

RESOLUTION 2002 - 78

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA AUTHORIZING THE ADOPTION OF POLICIES, PROCEDURES AND FEES FOR THE USE OF FACILITIES AT DAVIS PARK. APPROVING A FEE SCHEDULE. ESTABLISHING A REVENUE ACCOUNT. PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS the Board of County Commissioners authorized the construction of Davis Park which is St. Johns County's largest park; and,

WHEREAS Davis Park contains four baseball, four softball, three football and four soccer fields; and,

WHEREAS Davis Park is designed to accommodate regional competitions and tournament play; and,

WHEREAS this design will require a substantially higher level of care and maintenance which will be borne solely by the Recreation and Parks Department; and,

WHEREAS a policy, procedure and fees manual has been prepared to guide the scheduling and operations of this "tournament level" facility; and,

WHEREAS revenues from the use of fields will be used to develop and improve the Park,

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA that;

1. Policies and procedures for the operation and management of Davis Park is hereby approved according to the attached document identified as Exhibit "A".
2. The schedule of fees for the use of sports fields at Davis Park is hereby approved according to the attached document identified as Exhibit "A", including the collection of required sales tax.
3. A special revenue fund shall be established allowing for the acceptance and use of revenues collected at Davis Park.
4. The policies and procedures and collection of fees for Davis Park shall become effective May 31, 2002.

PASSED AND ADOPTED this 7th day of May, 2002, by the Board of County Commissioners, St. Johns County, Florida.

BOARD OF COUNTY COMMISSIONERS  
ST. JOHNS COUNTY, FLORIDA

BY James Bryant  
James Bryant, Chairman

ATTESTED: CHERYL STRICKLAND, CLERK

BY Patricia DeGrande  
Deputy Clerk

RENDITION DATE 5-9-02

# **EXHIBIT A**

## **PUBLIC FACILITIES USE MANUAL FOR SPORTS ORGANIZATIONS AND COMMUNITY USERS OF DAVIS PARK**

The St. Johns County Recreation and Parks Department encourages community use of facilities for the recreational pursuits of its residents. The purpose of this manual is to provide the community and St. Johns County staff with uniform administration of the process and equitable treatment of our customers.

# **PUBLIC FACILITIES USE MANUAL**

## **FOR SPORTS ORGANIZATIONS AND COMMUNITY USERS**

### **OF DAVIS PARK**

#### **1. Policy**

The use of athletic facilities at Davis Park will be encouraged for activities contributing to the development of individuals through skill development, social and cultural interaction, recreation and wholesome fun. St. Johns County Recreation and Parks Fields will be made available outside regularly scheduled activities or commitments. The Site Supervisor and St. Johns County Recreation and Parks Director must specifically approve the use of public properties by commercial organizations. Use of facilities by commercial organizations or by private individuals for the sole purpose of advertising or exhibiting commercial products or services is strictly prohibited. Use of these facilities by any organization will comply with Federal, State, and County laws and regulations including licensing requirements.

#### **2. Authority**

- a. The Site Supervisor is authorized to grant approval for usage and to schedule athletic fields and park facilities in accordance with the policies established by St. Johns County Recreation and Parks Department found within this manual.
- b. The Site Supervisor maintains a schedule for use of assigned facilities, and every effort will be made to provide fair distribution of facilities to all. All groups requesting use of Davis Park, except department sponsored leagues that have been sanctioned for league play will complete the Application for Park Usage.
- c. The St. Johns County Recreation and Parks Department will organize and collaborate with various sporting groups when sufficient interest has been expressed. St. Johns County Recreation and Parks Department will collect feedback from the community on issues relative to the service needed to carry out various sporting activities at Davis Park.

#### **3. Permissible Activities**

Approved community activities include, but are not limited to, recreational games, tournaments, festivals or instructional programs. Activities that do not fall into the above-mentioned categories and appear to be inconsistent with the program purpose will be referred to the St. Johns County Recreation and Parks Department Director. Requests received from commercial organizations must receive prior approval from the St. Johns County Recreation and Parks Department Director.

#### **4. Sanctioning**

In order for a team or league to be sanctioned or scheduled by the St. Johns County Recreation and Parks Department, it must meet the below listed requirements.

