural Resources Director or designee.
- Refund requests due to facility conditions or services that do not meet County standards will be evaluated on a case-by-case basis.

## **10. PERMIT PROGRAMS**

PRNR endeavors to provide and promote opportunities for mobile vending, outdoor fitness instruction and guided tour/reservation opportunities within parks which enhance visitor experiences while supporting the compatible use of designated parks. Such opportunities shall align with the PRNR vision and use resources in a responsible manner. Per S.C.C.O., staff have authority on determining available locations and times of permitted opportunities while balancing use, management, and operation of parks. Every park may not be suitable for permitted programs and may be offered only seasonally. Staff has the authority to make alternative suggestions or deny the permit if the activity is not suitable for the requested County Park, if it does not align with the PRNR vision, and/or if negative ecological, environmental impacts will be caused by permit activity.

Any vendor participating in a permit program must submit a registration/application, provide proof of insurance and/or any licenses as required, a minimum of 14 days prior to initial use. PRNR reserves the right to cancel any permit in which a vendor fails to meet mandatory criteria, such as maintaining necessary

permits and licenses, non-compliance with rules, regulations and/or permit guidelines, operating outside of permitted time, lack of payment or any other reason deemed necessary by staff.

Vendors may not sell alcoholic beverages, canvas the park area with any brochures, flyers, or other promotional literature, conduct verbal callouts and giveaways, display signs, banners, or other advertisements for the purpose of soliciting business off site. Logos and signs painted on or attached to vehicle bodies are permissible, provided they are permanently affixed to said vehicle.

If deemed in the best interest of the County or in support of a program/special event, the Director or designee may authorize additional days and/or hours beyond limits specified.

**a. Mobile Vending Permit - Food/Drink**

- A vendor that sells food cooked on-site or pre-packaged including ice cream, frozen items and non-alcoholic beverages.
- Permits provide use of a designated space within a park in three (3) hour blocks of time up to six (6) hours per day, per permitted location. Vending opportunities will only be scheduled in three (3) hour increments, non-prorated.
- Vendors may only reserve up to three (3) days in a week (Monday – Sunday) per park location. Vendors may request permit(s) at additional park locations subject to limits specified, staff review and approval.
- A food/drink mobile vendor permit may be added to facility reservations to exclusively provide food/drink to the renter. The food/drink vendor may only provide food to people associated with the rental and may not sell to the general public.
- An add-on food/drink mobile vendor is not permitted within parks that have on-site concession services or otherwise determined by staff.
- PRNR partnered event opportunities may exist for multi-day event vending permit.

**b. Mobile Vending Permit – Non-Food/Sell and Go**

- A vendor that sells sundries, goods and other recreation-related services.
- Permits provide use of a designated space within a park in three (3) hour blocks of time up to six (6) hours per day, per permitted location. Vending opportunities will only be scheduled in three (3) hour increments, non-prorated.
- Vendors may only reserve up to two (2) days in a week (Monday – Sunday) per park location. Vendors may request additional permit(s) at additional park locations subject to limits specified, staff review and approval.
- PRNR partnered event opportunities may exist for multi-day event vending permit.

**c. Guided Tours and/or Reservation Permit with Equipment**

- Any vendor who provides opportunities related to guided tours, rentals of recreational equipment such as bicycles, canoes, kayaks, horses and/or offers any other type of eco-tourism or nature-based outdoor experience requiring animals or equipment or within a County Park.
- Permits provide use of a designated space within a park in three (3) hour blocks of time up to six (6) hours per day, per permitted location. Vending opportunities will only be scheduled in three (3) hour increments, non-prorated.
- Vendors may only reserve up to two (2) days in a week (Monday – Sunday) per park location. Vendors may request additional permit(s) at additional park locations subject to limits specified, staff review and approval.  
When reviewing permit requests, staff shall give priority consideration to vendors who offer nature-based experiences that offer interpretation and education.

#### **d. Guided Tours without Equipment**

- Any vendor who provides opportunities related to guided tours, any other type of eco-tourism or nature-based outdoor experiences that result in minimal to no impact to the resource within a County Park.
- Permits provide use of a designated space within a park in three (3) hour blocks of time up to six (6) hours per day, per permitted location. Vending opportunities will only be scheduled in three (3) hour increments, non-prorated.
- Vendors may only reserve up to two (2) days in a week (Monday – Sunday) per park location. Vendors may request additional permit(s) at additional park locations subject to limits specified, staff review and approval.
- When reviewing permit requests, staff shall give priority consideration to vendors who offer nature-based experiences that offer interpretation and education.

#### **e. Outdoor Fitness Instruction Permit**

- Outdoor Fitness Instruction Permit is required for Individuals or organizations who use outdoor County Park space to conduct training, instruction, or lead fitness or athletic activity classes or use County Park space to supplement a related fitness business or organization, regardless if the instructor or organization receives compensation for that specific activity (financial, direct payment, donations, a benefit of membership of a gym, fitness club or similar organization, or in exchange for goods or services).
- Permits provide use of a designated space within a park for up to 1.5 hours per day. If an instructor or organization utilizes more than one park or utilizes one park for more than 1.5 hours per day, additional permits will be required.

### **11. ATHLETIC FACILITY RESERVATION GUIDELINES**

**a. Athletic Facility Prioritization:** Due to the limited number of fields and indoor gymnasium space available, the following categories will serve as a guide in determining the priority of allocation and use of athletic fields and gymnasiums. PRNR Staff shall develop a schedule of permitted usage that fosters diverse recreation within the community and provides opportunities for participation in a variety of sports to both residents and visitors. Staff will attempt to accommodate all field space requests received. When there are field and gymnasium space allocation conflicts or if multiple reservation requests are received within the same time period in the same priority group, staff will assign usage based upon the prioritization defined below, historical usage by an organization and/or organization's conformance to rules, regulations, and permit requirements. Staff will review requests for the intended use of the facilities prior to considering requests for unintended use. (Reference Section 4.General Park and Facility Use Guidelines for reservations that are not considered intended use.) Consideration of field and gymnasium space will also factor in regular maintenance, major maintenance, and prescribed field rest periods to ensure safe playing surfaces, and PRNR programming such as summer camp.

Any group may be moved to an alternate location or permit cancelled at PRNR staff's discretion to accommodate higher priority use or to preserve field conditions/allow field to rest, even after a permit is issued (e.g., sports tourism tournament, maintenance issues).

#### **Definitions:**

- Recreational program - everybody plays/participates
- Competitive program - tryout to play, advanced skill development
- Intended use – Athletic use of a facility
- Youth – Ages 3 – 17 years old
- Senior – Ages 65 and older

**Priority Group 1:**

- Sarasota County PRNR sponsored or co-sponsored activities.
- Formal Contracts - Organizations with Board of County Commissioners approval
- Recreation Facility Use Agreement or a similar type of agreement.
- Government entities with Interlocal Agreements desiring to use designated parks for leagues, programs, and events.
- Sarasota County PRNR designated tourism and/or high impact program/event.

