



# City of Marco Island Parks & Recreation

Fee Schedule Effective 8/16/2022

## Frank E. Mackle Park

1361 Andalusia Terrace  
Marco Island, FL 34145  
239-642-0575

The Marco Island Parks and Recreation Department (Department) is charged by the Marco Island City Council (Council) with the responsibility for issuing permits for the use of City parks and facilities, recreation, and athletic fields, and to collect required fees from users in accordance with the Facility Use Fees established by Council.

Department staff, under the direction of the Parks and Recreation Manager shall promote the provisions of this policy to facility, park, and athletic field users, and shall be responsible for: the collection of fees, development of facility use and athletic field schedules, application forms, issuance and revocation of permits, development of facility use rules and regulations, and all other matters relevant to the implementation of this policy. The Manager shall ensure that the policy is applied consistently.

### **Priority Use of Facilities**

City programs/seasonal sport activities have scheduling priority for all facilities, parks, and athletic fields.

### **Reservation Procedures**

1. All requests for facility use must be submitted to the Department in writing and on the Facility Request form at least **two weeks** prior to the reservation date.
  - a. The user does not have permission to use a Department facility unless the Department issues a written confirmation.
2. Requests will be considered by the Department in accordance with the following criteria:
  - a. The request has been submitted in writing.
  - b. The facility requested has not been previously reserved.
  - c. The proposed activity does not unduly prevent the general public from utilizing adjoining or adjacent facilities.
  - d. The proposed activity does not cause a negative impact to the surrounding neighborhood.
  - e. The request is not being made more than three (3) months in advance of the requested date. Organizations that have a history of reserving park facilities up to six (6) months in advance shall be allowed to continue this practice.
  - f. Field reservations are limited to no more than three (3) consecutive months. League seasons that last longer than three (3) months will be considered.
  - g. The proposed activity does not violate any City ordinance or general law.
  - h. Bounce houses or Inflatables are not allowed during group/party reservations.
  - i. Prohibited at facilities and outdoor areas are: fires in undesignated areas, animals, alcoholic beverages or intoxication, drugs of any kind, solicitors, sign advertisements (unless otherwise permitted) and any act or behavior that may be displeasing to the public's enjoyment.
  - j. The proposed activity does not generate expenses to the City unless recovered through agreed upon fees.
  - k. The user sponsoring the activity will obtain any and all permits that may be required by the City, County or State.
  - l. Insurance requirements, if applicable, can be met.

3. Approvals:
  - a. Once approved by the Department, a written confirmation will be issued to the user.
  - b. Use fees must be paid at the time the Department provides written confirmation for the use of a facility. Fees that exceed \$200 may be paid in two installments with 50% of the fee to be paid when the Department approves the use of a facility and the balance due to be paid two (2) weeks prior to the scheduled use date. The Department can make alternate payment agreements with Youth Leagues if deemed necessary. Failure to pay Use fees may result in denial of future requests.
  - c. The user will carry or have access to the permit issued by the Department at all times during the scheduled use.
4. Refunds:
  - a. Refunds will be approved if a reserved use is cancelled, provided cancellation is received by the Department in writing **two weeks** prior to the reserved use.

### **User Group Classifications and Definitions**

**“Community Use/Non-Profit Charitable”** – This category includes all Not-for-Profit Groups, Non-Profit Groups, Tax Exempt Entities, users and organizations that either reside in Marco Island or that make Marco Island their principal location, and are using a facility for recreational, cultural, educational (non-entrepreneurial), social, and/or fraternal purposes.

**“Entrepreneurial Use/Commercial For Profit/Private”** – This category includes all other users and organizations that are using a facility to offer classes, seminars, clinics camps etc., that serve as a means to generate income, either directly or indirectly.

**“Youth Sports”** – This category includes all “Community Use” groups, users, and organizations providing youth sports.

### **User Fees**

The Department will assess fees for facility use based upon the appropriate User Group Classification, as defined herein and based upon the Facility Use Fees. Rental fees may not include setup and break down of a facility. An additional charge per hour per staff person charge may apply.

### **Additional Fees**

Fees for “Additional” services or fees for concession operations may also be charged by the City. A summary of these fees are provided in the Facility Use Fees Schedule.

**Mackle Park Community Center Business Hours** - Monday – Friday: 8:00 a.m.–8:00 p.m.  
Saturday: 8:00 a.m.–6:00 p.m.; Sunday: 9:00 a.m.–5:00 p.m.

**Field Lights (ballfield and athletic field)** – Field lights are available for night games and practices. A fee is charged.

**Rental Non-Business Hours** – Fee is charged to users wishing to use community center outside of business hours.

**City Staff OT Rate** – Fee is charged to users who use the community center outside of normal business hours and users who need City staff to groom athletic fields outside of normal maintenance staff hours (Mon. – Fri. - 7:00 a.m. – 3:30 p.m.).

**Security Staff** – Fee is charged to users who need off-duty Marco Island Police to serve as security for any function or event. The City may require security staff for some events.

**Maintenance/Cleanup Charge** – An additional charge for when a user intends to serve food or beverage in association with their use of City facilities.

**Insurance Requirements**

Insurance is required for all organizations using Department facilities for all events where attendance is estimated to be thirty (30) or more people, with the exception of regular business meetings.

**Community Use/Entrepreneurial Use** – Users shall have insurance coverage with a minimum of \$300,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the Director believes a proposed use has an above average risk, such as a special event, liability insurance in the amounts of \$500,000 or \$1,000,000 may be required.

If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.

