

APPENDIX A

PASCO COUNTY PARKS AND RECREATION DEPARTMENT PROPOSED FACILITY USE AND PROGRAMS FEE POLICY

Purpose:

This policy is intended to establish a standardized approach with regard to reservation procedures and associated fees for County facilities and programs. This policy provides a guideline for determining who our user groups are and what groups should pay to recover some of the maintenance and operating costs to lessen the burden on the County taxpayers, while continuing to provide cost-affordable services for our constituents.

Authority:

The Parks and Recreation Department shall develop Facility Use Policies to include reservation and fee guidelines for all appropriate uses of facilities. Staff will review these policies annually to ensure the purpose above is met. Authority is granted via the Pasco County Board of County Commissioners.

Need and Benefit:

It is the responsibility of the Parks and Recreation Department to offer a variety of facilities and programs providing for a variety of recreational opportunities for the well being of our citizens. Benefits include individual and community wellness, venues for social interaction and education, economic enhancements, and environmental awareness and protection. The ultimate benefit is improved quality of life for the citizens of Pasco County.

Because of the rapid growth in population and demand for recreational services, it has become necessary to adopt a sound and consistent policy that will assist staff with the administration of services.

Philosophy:

The guiding principle of the Pasco County Parks and Recreation Department's philosophy is to improve the quality of life for Pasco County citizens by providing excellence in parks and recreational facilities, programs, and services. The goal is to provide something for everyone in the most efficient ways possible. Firm facility use policies, reviewed and updated periodically, are paramount to the success of this mission.

Facilities Available:

1. Soccer/Football Fields
2. Baseball/Softball Fields
3. Outdoor Courts
4. Meeting/Activity Rooms
5. Community Centers
6. Pavilions and Shelters
7. Camping cabins
8. Tent Camp Sites
9. Gymnasiums
10. Kitchens/Concessions
11. Pools
12. Boat Ramps

Programs Offered:

1. Day Camps
2. Youth Sports
3. Adult Sports
4. Aquatic Activities

Facility Reservation Guidelines

All facilities are available on a first-come, first-serve basis during normal operating hours, unless the facilities are reserved per the following (after-hours use, if available, will require payment for staffing overtime expenses):

All reserved facilities require an approved reservation request form to be completed by the requester and, if approved, must be paid for in person within 72 hours of approval. Phoned in reservations will only be held for 72 hours. County and cosponsored programs take priority.

- *Soccer/Football Fields* - Fields are normally reserved by County or cosponsored sports programs. If fields are not reserved for these programs, others may reserve the fields up to 90 days in advance. At least seven business days may be necessary if special arrangements are requested. Reservations are generally not accepted with less than three days' notice.
- *Baseball/Softball Fields* - Fields are normally reserved by County or cosponsored sports programs. If fields are not reserved for these programs, others may reserve the fields up to 90 days in advance. At least seven business days may be necessary if special arrangements are requested. Reservations are generally not accepted with less than three days' notice.
- *Outdoor Courts* - All courts are normally first come, first serve. Tennis courts can be reserved up to one week in advance for a fee.
- *Meeting/Activity Rooms* - Rooms can be reserved up to one year in advance. Multiple date reservations may be made 90 days in advance, and no more than once a week without special approval. At least one to three business days may be necessary if special arrangements are requested.
- *Community Centers* - Rooms can be reserved up to one year in advance for single-date reservations. Multiple-date reservations may be made 90 days in advance, and no more than once a week without special approval. At least seven business days may be necessary if special arrangements are requested.
- *Pavilions and Shelters* - Pavilions and shelters will be reserved in four-hour blocks. Reservations can be made up to one year in advance for single-date reservations at facilities that are not designated first come, first serve. Multiple-date reservations may be made 90 days in advance. Reservations are generally not accepted with less than three days' notice. At least seven business days may be necessary if special arrangements are requested.
- *Camping Cabins* - Reservations can be made up to 30 days in advance for up to seven days. Reservations must be made and paid for in person at the requested facility or as directed. Group reservations may be made up to 90 days in advance.
- *Tent Camping* - Reservations can be made up to 30 days in advance for up to seven days. Reservations must be made and paid for in person at the requested facility or as directed. Group reservations may be made up to 90 days in advance.
- *Gymnasiums* - As a rule, gymnasiums may only be reserved up to 90 days in advance for recreational purposes. Gymnasiums are normally open for public use, unless reserved by the County or cosponsored organizations administering programs during normal operating hours. Gymnasiums may not be reserved for private use during normal operating hours without Board of County Commissioners' approval.
- *Kitchens* - Kitchens are available at the Land O' Lakes Community Center, Land O' Lakes Recreation Complex, Veterans Memorial Park, and Holiday Recreation Complex. They can be reserved in conjunction with the Activity Rooms, Community Centers, and gymnasiums.
- *Boat Ramps* - First-come, first-serve parking up to seven days of consecutive use.
- *Pools* - Can not be reserved during normal operating hours without BCC approval.