**Priority Group 2:**

- Local, Sarasota County-based non-profit/not-for-profit organizations providing ongoing youth/senior athletic recreation programs. At least 80% of participants are residents of Sarasota County (e.g., Recreation leagues where “everybody plays”). Rosters must be provided as requested.
- Local, Sarasota County-based non-profit/not-for-profit organizations providing ongoing competitive athletic programs associated with existing, ongoing Priority Group 1 and 2 organizations with athletic recreational programs (e.g., competitive teams, travel ball teams, tryout to play).
- Sarasota County School Board and School Board non-profit charter school use to support local athletic programs.

**Priority Group 3:**

- Local, Sarasota County-based non-profit/not-for-profit organizations providing ongoing adult athletic recreation programs to Sarasota County residents. At least 80% of participants are residents of Sarasota County (e.g., Recreation leagues where “everybody plays”). Rosters must be provided as requested.
- For local, Sarasota County based for profit schools, private, home, and other educational based school uses to support local youth athletic programs.

**Priority Group 4:**

- Sarasota County residents, general public athletic use.

**Priority Group 5:**

- Local, Sarasota County-based organizations providing ongoing competitive athletic programs (e.g., competitive programs, travel ball teams, tryout to play, collegiate programs).
- Local, Sarasota County-based commercial/for profit entities including but not limited to instruction.

**Priority Group 6:**

- All other programs, organizations, events or uses.

- b. General Athletic Field Permit Approval:** Users wishing to reserve athletic fields do not have permission to use Sarasota County operated and maintained athletic fields until payment and proper documentation has been received.
1. **Athletic Field Reservation Request Form** (*if required*): Completed form detailing all practices, tryouts, games, etc.
  2. **Acknowledgement:** All athletic field users are required to submit a signed *Facility Sales Receipt* per permit issued or sign a yearly *Acknowledgement of Agreement of Terms and*

*Understanding of Policies and Ordinances.* Additionally, if a pin code is assigned for use of lighting, an organization or league representative will be required to sign an acknowledgement of responsibility for all lighting activated by that pin.

3. **Insurance:** A certificate of liability insurance naming Sarasota County as additionally insured.
  4. **Consumer Certificate of Exemption (DR14):** Indicating tax exempt status if applicable. Failure to provide a DR14 will result in taxes being charged accordingly.
  5. **Fees:** Any fees outstanding for more than 60 days may result in immediate cancellation of future reservations, field usage, and permits until such time as account becomes current or an acceptable payment plan has been established.
- c. Recurring Athletic Reservations (leagues, school teams, YMCA, etc.):**
- Field allocations will be considered and granted on a seasonal basis.
  - Schedules must be submitted on the Athletic Field Reservation Request Form. Submitting a request on time will ensure accurate scheduling of lights and/or field preparation.
  - **Initial Practice Schedule** – Submit at least five (5) business days prior to the start of the season, including all pre-season try-outs, strength conditioning, and practice schedules.
  - **Game Schedule** – Submit at least five (5) business days prior to the first game of the season.
  - **Fees** – An initial deposit of at least 50% of field usage season fees is due up front with initial practice and game scheduling. Staff will apply partial payment to all reservations scheduled. Remaining field usage fees along with other fees including lights will be billed monthly. Staff shall complete billing no later than the 10<sup>th</sup> of the month for the preceding month and all outstanding fees due are payable by the last day of the month.
- d. General and Travel Ball Reservations:** Typically, these are one (1) or two (2) day usage and not ongoing in nature.
- **General use, no prep needed** – **Reservation request must be submitted by 2 p.m.** on the business day prior to day of usage.
  - **General use, prep needed** – **Reservation request must be submitted** at least five (5) business days prior to day of usage.
  - **Fees** – **Must be paid** at time of scheduling and issuing of permit.
- e. Light Fees – Athletic Leagues and Ongoing Organizational Use:**
- **Fees** – All county-facilitated, partnered leagues light fees will be billed monthly for the preceding month's usage. Staff shall complete billing no later than the 10<sup>th</sup> of the month for the preceding month and all outstanding fees due are payable by the last day of the month.
  - **Adjustments** – Adjustments for cancelled usage or rain outs will be applied to the following month's bill or a refund will be processed no later than 30 days past the last scheduled field use.
  - **Demand Charge** – Lighting Demand Charge will be reimbursed to all approved County facilitated, partnered program providers for all months other than June, July and August per the most current version of the pricing plan.
  - **Pins/Accounts** – Pin codes will be issued and organizations are responsible for any and all fees associated with pin code usage or Musco accounts. An acknowledgement will be signed by a representative of the group agreeing to all fees associated with the pin and/or accounts.
  - **Penalty** – Failure to pay light fees in a timely manner, and if account is more than 60 days past due, may result in suspension of usage.
- e. Light Fees - All Other Entities including Travel Ball or similar usage**

- **Fees** – All other entities utilizing lights will be billed at time of permit reservation and fees are due prior to the usage.

**g. Athletic Fee Adjustments:**

- Organization’s primary scheduling representative must contact [PRNR](#) staff by email within five (5) business days of a light failure or on-site game/practice rainout cancellation to confirm a credit.
- Schedule adjustments will only be processed minimally in 30-minute increments. Schedule changes that are not previously confirmed by Sports Tourism Facility and Programs (STFP) staff will not be credited to the organization.
- Cancellations announced centrally by PRNR staff will automatically result in a credit of fees for cancelled time frame.
- Adjustments for cancelled usage or rain outs will be applied to the following month’s bill or a refund will be processed no later than 30 days past the last scheduled field use.
- The user may be responsible for costs associated with damage to park facilities, equipment, furnishings, and grounds outside of routine. Examples of damage may include, excessive field damage, especially due use after substantial rain, damage to goals, etc.

**Athletic Field and Court Permit Tournament/Event Permits:**

Advance notice of tournament/event needs is essential to ensure PRNR’s commitment to over 100+ local leagues, organizations, and other stakeholders while balancing available resources with additional weekend field usage. Additionally, reasonable notification is required for shifting from a normal schedule. Furthermore, PRNR has a commitment to ensure that the ongoing maintenance and operational requirements are met within available fiscal funding.

**a. Tournament/Event Application Submittal:**

- Tournament/Event requests must be submitted separately from regular season game or practice requests.
- Tournament/Event requests may be accepted up to 18-months from the tournament/event start date. Requests will be evaluated on a rolling basis, and applicant will be notified of decision no later than 90 days from tournament/event start date. Requests received within 90 days of tournament/event start date will only be reviewed on a case-base-case basis.
- Director or designee at their discretion, may provide advance approval for designated tourism and/or high impact program/events.
- In no circumstance does submission of request guarantee approval of requested fields or dates.
- It is the responsibility of the tournament organizer to submit the application and secure dates for future events.
- The applicant completing the Tournament/Event Request Form must prioritize the submitted requests, if requesting more than one.

**b. Tournament/Event Payment Schedule**

- **Deposit** – Upon tournament/event approval, a tournament deposit of 50% of projected field usage fees is due within seven (7) business days of notification of tournament approval.
- **Failure to Pay** – Failure to pay deposit according to guidelines will result in tournament/event date being released and full retention of application fee.
- **Balance** – The balance of the rental and any other fees are due five (5) business days prior to the tournament/event start date. It is the tournament/event organizer’s responsibility to

follow-up with the appropriate deposit, payment, and schedule as outlined above. Light fees are due within three (3) business days of being billed.