**Youth Sport and Athletic Leagues** - Users shall have insurance coverage with a minimum of \$1,000,000 per occurrence combined single limits for bodily injury and property damage liability, including premises and operations. The City of Marco Island shall be named as an “additional insured” (not certificate holder). If the user is subject to Florida Workers Compensation Law, coverage shall be provided as required by law. The coverage shall be statutory limits in compliance with applicable state and federal law. The policy must include Employers Liability with a minimum limit of \$100,000 per occurrence.

**Facility Definitions**

The following is a listing of facilities at Frank E. Mackle Park managed by the Parks and Recreation Department.

<b>FACILITIES at Mackle Park</b>
<b>Bald Eagle Room (max occ. 150)</b> – Refers to the large community room at the Mackle Park Community Center.
<b>Burrowing Owl Room (max occ. 61)</b> – Refers to the medium community room at the Mackle Park Community Center.
<b>Gator Room (max occ. 21)</b> – Refers the small community room at the Mackle Park Community Center.
<b>Basketball Court</b> – Refers to the covered basketball court at Mackle Park.
<b>Athletic Fields: Field 1, Field 2, Field 3</b> – Refers to the Mackle Park Soccer Fields
<b>Cale Model Yacht Sailing Center</b> – Refers to the Lake side gazebo, dock, & bleachers.
<b>Picnic Area</b> – Refers to an event specific area to be used for an organizational picnic.
<b>Other</b> – Refers to a specific area not otherwise referred to.

**REQUESTOR: Please provide us a brief description of your event/activity (please print clearly):**

Name/Organization: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Brief description of activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Rental Time From: \_\_\_\_\_ To: \_\_\_\_\_

Request Reservation	**Fees subject to change with each budget cycle**	Community Use/Non-Profit Charitable	Entrepreneurial Use/Commercial For Profit/Private	#Hours	Total \$ (completed by staff)
<input type="checkbox"/> Indoor Area					
<input type="checkbox"/>	Bald Eagle Room	\$40/hr.	\$80/hr.		\$
<input type="checkbox"/>	Burrowing Owl Room	\$30/hr.	\$60/hr.		\$
<input type="checkbox"/>	Gator Room	\$15/hr.	\$30/hr.		\$
<input type="checkbox"/>	Indoor AV Equipment (organizer must bring own personal computer)	\$5/hr.	\$10/hr.		\$
<input type="checkbox"/>	Kitchen (microwave & oven)	\$10	\$20		\$
<input type="checkbox"/>	Rentals w/ Food-Additional Charge	\$10	\$30		\$
<input type="checkbox"/>	Additional Staff Assistance (based on availability; OT rates may apply)	\$20/hr. \$35/hr. @ OT	\$35/hr.		\$
<b>Outdoors</b>					
<input type="checkbox"/>	Park Rental for Large Events (Special Event Permit Needed)	\$600/Day	\$900/Day		\$
<input type="checkbox"/>	Athletic Fields <input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Field Lining	\$10	\$10		\$
<input type="checkbox"/>	Sand Volleyball Court				
<input type="checkbox"/>	Lights	\$10/hr.	\$10/hr.		\$
<input type="checkbox"/>	Picnic Table or small area	\$5/hr.	\$10/hr.		\$
<input type="checkbox"/>	Picnic Pavilion (Lakeside or Bocce)	\$10/hr.	\$25/hr.		\$
<input type="checkbox"/>	Cale Model Yacht Sailing Center	\$20/hr.	\$45/hr.		\$
<input type="checkbox"/>	Lake Dock	\$10/hr.	\$25/hr.		\$
<input type="checkbox"/>	Bocce Reservation Application Fee (January – April) per group	\$30	\$50		\$
<input type="checkbox"/>	Basketball Court (youth sports)	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Basketball Court (event)	\$40/hr.	\$80/hr.		\$
<input type="checkbox"/>	Setup: Chairs/Tables/etc.	\$20	\$50		\$
<input type="checkbox"/>	Rentals w/ Food-Additional Charge	\$10	\$30		\$
<b>To be completed by Park Staff:</b>					
<input type="checkbox"/>	City Staff OT Rate	\$35/hr.	\$35/hr.		\$
<input type="checkbox"/>	Security Staff or EMS	MIPD/EMS	MIPD/EMS		\$
<input type="checkbox"/>	Restroom Cleaning Fee for groups larger than 30	\$80	\$80		\$
<input type="checkbox"/>	Special Event Permit <b>REQUIRED</b>	\$50	\$75		\$

**Rules: (Please Initial after each): Violation of any of our rules may result in refusal of future use of the park.**

1. Alcohol is prohibited on park grounds: \_\_\_\_\_
2. Vehicles on grass areas is not permitted without Park Management approval: \_\_\_\_\_
3. Food cannot be cooked on site without prior Park Management approval and grease must be removed from park: \_\_\_\_\_
4. Smoking is prohibited in all city facilities and designated outdoor areas: \_\_\_\_\_
5. Areas must be cleaned, and trash removed appropriately: \_\_\_\_\_
6. Any damage/loss must be replaced and/or repaired or will result in extra charges: \_\_\_\_\_
7. Groups of 30+ will be required to provide liability insurance, naming the City of Marco Island as additionally insured: \_\_\_\_\_
8. If a Special Event Permit is required, confirmation of park reservation will be pending on event approval. \_\_\_\_\_
9. Event organizers are responsible for managing and removing all garbage within the area of their event, including trash in nearby areas that is reasonably related to the event. All garbage must be fully removed from park property. Depending on the size of your event, you may want to contract with a vendor for collection service and/or bin rentals. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_