



City of Marco Island Parks & Recreation

Fee Schedule Effective 8/16/2022

Veterans Community Park

901 Park Avenue
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 shall be responsible for: the collection of fees, development of facility use, 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 and parks.

Reservation Procedures

1. All requests for facility use must be submitted to the Department in writing and on the Facility Request form at least **30 days** prior to the reservation date.
 - a. The user does not have permission to use a Department facility for an event 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. For large public event requests: The request is not being made more than six (6) months in advance of the requested date. Organizations that have a history of reserving park facilities up to twelve (12) months in advance shall be allowed to continue this practice.
 - f. For private events or events fewer than 100 attendees, Facility Request Forms will not be approved prior to three (3) months in advance.
 - g. The proposed activity does not violate any City ordinance or general law.
 - h. The proposed activity does not generate expenses to the City unless recovered through agreed upon fees.
 - i. The user sponsoring the activity will obtain any and all permits that may be required by the City, County or State.
 - j. 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 Not-for-Profit groups 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.

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.

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.

Facility Definitions

The following is a listing of facilities at Veterans Community Park managed by the Parks and Recreation Department.

Areas at Veterans Community Park
Area 1A – Refers to the Unity Band Shell and 100ft x 100ft grass area in front. No set-up.
Area 1B – Refers to the Unity Band Shell and entire grass area in front. Set-up allowed.
Area 2 – Refers to the grass area near the parking lot. (Dimensions:)
Area 3 – Refers to the multi-activity areas. (Dimensions:)
Area 4 – Refers to the large event area adjacent to Park Avenue. (Dimensions:)
Veterans Memorial Area - Refers to the Memorial area, including the Veterans Memorial Fountain.
Other – Refers to a specific area not otherwise referred to.

REQUESTOR: Please provide us a brief description of your event/activity:
 Name/Organization: _____ Contact #: _____
 Address: _____
 Email: _____
 Brief description of activity: _____

 Estimated Attendance: _____ Date(s) Requested: _____
 Rental Time From: _____ To: _____

Note: You are responsible for the rental (from an outside vendor) of Tables, Chairs, Tents, Audio/Visual Equipment and any other items needed for your event including delivery/pickup, setup/takedown, and cleanup of the area, during your hours reserved.

<input checked="" type="checkbox"/> Request Reservation		Community Use/Non-Profit Charitable	Entrepreneurial Use/Commercial For Profit/Private	#Hours	Total \$ (completed by staff)
<input type="checkbox"/>	Area 1A – Chairs Only	\$80/hr.	\$160/hr.		\$
<input type="checkbox"/>	Area 1B – Large Events	\$900/Day	\$1600/Day		\$
<input type="checkbox"/>	Area 2 – for small groups	\$15/hr.	\$35/hr.		\$
<input type="checkbox"/>	Area 3	\$25/hr.	\$45/hr.		\$
<input type="checkbox"/>	Area 4	\$500/Day	\$900/Day		\$
<input type="checkbox"/>	Full Park Rental	\$1200/Day	\$1900/Day		\$
<input type="checkbox"/>	Other	TBD	TBD		\$

To be completed by Park Staff:

<input type="checkbox"/>	City Staff OT Rate	\$35/hr.	\$35/hr.		\$
<input type="checkbox"/>	Security Staff	MIPD	MIPD		\$
<input type="checkbox"/>	Restroom Cleaning Fee for groups larger than 30	\$80	\$80		\$
<input type="checkbox"/>	Special Event Permit REQUIRED	\$50	\$75		\$

Rules: (Initial after each)

- Alcohol Sales is prohibited on park grounds without appropriate licenses/permits: _____
- Vehicles on grass areas is not permitted without Park Management approval: _____
- Food can not be cooked on site without prior Park Management approval and grease must be removed from park: _____
- Smoking is prohibited in all city facilities and designated outdoor areas: _____
- Areas must be cleaned and trash removed appropriately, or will result in refusal of future use of the park: _____
- Any damage/loss must be replaced and/or repaired or will result in extra charges: _____
- Groups of 30+ will be required to provide liability insurance, naming the City of Marco Island as additionally insured: _____
- Events/Activities that require Special Event permits, must go through the Special Event permit review by City Departments prior to confirmation of park reservation. _____
- 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. _____