- **All Required Documentation** – Full list of required documents will be provided upon application approval. All required documents are due five (5) business days prior to the tournament/event start date. Failure to provide may impact permitted usage.

### **c. Tournament/Event Security Deposit and Cancellations**

- **Security Deposit** – At the time of final payment of the rental and permit fees, a \$200.00 security deposit is due and payable per event (Note: This is an additional cost and separate from the initial 50% tournament deposit). Security Deposits will be refunded upon the completion of the Economic Impact reporting.
- **Cancellations** – Cancellations received prior to 30 days in advance will receive a partial refund minus a \$100 processing fee. Any field usage cancelled after this date will result in no refund. At staff's discretion, cancellation consideration may be given to organizer in the event of a local, regional, or national issue which may affect the ability to travel to tournament/event destination.
- **Inclement Weather** - PRNR staff reserve the right to cancel the entirety or a portion of a tournament due to inclement weather or unsafe playing conditions. Adjustments for cancelled usage or rain outs will be applied to a future tournament, or a refund will be processed.
- **Economic Impact Forms** – All tournament/event organizers, with or without a Sarasota County Sports Commission Grant (SCSC), are required to complete the electronic post-event economic impact forms. Security deposits will be held until all such forms are submitted to PRNR. An electronic response must be submitted within 14 days after the conclusion of the tournament/event in order to process/refund the security deposit.
- **Damages** – The user shall be responsible for all costs associated with damage to park facilities, equipment, furnishings, and grounds. The security deposit shall be refunded upon verification by staff that the facility or grounds or other rental area has been returned to a condition similar to that prior to the rental and that there has been full compliance with the agreement/permit authorizing the event.
- **Prior Condition** – Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs above the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the deposit.

## **12. PHILLIPPI ESTATE PARK**

### **a. General**

- Weekend days are defined as Friday, Saturday and Sunday.
- Government use by other County Government Departments and/or other local, state, and federal government agencies during normal business hours is limited to Tuesday – Thursday unless otherwise permitted.
- Rentals that require a Temporary Use Permit and are required to reserve open space for parking may be required to pay reservation fee for use of space for parking.
- High Season is defined as weekends in October through May and all major holidays.

- Low Season is defined as all days in June through September and weekdays throughout the year.
- Reservations may be made up to two years in advance of an event.
- A single point of contact is required for the day of wedding/large events to ensure compliance with facility reservation permit requirements, rules and regulations.

#### **b. Changes, Cancellation and Refunds**

**Edson Keith Mansion** – the below guidelines apply to reservations for only Edson Keith Mansion and for reservations for the mansion that include reserved Open Space for the event. Cancellation of both the facility and open spaces will be evaluated as one reservation.

- Cancellation and refund requests for reservations must be made in writing or by email and submitted to PRNR a minimum of 120 days prior to the event date.
- A \$200.00 reservation cancellation fee shall be applied for requests submitted a minimum of 120 days prior to the event date.
- No refunds will be granted for a cancellation/refund request that is received less than 120 days prior to the event date.

**Open Space and Gazebo Rentals** – the below guidelines apply to reservations that do not include the Edson Keith Mansion and include the gazebo, open space, or both.

- Cancellation and refund requests must be made in writing or by email and submitted to PRNR a minimum of 60 days prior to the event date.
- A \$25 administration fee shall be applied for requests submitted a minimum of 60 days prior to the event date.
- Reservations made or cancelled within 60 days of the event date shall not be eligible for a refund.

#### **c. Reservation Payment**

- A reservation payment secures the date and is applied to the total amount due for the reservation.
- A minimum of 20% of the rental fee is due at the time of reservation for reservations made more than 120 days prior to the event date. The remaining rental fee must be paid in full 120 days in advance of the reservation date.
- Reservations made within 120 days of the event must be paid in full at the time the reservation is made.

#### **d. Security Deposit**

- A security deposit will be required based on the schedule below. The security deposit shall be refunded upon verification by PRNR staff that the facility or grounds or other rental area has been returned to a condition similar to that prior to use and that there has been full compliance with the permit authorizing the event. Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs greater than the amount of the deposit. A violation of any rental condition, rule, regulation, or ordinance, or a material misrepresentation by an individual, a group, and/or organization shall result in forfeiture of the Security Deposit. Note: Some damages may require that a contractor be hired to complete repairs (e.g., damage to the historic building) and the user will be responsible for all charges to restore the facility or repair/replace any damaged equipment. Security deposit payment terms are as follows:
  - A \$750.00 Security Deposit is required for Edson Keith Mansion.

- A \$250.00 Security Deposit is required for Open Space Rentals.
- A \$100.00 Security Deposit is required for Gazebo Rentals.
- Security Deposits may be waived by facility personnel for renters in good standing with the County and who have a history of rentals with no damages or other issues.

**13. BEACHES**

**a. General Use/Special Event Guidelines**

- The park and associated water areas shall be accessible by the public at all times during the course of the permitted use including parking lots, restrooms, playground, and swim areas.
- Priority will be given to permit requests that meet certain criteria, in the following order:
  - Water or sand dependent.
  - Protects the natural beauty of the fragile ecosystem along the coast. Special regard given for events which build this into the logistical plan.
  - Special consideration given for events that contribute to the social and economic values of Sarasota County.
  - Provides entertainment, cultural, environmental, or recreational activities for the general public.
  - Meets Zoning, Sheriff, Emergency Services and Florida Dept. of Environmental Protection requirements.
  - Events scheduled outside of season and holidays. “Season” extends from February through April.
  - Competence hosting similar events.

**b. Changes, Cancellation and Refunds** – General PRNR Guidelines apply.

**c. Reservation Payment** - General PRNR Guidelines apply.

**d. Security Deposit** - General PRNR Guidelines apply.

**14. SIESTA BEACH SPECIAL EVENTS / PARKING**

In addition to the Beaches information above, Siesta Beach has site-specific special events and parking guidelines.

- There are 980 paved spaces at Siesta Beach. When scheduling events at Siesta Beach consideration is given for peak season (Feb – April), peak hours (Noon – 6 p.m.), weekends, holidays and school breaks. The special events shall not exceed the parking levels established in this chart:

Season	Days	Time	Vehicles	Peak Time	Vehicles
Feb – April	Mon-Th	6 a.m. – noon / 6 p.m. to 10 p.m.	350	Noon – 6 p.m.	N/A
Feb – April	Fri-Sun	6 a.m. – noon / 6 p.m. to 10 p.m.	350	Noon – 6 p.m.	N/A
Feb – April	Holidays	6 a.m. – noon / 6 p.m. to 10 p.m.	N/A	Noon – 6 p.m.	N/A
Off Season	Days	Time	Vehicles	Peak Time	Vehicles
May – Jan	Mon-Th	6 a.m. – noon / 6 p.m. to 10 p.m.	600	Noon – 6 p.m.	500
May – Jan	Fri-Sun	6 a.m. – noon / 6 p.m. to 10 p.m.	600	Noon – 6 p.m.	500
May – Jan	Holidays	6 a.m. – noon / 6 p.m. to 10 p.m.	N/A	Noon – 6 p.m.	N/A

\*These capacity levels serve as guidelines in determining the events that occur at this venue. PRNR staff reserves the right to manage the parking at Siesta Beach. Should an event be accepted that exceeds recommended capacity levels, a **detailed off-site parking plan** will be required from the Permittee.