- a. The group must sign annually a hold harmless agreement with the St. Johns County Recreation and Parks Department.
- b. All athletic associations and other sporting groups/clubs will have on file a copy of their insurance naming St. Johns County as additionally insured.
- c. League representatives are expected to attend seasonal scheduling meetings held by St. Johns County Recreation and Parks Department Site Supervisor.
- d. The league will be required, within three (3) weeks of the first date of use, to submit a complete current roster of all participants registered for the new season. The roster must include the participant's full name, address, and zip code. Failure to comply will revoke authorized use of these facilities.
- e. Participant must comply with all rules and regulation set forth in this Public Facilities Use Manual for Users of Davis Park.
- f. No organization may sponsor any other organization for the purpose of altering the classification or fee schedule of such other organizations.

#### **5. Types of Organized Sports Groups Authorized to Use Facilities**

- (1) St. Johns County Recreation and Parks Department sponsored activities. Those activities that are promoted, planned, and staffed by the St. Johns County Recreation and Parks Department.
- (2) St. Johns County Recreation and Parks Department cosponsored groups. Those organizations that meet sanctioning requirements and are scheduled and promoted by the St. Johns County Recreation and Parks Department.
- (3) St. Johns County School organizations.

## 6. Priority of Usage

- a. Priority Use of St. Johns County Recreation and Parks Department Facilities according to group.
- (1) First priority of use at Davis Park are St. Johns County Recreation and Parks Department scheduled activities.
  - (2) Use of Davis Park by St. Johns County Recreation and Parks Department cosponsored organizations shall have the next priority.
  - (3) St. Johns County school system events.
- b. Seasons and Priority Schedule for Davis Park
- Baseball (Little League and Babe Ruth)
- Spring February-July
  - Fall September-November
- Youth Softball (ASA and Babe Ruth)
- Spring February-July
  - Fall September-November
- Adult Softball (County Operated)
- Men's Summer League March-July
  - Women's League June-September
  - Coed League August-December
  - Winter Men's League August-November
- Soccer (NFYSL)
- Spring February-July
  - Fall August-November
- Pop Warner Football
- Fall August-November
- Flag Football
- Winter December-March

Out of season requests will be considered after priority sports needs for the season are satisfied. Each out-of-season request will be handled on an individual basis, based on resources, ground condition, and facilities.

Sanctioned sports programs are normally scheduled for seasonal play within the traditional seasonal periods described above. Sports groups and community use

outside of this time frame will be considered out-of-season and will be handled accordingly. **In order to allow for proper field conditioning, year round sports programs will not be permitted.**

## **7. Requirements for Forming New Leagues**

- a. The procedures described below are to be utilized when introducing a new sports activity or program that would require use of Davis Park as scheduled by the St. Johns County Recreation and Parks Department Site Supervisor.
  - (1) All new leagues must inform the St. Johns County Recreation and Parks Department Site Supervisor in writing at least six (6) months in advance to the start of their season.
  - (2) The new league must meet all sanctioning requirements as described in this manual.
  - (3) The new league will attend the seasonal scheduling meeting for information exchange and discussion of the allocation of facilities for their season.

## **8. Requirements for Filing Application and Payment of Rental/Service Fees**

### **a. Application**

Each group requesting the use of Davis Park for Seasonal Sports Usage will be required to fill out Field Usage Application yearly. This should be done one (1) month prior to the start of each season. At that time the group will state on their application, field size as well as time slots needed to satisfy those groups needs. An application requiring St. Johns County approval shall be directed to the St. Johns County Recreation and Parks Director. The Application will include the applicant's signature on the Hold Harmless Agreement as well as a copy of their Insurance. Applications can be mailed to applicants or may be picked up at the Site Supervisors office at Davis Park.

### **b. Collection of Rental and/or Usage Fees**

Upon approval of a rental or field usage application, St. Johns County Recreation and Parks Department will invoice the customer. The customer shall remit a check to St. Johns County Recreation and Parks Department for the estimated fees on the invoice. No fields will be considered as reserved until the application and fees are on file with the Site Supervisor and a signed Field Usage Permit has been issued.

c. Sales Tax Collection

State Sales tax shall be charged on all field rentals and items sold by the County at Davis Park. **Sales tax shall be in addition to the scheduled rental rate.**

**9. Participation and Reservation Fee Schedule**

The St. Johns County Recreation and Parks Department will charge a per capita Participation Fee to all seasonal users of Davis Park. A seasonal Participation Fee, defined below, will be charged to each participant in each league, group, or organization scheduled.

- a. Within each of the St. Johns County Recreation and Parks Departments traditional sports seasons (Winter, Summer, Fall, and Spring).
- b. During such other periods of the year, not exceeding four months, which may overlap traditional seasons but during which the sport or activity adheres to a continuous schedule.