## **15. TURTLE BEACH CAMPGROUND**

### **a. General**

- Check-in time is 1:00 p.m. and no later than 10:00 p.m.
- Check-out time is 11:00 a.m. Late checkouts are not permitted. Site must be vacant at check-out time.
- Pets are not permitted. Service animals are allowed.
- Campfires, tiki torches and other open flames are not permitted. Self-contained grills are allowed.
- A gate code is required to enter a portion of the Campground by vehicle. The gate code is issued in the welcome email sent prior to arrival.
- Campers are advised to protect their personal property. Turtle Beach Campground and Sarasota County Government assume no responsibility for theft, loss or damage occurring onsite.
- Campground sites may be reserved up to 12 months ahead of arrival date.
- A maximum of six (6) overnight occupants are permitted per site.
- One (1) camper or recreational vehicle and one (1) sleeping tent, or up to two (2) sleeping tents, are permitted on each site subject to occupancy requirements.
- At least one (1) adult, aged eighteen (18) years or older, must remain on each campsite overnight.
- One (1) vehicle is allowed per campsite, in addition to a tent, camper or RV. For additional vehicles, or if a vehicle does not fit safely on a campsite in the sole discretion of the Turtle Beach Campground staff, guests may purchase a permit to park in the adjacent Turtle Beach Park parking lot. Only registered campers/permit holders can purchase parking passes/vouchers. Availability of parking at Turtle Beach Park is limited and not guaranteed. No overnight RV, camper or trailer parking is permitted within Turtle Beach Park.
- No enclosed trailers, motorized water vessels or golf carts are permitted. Availability of parking at Turtle Beach Park is limited and is not guaranteed. No overnight RV, camper or trailer parking is permitted within Turtle Beach Park.
- The Campground is a very narrow and size restricted area. Campers must provide a true and accurate length for their camper or RV at time of reservation. If the unit differs in size upon arrival, the reservation may be cancelled. Refunds will not be authorized.
- Campground quiet time is from 10:00 p.m. to 7:00 a.m. During this time, please use minimal lighting, quiet voices, and do not run generators, campers or RVs.
- Picnic area quiet time is 10:00 p.m. to 7:00 a.m.
- Each campsite must be equipped with overnight camping equipment (tent, camper or RV). Camping in vehicles is not permitted, except for tents designed to affix to or sit on top of an SUV or truck.
- Campsites are back-in only. Campers and RVs must back fully into their assigned site.
- Washing of vehicles, campers or RVs is not permitted.
- Reservations may be booked in advance and the time frame for such advance bookings shall be established in the Campground reservations procedures. Campground reservations procedures may be updated or revised from time to time with approval of PRNR Management.

- Staff may create specialized camping opportunities that serve Sarasota County residents and families and/or veterans.

**b. Rates, Length of Stay and Holiday Minimums**

- Full payment is due at the time of reservation.
- Guests may stay at the Campground for up to 30 days within any 45-day period.
- A minimum stay of three (3) nights is required for designated holidays. Turtle Beach Campground may determine which three (3) nights are required stays for each holiday.
- Reservations comprised of multiple sites (reservations including “moves”) will be charged as individual reservations; associated fees will apply and may not be eligible for length of stay discounts.

- c. **Sliding Reservation:** Sliding, advancing a campsite reservation beyond the allowed one year booking window, is not permitted. Once a campsite is reserved, a request for cancellation, reschedule, or change to an existing reservation will not be accepted until one year prior to the scheduled check out date. (Example: scheduled check out date is June 12, 2025, reservation modifications may be requested on or after June 12, 2024).

**d. Reservation Reschedules, Changes, No Shows and Cancellations**

- All reservation reschedules, changes or cancellations, resulting in a refund, are subject to a \$25.00 processing fee and all requests received less than 48 hours prior to check-in time are subject to a fee equal to the nightly rate.
- Cancelled single night reservations are non-refundable, no additional fees required.
- No refunds shall be issued for early departures, late arrivals, inclement weather, or other environmental hazards.
- Credit card refunds may take up to 14 business days to process.
- Failure to arrive by 1 p.m. the day following your stated arrival date or not notifying the park by close of business on the reservation start date constitutes a no show status. The site will then be released and fees retained.
- Reschedules or Changes
  - Any changes to a reservation, unless initiated by staff, shall be made in writing via email, submitted to the County and processed in order received.
  - Reschedule or change requests will be accepted up to 48 hours prior to the scheduled check-in time. Guests are responsible for any price increase resulting from a reschedule. Availability for a reschedule request is not guaranteed. Reservations may not be rescheduled until one year from the current scheduled check-out date.
  - Cancellations: All cancellation requests, unless initiated by staff, shall be made in writing via email and submitted to the County.

**d. Turtle Beach Campground Reserved Rights**

- The driveway area must be kept unobstructed, for the convenience of all guests and emergency vehicles. Turtle Beach Campground reserves the right to require guests to re-park or move vehicles, campers or RVs if, in the Campground staff’s sole opinion, the driveway area is impeded.
- Turtle Beach Campground reserves the right to ask campers to leave the campground, and may disallow future reservations, in the event campers do not adhere to rules and regulations. Refunds will not be issued for campers who are asked to leave.

- Guest shall respect other park patrons, park facilities, wildlife, plant life, and the neighboring community. It is prohibited to disturb or remove any plants or wildlife per Sarasota County Code Sec. 90-33 S.C.C.O.
- Additional rules and regulations may apply.
- Turtle Beach Campground reserves the right to reassign sites. Each campsite has approved maximum length requirements. It is the responsibility of the guest to know the total length of their camping equipment and to comply with these requirements. Turtle Beach Campground staff reserves the right to require removal of any camper that exceeds the maximum length requirements.

## **16. SNOOK HAVEN CAMPGROUND**

Sarasota County expects to acquire Camp Venice in early 2026 and operate it as the future Snook Haven Campground. A business plan and fee analysis will be completed prior to opening which will set fees that are usual, and customary based upon market research.

The Parks, Recreation and Natural Resources Director is authorized to set the usual and customary fees and to allow staff to offer promotional discounts to support increased occupancy.

## **17. VENICE COMMUNITY CENTER**

### **a. General**

- Venice Community Center operations, including all reservation responsibility, will transfer to the City of Venice on October 1, 2026. Reservations beyond September 30, 2026, may be adjusted or denied based on this operational change.
- The use of Venice Community Center shall reflect a diverse and dynamic schedule of permitted usage that represents the interests and needs of the community, promotes community engagement, provides education, recreation, and entertainment opportunities.
- Staff shall consider all requests in a manner that promotes a fair and inclusive schedule of offerings for the general public while balancing the demands for space and resources for private functions.
- Venice Community Center reserves the right to limit the use of the facility for after-hours government reservations when the activity may interfere with normal operations, special events or staffing levels.
- High Season is defined as weekends in October through March.
- Low Season is defined as April through September.
- Reservations may be made up to two (2) years in advance.

### **b.Changes, Cancellation and Refunds**

- Refund requests must be made in writing or by email and submitted to PRNR.
- Cancellations and changes to the reservation are accepted only when requests are received 120 days or greater prior to the reservation date.
- Reservations cannot be changed within 120 days of the reservation date.
- Reservations made or cancelled within 120 days of event will not be eligible for refund.

### **c. Reservation Payment**

- A reservation payment secures the date and is applied to the total amount due for the reservation.

- All reservations must be paid in full no less than 120 days in advance of the event date. If a reservation is made within 120 days of the event date, it must be paid in full at the time of the reservation.
- Reservation payments are calculated based on the amount of the reservation as per the following schedule:
  - If the rental fee is less than \$250, the entire fee is due at the time the reservation is made.
  - If the rental fee is between \$251 and \$499, a \$100 reservation payment is due at the time of the reservation.
  - If the rental fee is between \$500 and \$999, a \$200 reservation payment is due at the time of the reservation.
  - If the rental fee is greater than \$1,000, a minimum reservation payment of 20% of the rental fee is due at the time of the reservation.

**d. Security Deposit**

A security deposit will be required based on the schedule below. The security deposit shall be refunded upon verification by PRNR staff that the facility or grounds or other rental area has been returned to a condition similar to that prior to use and that there has been full compliance with the agreement/permit authorizing the event. Should the facility, grounds, or other rental area not be returned to its condition prior to use by the user, the deposit will be applied to the actual cost of necessary custodial services, and/or personnel charges, materials and equipment required to complete repairs. The user shall further be responsible for any costs greater than the amount of the deposit. Note: Some damages may require that a contractor be hired to complete repairs (e.g., damage to the historic building) and the user will be responsible for all charges to restore the facility or repair/replace any damaged equipment. Security deposit payment terms are as follows and must be paid prior to reservation:

- If the rental fee is less than \$499, a \$100 security deposit is required.
- If the rental fee is between \$500 and \$999, a \$200 security deposit is required.
- If the rental fee is greater than \$1,000, a minimum security deposit of 20% of the rental fee is required.
- Security deposits may be waived by facility personnel for renters in good standing with the County and who have a history of rentals with no damages or other issues.
- Security deposits may be waived by facility personnel for renters in good standing with the County and who have a history of rentals with no damages or other issues.

**18. PRIMITIVE CAMPING**

Primitive camping opportunities are currently offered at Knight Trail Park, and T. Mabry Carlton, Jr. Memorial Reserve ("Carlton Reserve") for individuals and organized youth groups. Primitive camping is also offered for those camping on horseback at the Carlton Reserve. Additional parks may be added at a later date and would be subject to the fees outlined below. There are restrictions and rental conditions associated with each of these camping options.

**a. Organized Youth Group Primitive Camping**

- The fee for participants in an organized youth group campout, including group leaders, is \$2.00 per person, per night, with a minimum rental price per organized youth group of \$12.00 per night. An organized youth group of 6 people would satisfy the minimum rental price. After the minimum rental price has been satisfied, a charge of \$2.00 per person would apply.

**b. All Other Primitive Camping**

- The fee for primitive campers not associated with an organized youth group, is \$5.00 per person, per night, with a minimum rental price of \$10.00 per night. After the minimum rental price has been satisfied, a charge of \$5.00 per adult and \$2.00 per youth would apply.

**19. SHOWMOBILE**

The showmobile is available for rental for various outdoor events and may be used on public and private properties. Priority scheduling is given to County sponsored and partnered events. Partnership consideration may be given for community events that align with PRNR's mission and vision. Reference Section 2. Partnerships.

**20. SPECIAL INTEREST CLASS REVENUE DISTRIBUTION**

PRNR may plan, organize and implement recreational classes and activities and may hire special instructors or experts, consistent with County Procurement and Insurance requirements, to conduct these activities. The County shall collect all fees from the participants in the particular instructional/recreational class and then pay the instructor for services provided after the class has been completed. The instructor will be paid based off the total fees received by the County less County expenses for the class at the following rate:

- Indoor Instruction: 60% Instructor, 40% County
- Outdoor Instruction: 70% Instruction, 30% County

**21. PARKING FEES (GENERAL)**

Effective date for implementation of parking fees at County-owned or County-maintained facilities or parks shall be determined by Board resolution. Fees are subject to change by Board resolution.

**22. PARKING AND ADMISSION FEES (PRNR/PERMITTED USERS)**

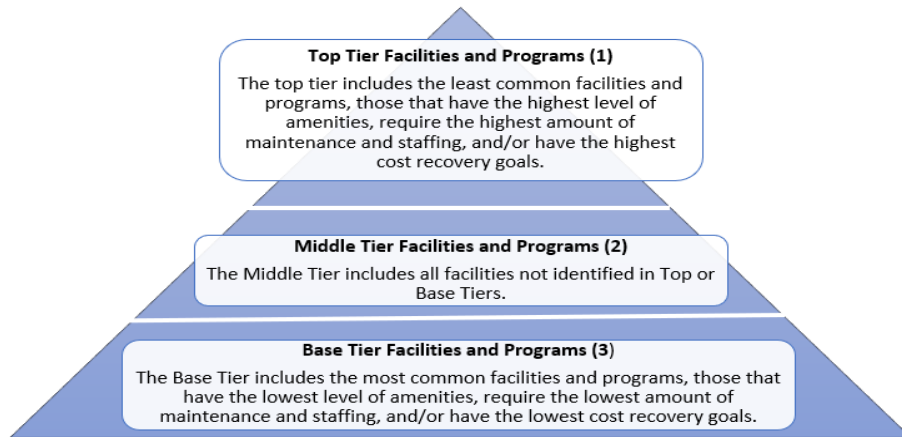
Notwithstanding the above, PRNR and/or permitted users may charge usual and customary parking and/or entry fees, as determined via periodic review of similar entities within the Comparable Counties, for programs and/or events held at PRNR locations.

**23. COMMEMORATIVE BENCH AND PICNIC TABLE PROGRAM**

PRNR may offer engraved pavers, benches, tables or similar park equipment as part of a tribute program. The program will include specifications on the cost of items offered, available installation locations, donor plaque sizes and fonts, and the expected life cycle of all items.

## **24. FACILITY TIERS**

PRNR's Master Plan outlines a three-tiered Service Delivery Model. Refer to Parks Master List for defined tiers per PRNR's Master Plan



# FEE SCHEDULE

## 25. GENERAL FEES

\* Please note, items listed with an asterisk (\*) also have facility specific pricing.