These fees are not applicable to end of the season tournament scheduling. Individual teams or groups that have already remitted their seasonal Participation Fees for the current season will be charged a single use fee when St. Johns County Recreation and Parks Department provides additional game time at Davis Park.

c. Fee Schedule

(1) Participation Fee (Seasonal)(Weekdays)

Davis Park Fields:

Youths under 18 years of age	\$3.00 each per season
Adults over 18 years of age	\$5.00 each per season

(1a.) Participation Fee (Seasonal)(Weekends)

Davis Park Fields:

Youths under 18 years of age	\$5.00 per hour per date
Adults over 18 years of age	\$7.00 per hour per date

Participation Fees will allow applicant to use Davis Park on weekdays as scheduled by the St. Johns County Recreation and Parks Department Site Supervisor, practice only. Any scheduling of weekday games will be charged the weekend rate as field usage time per hour per date. All game schedules submitted

to St. Johns County Recreation and Parks Department Site Supervisor by outside sanctioned leagues (example: NFYSL) must be approved and Participation Fee (Seasonal)(Weekend) paid two (2) weeks prior to scheduled date.

(2) Single Use Fees (Weekdays)

Davis Park Fields:

Youths under 18 years of age	\$7.00 per hour per date
Adults over 18 years of age	\$10.00 per hour per date

Non-sanctioned groups will be allowed park usage at a single use rate. All scheduling will be done by the St. Johns County Recreation and Parks Department Site Supervisor as to not conflict with seasonal users.

(2a) Single Use Fees (Weekends)

Davis Park Fields:

Youths under 18 years of age	\$10.00 per hour per date
Adults over 18 years of age	\$12.00 per hour per date

d. Tournament Schedule and Fees

St. Johns County Recreation and Parks Department will provide field space and scheduling for groups wanting to host tournaments at Davis Park. User must notify St. Johns County Recreation and Parks Department Site Supervisor three (3) months in advance as well as pay all fees for park usage. Davis Park fields will not be considered host site until all fees are paid and user is issued Tournament Permit. User must also provide a copy of insurance, tournament schedule, and all permits required to host tournament to St. Johns County Recreation and Parks Department Site Supervisor.

St. Johns County Recreation and Parks Department will also require permit holder to pay for Park Maintenance staff on scheduled tournament dates. Park Maintenance staff is required for all tournaments held at Davis Park. Groups will not be allowed to alter field(s) in any way without the written consent of the St. Johns County Recreation and Parks Department Site Supervisor and Park Maintenance Superintendent. Tournament and maintenance fees are listed below:

(1) Tournament Fees

Davis Park Fields:

Field Reservation Fees (No Lights)	\$7.00 per hour per date
Field Reservation Fees (With Lights)	\$10.00 per hour per date



(2) Maintenance Fees

Davis Park Fields:

Maintenance Staff (No Lights)	\$120.00 per date
Maintenance Staff (With Lights)	\$12.00 per hour per date

Park Maintenance Staff will be in charge of all trash removal, dragging and lining fields, and all issues concerning player and spectator safety at Davis Park. Tournament Director will provide Maintenance Staff with help as needed and will coordinate all aspects of Tournament with Maintenance Staff. Failure to comply with all terms of Tournament User Agreement will forfeit that group/clubs privilege of hosting tournaments in the future at Davis Park.

**9. Cancellations/Use Restrictions for Fields**

a. Circumstances

- (1) Fields are to wet or muddy for maintenance and/or safe play.
- (2) Forecasted or severe weather conditions.
- (3) Electrical or mechanical systems not working properly.
- (4) Emergency or extensive repairs and maintenance problems.
- (5) Unmanageable groups or adverse team behavior.
- (6) Park will close at sunset.
- (7) Field use on renovated fields will be monitored to insure proper growth and to keep field in a safe condition.
- (8) In the event of inclement weather, which occurs 45 minutes prior to start of, or during a game, the park staff will decide field cancellations. In the event of adverse weather conditions while an activity is in progress and no representative from the St. Johns County Recreation and Parks Department is present, it is the responsibility of the league representative and officials to determine whether or not conditions that exist will endanger the safety of the participants and whether or not the activity will have a serious effect on the field. League representative will be responsible for all damages that occur during this time. Failure to comply will void users right to field usage the remainder of the season.

b. All fees are authorized and subject to change annually by Board of County Commission action.