Athletic Field/Court Fees	Fee (Effective 10/01/2024)	Fund
<b>General Use</b>		
Youth – Recreational leagues and affiliated camps and/or clinics, Sarasota County School Board	\$5 per hour, per field/court	001
Youth – Competitive leagues, travel ball, private/home schools	\$10 per hour, per field/court	001
Adult – Recreational or competitive play, collegiate	\$15 per hour, per field/court	001
Instruction – Camp, clinic, private or group	\$20 per hour, per field/court	001
General Public – All other uses	\$16.50 per hour, per field/court	001
<b>Tournaments</b>		
Field – Youth	\$100 per day, per field	001
Field – Adult	\$150 per day, per field	001
Pickleball Courts – Outdoor block of six courts	\$480 per block, per 4-hour block	001
Sand Volleyball Courts – Outdoor block of four courts (does not apply to Siesta Beach Park)	\$240 per block, per 4-hour block	001
<b>Lights</b>		
Youth	\$10 per hour, per field/court	001
Adult	\$20 per hour, per field/court	001
Tournament	\$20 per hour, per field/court	001

# FEE SCHEDULE

EXHIBIT "A"

## 17<sup>th</sup> St. Regional Park

<b>Athletic Fees *NEW</b>	<b>Fee</b>	<b>Fund</b>
<b>General Use – Softball Fields #2-15, Multipurpose #1-4</b>		
Youth – Recreational leagues and affiliated camps and/or clinics, Sarasota County School Board	\$5 per hour, per field	001
Youth – Competitive leagues, travel ball, private/home schools	\$10 per hour, per field	001
Adult – Recreational or competitive play, collegiate	\$15 per hour, per field	001
Instruction – Camp, clinic, private or group	\$20 per hour, per field	001
General Public – All other uses	\$16.50 per hour, per field	001
Field Lights – Youth	\$10 per hour, per field	001
Field Lights – Adult	\$20 per hour, per field	001
<b>Championship Field #1</b>		
Youth – Recreational leagues and affiliated camps and/or clinics, Sarasota County School Board	\$175 per 4-hour block	001
Youth – Competitive leagues, travel ball, private/home schools	\$200 per 4-hour block	001
Adult – Recreational or competitive play, collegiate	\$225 per 4-hour block	001
Instruction – Camp, clinic, private or group	\$275 per 4-hour block	001
General Public – All other uses	\$250 per 4-hour block	
<b>Tournaments</b>		
7- Softball Field (#2-8) Package – Youth Tournament	\$700 per day, 7 fields	001
7- Softball Field (#2-8) Package – Adult Tournament	\$1,050 per day, 7 fields	001
Championship Field (#1) – Youth Tournament	\$400 per day, max 5 games per day	001
Championship Field (#1) – Adult Tournament	\$600 per day, max 5 games per day	001
Softball Fields #9-15 – Youth Tournament	\$100 per day, per field	001
Softball Fields #9-15 – Adult Tournament	\$150 per day, per field	001
Multipurpose Fields #1-4 – Youth Tournament	\$100 per day, per field	001
Multipurpose Fields #1-4 – Adult Tournament	\$150 per day, per field	001
Lights (Fields #2-15) – Tournaments	\$20 per hour, per field	001

# FEE SCHEDULE

EXHIBIT "A"

<b>Gymnasium</b>	<b>Community/Social</b>	<b>Private/Commercial/Other</b>	<b>Fund</b>
Intended Use (Youth)	\$10 per hour	\$15 per hour	001
Intended Use (Adult)	\$15 per hour	\$20 per hour	001
All Other Uses	\$30 per hour	\$60 per hour	001
Clean Up Fee – may be applied based on event specifics	\$100 minimum fee	\$100 minimum fee	108

<b>Indoor Facility Use</b>	<b>Community/Social</b>	<b>Private/Commercial/Other</b>	<b>Fund</b>
Meeting/Multi-purpose Room up to 1,299 sq. ft.	\$15 per hour	\$36 per hour	001
Meeting/Multi-purpose Room 1,300 sq. ft. and up	\$22 per hour	\$44 per hour	001
Kitchen	\$22 per hour	\$22 per hour	001
Clean Up Fee – may be applied based on event specifics	\$50 minimum fee	\$50 minimum fee	108

<b>Linear Space*</b>	<b>Community/Social</b>	<b>Private/Commercial/Other</b>	<b>Fund</b>
Up to 5K (non-exclusive use)	\$50 per 4 hours	\$100 per 4 hours	001
5K or more (non-exclusive use)	\$75 per 4 hours	\$150 per 4 hours	001

\*Siesta Beach pricing is separate and is outlined in the Siesta Beach section below.

<b>Open Space Use*</b>	<b>Capacity</b>	<b>Community/Social</b>	<b>Private/Commercial/Other</b>	<b>Fund</b>
Per 2,500 sq. ft. Park Space (50' x 50')	50	\$15 per hour	\$20 per hour	001
Per 10,000 sq. ft. Park Space (100' x 100')	125	\$20 per hour	\$25 per hour	001
Beach Open Space (50' x 50')	50	\$20 per hour, 4-hour minimum	\$25 per hour, 4-hour minimum	001
Beach Open Space (100' x 100')	125	\$30 per hour, 4-hour minimum or \$220 per day	\$40 per hour, 4-hour minimum or \$250 per day	001

\*Siesta Beach pricing is separate and is outlined in the Siesta Beach section below.

# FEE SCHEDULE

EXHIBIT "A"

<b>Pavilion / Shelter * Rental Rates</b>	<b>Weekday Tiers 1-3</b>	<b>Weekend / Holiday Tiers 1-3</b>	<b>Fund</b>
Beach	\$135 per 4-hour block	\$150 per 4-hour block	001
Extra Large	\$95 per 4-hour block	\$125 per 4-hour block	001
Large	\$90 per 4-hour block	\$110 per 4-hour block	001
Medium	\$40 per 4-hour block	\$70 per 4-hour block	001
Small	\$30 per 4-hour block	\$40 per 4-hour block	001
Clean Up Fee – may be applied based on event specifics		\$50 minimum fee	108

\*Siesta Beach pricing is separate and is outlined in the Siesta Beach section below.

<b>Primitive Camping</b>	<b>Price/person/night</b>	<b>Fund</b>
Organized Youth Group Camping (min. charge of \$12 per night)	\$2	001
All other primitive camping (min. charge of \$10 per night)	\$5 per Adult / \$2 per Youth	001

<b>Showmobile (Non-Profit organizations with current required proof of organizational status will receive a \$450.00 discount) Fee</b>	<b>Fund</b>
Weekday Monday – Thursday	\$1,000 base fee 1 <sup>st</sup> Day 001
Weekend Friday – Sunday and Holidays	\$1,200 base fee 1 <sup>st</sup> Day 001
Medium Stage Extensions	\$300 per use 001
Large Stage Extensions	\$400 per use 001
Out of County Fees	\$4 per mile 001
Additional Day	\$300 per day 001

<b>Special Interest Classes/Camps</b>	<b>Instructor</b>	<b>County</b>	<b>Fund</b>
Indoor Instruction	60%	40%	108
Outdoor Instruction	70%	30%	108

# FEE SCHEDULE

EXHIBIT "A"

<b>Parking Lot Use (as available and if designated as reservable)</b>	<b>Per Space</b>	<b>Fund</b>
Per spot reserved / 1 hour	\$0.50	001
Per spot reserved / 4 hours	\$1	001

<b>Commemorative Bench and Picnic Table Program</b>	<b>Lifecycle</b>	<b>Fee</b>	<b>Fund</b>
Wood/Recycled Bench with inscribed plaque	5-year display time	\$850	108
Wood/Recycled Table with inscribed plaque	5-year display time	\$1,250	108
Concrete Bench with inscribed plaque	10-year display time	\$2,250	108
Concrete Table with inscribed plaque	10-year display time	\$2,500	108
Reference Commemorative Picnic Table and Bench Program for more information.			

<b>Merchandise, Memorabilia, Rentals, etc.</b>	<b>Fund</b>
Sarasota County Parks, Recreation and Natural Resources may offer equipment rentals or merchandise (e.g., equipment, shirts, mugs, memorabilia) for sale consistent with fee criteria set forth in S.C.C.O. Sec. 90-34 (a).	108

# FEE SCHEDULE

## 26. PERMIT PROGRAM FEES

<b>Mobile Vending Permit – Food/Drink</b>		<b>3 Hour Time Blocks</b>	<b>Fund</b>
<b>Locations</b>	<b>Weekdays and Weekends</b>		
Tier 1/Beaches	\$75		108
All Other Sites	\$60		108
Facility Rental Add-on	\$40		108
Multi-Day Event (up to a 3-day event)	\$350		108

<b>Mobile Vending Permit - Non-Food/Sell and Go</b>		<b>3 Hour Time Blocks</b>		<b>Fund</b>
<b>Locations</b>	<b>Weekdays (M-Th)</b>	<b>Weekends (F-Su)</b>		
Tier 1/Beaches	\$75	\$90		108
All Other Sites	\$60	\$75		108
Multi-Day Event (up to a 3-day event)	\$300	\$400		108

<b>Guided Tour and/or Rental Permit (with Equipment)</b>		<b>3 Hour Time Blocks</b>		<b>Fund</b>
<b>Locations</b>	<b>Weekdays (M-Th)</b>	<b>Weekends (F-Su)</b>		
Tier 1/Beaches	\$112.50	\$120		108
All Other Sites	\$93.75	\$105		108

<b>Guided Tour Permit (No Equipment)</b>		<b>3 Hour Time Blocks</b>		<b>Fund</b>
<b>Locations</b>	<b>Weekdays (M-Th)</b>	<b>Weekends (F-Su)</b>		
Tier 1/Beaches	\$30	\$35		108
All Other Sites	\$25	\$30		108

**FEE SCHEDULE**

EXHIBIT "A"

<b>Outdoor Fitness Instruction Permit*</b>	<b>Non-Signature Park Use Fee Per Park up to 1.5 hours per day</b>		<b>Fund</b>
<b>Period of Time</b>	<b>3 Days or less per week</b>	<b>4-7 Days per week</b>	
1 month	\$150	\$225	108
3 month	\$375	\$550	108
6 month	\$675	\$975	108

\*Siesta Beach pricing is separate and is outlined in the Siesta Beach section below.

**27. FACILITY SPECIFIC FEES**

**BMX Facility**

<b>BMX Facility Use Fees</b> <i>(Proposed in event Sarasota County operates track)</i>	<b>Fee</b>	<b>Fund</b>
Private Rental (includes USABMX TORF Fee)	\$125 per 2 hours Each additional hour \$50	108
Track Lights - Youth	\$10 per hour	108
Track Lights - Adult	\$20 per hour	108

# FEE SCHEDULE

## Knight Trail Park

Knight Trail Park Pistol and Rifle Range Passes	Fee	Fund
Adult - Daily	\$14.25	001
Adult – Daily (Active/Retired/Veteran Military and Sarasota County First Responder/Law Enforcement Officer)	\$12.11	001
Youth (17 and Under) - Daily	\$9.50	001
25 Visit Pass	\$236.69	001
Instructor Yearly Pass - 12 months of unlimited instructor visits from purchase date with valid COI. Instructor pass allows instructors to enter when instructing, not for personal recreational shooting. Students must pay separate entrance fee.	\$300	001
Range Rental - Available in 4-hour blocks based on range and staff availability. * Rentals include 10 consecutive firing points at any yard line. ** Personnel Charge may apply if rental is outside of regular operational hours.	\$400 per 4-hour block	001

# FEE SCHEDULE

EXHIBIT "A"

## Phillippi Estate Park

Phillippi Estate Park - Signature Tier	Community/Social	Private/Commercial/Other	Fund
<b>High Season Weekend (Oct - May) and Holidays</b>			
Mansion including tables and chairs, and use of the Bride and Groom Rooms. Up to 150 guests, including two-hour rehearsal as available.	\$5,500 up to 12 hours	\$7,000 up to 12 hours	001
Mansion - downstairs only	Not Available	Not Available	001
Gazebo - Up to 75 Guests	\$120 per 4 hours	\$150 per 4 hours	001
Area A - Open Space Use	\$550 per 6 hours	\$650 per 6 hours	001
Area B - Open Space Use	\$275 per 6 hours	\$330 per 6 hours	001
Area C - Open Space Use	\$440 per 6 hours	\$530 per 6 hours	001
Area D / Miscellaneous - Open Space Use	\$330 per 6 hours	\$400 per 6 hours	001
<b>High Season Weekday (Oct - May) and Low Season (June-Sept)</b>			
Mansion including tables and chairs, and use of the Bride and Groom Rooms. Up to 150 guests, including two-hour rehearsal as available.	\$3,800 up to 12 hours	\$5,500 up to 12 hours	001
Mansion - downstairs only	\$1,100 per 6 hours	\$1,500 per 6 hours	001
Gazebo - Up to 75 Guests	\$60 per 4 hours	\$75 per 4 hours	001
Area A - Open Space Use	\$275 per 6 hours	\$330 per 6 hours	001
Area B - Open Space Use	\$140 per 6 hours	\$160 per 6 hours	001
Area C - Open Space Use	\$220 per 6 hours	\$260 per 6 hours	001
Area D/ Miscellaneous - Open Space Use	\$165 per 6 hours	\$200 per 6 hours	001
<b>Package Rates High Season Weekend (Oct - May) and Holidays</b>			
Gazebo, Area B and Area C, and Electric Use	\$650 per 6 hours	\$800 per 6 hours	001
Gazebo, Area B and Area C, and Electric Use	\$1,425 per 12 hours	\$1,700 per 12 hours	001
Gazebo, Area A, Area B, and Area C, and Electric use	\$2,200 per 12 hours	\$2,700 per 12 hours	001
<b>Electric Use Charge per Area (available in Areas A or B only)</b>	\$60 per reservation	\$75 per reservation	001
Clean Up Fee - may be applied based on event specifics	\$150 minimum fee		108
Additional hour of full mansion	\$300 per hour		001

# FEE SCHEDULE

EXHIBIT "A"

## Siesta Beach Park

Siesta Beach Park - Signature Tier	Capacity	Weekday (Monday - Thursday)	Weekend (Friday - Sunday)	Fund
Approximately 0.10 Acres (65' x 65')	50	\$37.50 per hour - 4 hour minimum	\$50 per hour - 4 hour minimum	001
Approximately 0.33 Acres (100' x 140')	150	\$75 per hour - 4 hour minimum/\$400 per day	\$100 per hour - 4 hour minimum/\$600 per day	001
Approximately 0.50 Acres (20' x 1000') Esplanade only	200	\$100 per hour - 4 hour minimum	\$150 per hour - 4 hour minimum	001
Approximately 1 - 2.5 Acres (largest is 400' x 275')	1500	\$360 per day	\$540 per day	001
Approximately 2.6 - 5 acres (largest is 800' x 275')	3000	\$660 per day	\$980 per day	001
Gulf Waves, Sea Turtle or Sunset Pavilion	100	\$135 per 4 hours \$270 per day	\$160 per 4 hours \$320 per day	001
Shelters (Double)	20	\$40 per 4 hours \$80 per day	\$75 per 4 hours \$150 per day	001
Concession: Sun Deck - after business hours	100	\$300 for up to 5 hours max	\$450 for up to 5 hours max	001
Linear Space up to 5K (non-exclusive, up to 4 hours)		\$100	\$150	001
Linear Space 5K+ (non-exclusive, up to 4 hours)		\$150	\$200	001
Heavy Duty Equipment operated by staff (e.g., front end loader, back hoe)		\$100 per equipment per day	\$100 per equipment per day	108
Light Duty Equipment operated by staff (e.g., utility vehicle, truck)		\$50 per equipment per day	\$50 per equipment per day	108
Clean Up Fee - may be applied based on event specifics		\$100 minimum fee	\$100 minimum fee	108

Siesta Beach Park Outdoor Fitness Instruction Permit	Up to 1.5 hours per day		Fund
Period of Time	3 Days or less per week	4-7 Days per week	
1 month	\$172	\$260	108
3 month	\$430	\$635	108
6 month	\$775	\$1,125	108

# FEE SCHEDULE

EXHIBIT "A"

## Snook Haven Campground

Snook Haven Campground Rates			Fund
Nightly Rate		TBD	108
Extended Stay (more than 21 days)		TBD	108
Trailer Parking		TBD	108

## The Ridge

The Ridge Package	Community/Social	Private/Commercial/Other	Fund
Use of game room and lounge for up to 50 people. Use of gaming consols and arcade games included.	\$50 per hour, 2-hour minimum	\$ 75 per hour, 2-hour minimum	108

## Turtle Beach Campground

Turtle Beach Campground Rates			Fund
Nightly Rate		\$75.00	108
Discount for stays of 21 - 30 days		10%	108
Additional Parking in Turtle Beach Park (Subject to availability, no more than two per site.)	\$10 per night per vehicle		108

# FEE SCHEDULE

EXHIBIT "A"

## Venice Community Center

Venice Community Center - Signature Tier	Community/Social	Private/Commercial/Other	Fund
Room A (2,160 sq ft)	\$25 per hour	\$50 per hour	001
Room B (2,160 sq ft)	\$25 per hour	\$50 per hour	001
Room C (2,160 sq ft)	\$25 per hour	\$50 per hour	001
Room D (3,700 sq ft)	\$30 per hour	\$60 per hour	001
Room E (1,439 sq ft)	\$25 per hour	\$50 per hour	001
Room F (1,548 sq ft)	\$25 per hour	\$50 per hour	001
Room G (1,314 sq ft)	\$25 per hour	\$50 per hour	001
Room J (850 sq ft)	\$15 per hour	\$36 per hour	001
Ballroom plus Stage (A, B, C and D)	\$130 per hour	\$260 per hour	001
Stage Only (no theater lights) (1,800 sq ft)	\$25 per hour	\$50 per hour	001
Use of Lobby Space for Entertaining	\$25 per hour	\$50 per hour	001
Kitchen - Prep Use Only	\$25 per hour	\$50 per hour	001
Kitchen - Prep and Cooking/Heating	\$50 per hour	\$100 per hour	001
Wedding Canopy	\$50 per hour	\$50 per hour	108

# FEE SCHEDULE

EXHIBIT "A"

## Venice Community Center – Packages

Venice Community Center Packages	Community/Social	Private/Commercial/Other	Fund
<b>High Season (October - March) Packages</b>			
<b>Large Event Package (300 - 500 guests):</b> Includes full ballroom plus stage, kitchen and lobby. Up to 500 chairs, up to 63 tables, use of house speakers, and canopy.	\$2,000 up to 10 hours	\$3,000 up to 10 hours	001
<b>Small Event Package:</b> Includes half ballroom, up to 300 chairs, up to 40 tables, use of house speakers, prep use of kitchen, and lobby.	\$1,000 up to 10 hours	\$1,500 up to 10 hours	001
<b>3-Day Show / Expo:</b> Includes entire facility (Ballroom, Stage, Kitchen, Lobby, Rooms (E, F, and G) and up to 150 chairs and up to 50 tables.	\$4,000 up to 12 hours per day	\$6,000 up to 12 hours per day	001
<b>Low Season (April - September) Packages</b>			001
<b>Large Event Package:</b> Includes full ballroom plus stage, kitchen and lobby. Up to 500 chairs, up to 65 tables, use of house speakers, and canopy.	\$1,000 up to 10 hours	\$1,500 up to 10 hours	001
<b>Small Event Package:</b> Includes half ballroom, up to 300 chairs, up to 40 tables, use of house speakers, prep use of kitchen, and lobby.	\$750 up to 10 hours	\$1,125 up to 10 hours	001
<b>3-Day Show / Expo:</b> Includes entire facility (Ballroom, Stage, Kitchen, Lobby, Rooms E, F, and G) and up to 150 chairs and up to 50 tables.	\$2,000 up to 12 hours per day	\$3,000 up to 12 hours per day	001
Clean Up Fee - may be applied based on event specifics	\$100 minimum fee	\$100 minimum fee	108
<b>Show/Concert Package</b> (up to 500 guests) Includes use of full ballroom and stage, lobby, Room G, dressing rooms, and private bathrooms. Up to 500 chairs. Use of sound room with approved audio/av company.	High Season: \$2,000 up to 8 hours Low Season: \$1,000 up to 8 hours	High Season: \$3,000 up to 8 hours of rental Low Season: \$1,500 up to 8 hours	001
<b>Youth Party Packages</b> (up to 300 guests) For youth parties where the purpose is to celebrate youth under the age of 21 years old. Events must end by 10 p.m. Includes use of full ballroom, stage, kitchen, and lobby. Up to 300 chairs and, up to 45 tables.	High Season: \$2,000 Up to 8 hours Low Season: \$750 up to 8 hours	High Season: \$3,000 Up to 8 hours Low Season: \$1,500 up to 8 hours	001

# FEE SCHEDULE

EXHIBIT "A"

## Department-wide

Miscellaneous (as available)	Fee Per Use	Fund
Chairs	\$0.50 each	108
Easel	\$3 each	108
Event or Activity Insurance	Varies based on Event	108
Keg Refrigerator	\$15 per hour	108
Lapel Microphone	\$30 each	108
Large scale event clean up	\$100 minimum fee	108
Large Screen	\$20	108
Podium	\$25 each	108
Microphone with Stand	\$10 each	108
Personnel Charge (per staff)	\$35hour	108
Portable Sound System	\$10	108
Projector	\$25	108
Risers	\$10 each	108
Tables	\$3 each	108
Theater/Up Lights	\$50	108
Wireless Microphone	\$20 each	108
Wood Bar	\$10 per hour	108
Additional Dumpster Pickup	\$300	001