Facility User Categories

CATEGORY I*

Any programs or activities cosponsored by the Pasco County Board of County Commissioners through a formal agreement or other governmental agencies deemed appropriate by the Board of County Commissioners (i.e., nonselective youth and adult athletic programs and Friends of the Parks' organizations).

CATEGORY II

Any State or Federally-recognized, nonprofit, charitable organization or individuals hosting public recreation and civic functions for which no admission or donation charges are required or accepted (i.e., homeowners' associations and selective youth athletic programs).

CATEGORY III

Any organizations or individuals utilizing facilities for a private function or fundraising (i.e., invitational sports tournaments and nonprofit fundraising events).

***Note:** Cosponsored leagues which fall within Category I will not be charged for basic recreation program use of facilities. However, any programmed use outside basic recreation programs, such as tournaments, training camps, etc., will fall under the Category II or Category III rate schedule, plus staff time as required.

**PASCO COUNTY PARKS AND RECREATION DEPARTMENT
FACILITY AND PROGRAM FEES**

Activity/Facility	Fees as of August 1, 2008		
I. CAMPS			
A. Summer Day Camps			
Complexes	\$50/wk, \$60/wk incl field trip		
Community Centers	\$35/wk, \$45/wk incl field trip		
Schools	\$ 5/wk, \$15 wk incl field trip		
B. Winter Fun Camp			
Complexes	\$40/wk or \$60/both/wks		
Community Centers	\$10/wk or \$15/both/wks		
C. Spring Fling Camp			
Complexes	\$40/wk		
Community Centers	\$10/wk		
D. Nature Camp	\$55/wk incl field trip		
II. YOUTH ATHLETIC LEAGUES			
A. Basketball	\$35/player		
B. Challenger Basketball	\$30/player		
C. Flag Football	\$35/player		
D. Volleyball	\$25/player		
III. ADULT ATHLETIC LEAGUES			
A. Adult Softball	\$375/team		
B. Adult Basketball (all)	\$300/team		
C. Adult 7 on 7 Flag Football	\$300/team		
D. Adult 4 on 4 Flag Football	\$275/team		
E. Adult Tennis Leagues	\$10/player		
IV. AQUATICS			
A. Swim Lessons	\$35/session		
B. Child Admission (2-17 years)	\$2/day		
C. Adult Admission (18 years & up)	\$3/day		
D. Season Passes			
1. Child (2-17 years)	\$50/season		
2. Adult (18 years & up)	\$70/season		
3. Family	\$100/season up to 4, \$20 each after		
E. Swim Discount Passes			
1. Child (2-17 years) 10 Admits	\$15/ea		
2. Adult (18 years +) 10 Admits	\$25/ea		
V. PICNICKING AND CAMPING			
A. Pavilions	\$35, \$40 w/electric, 4-hour blocks		
B. Shelters	\$25, \$30 w/electric, 4-hour blocks		
C. Camping			
1. Large Cabin (8 people max)	\$30/night		
2. Small Cabin (4 people max)	\$20/night		
3. Tent Camping	\$10/night		
4. Group Site Tent Camping			
a. 9-16 Persons	\$20/night		
b. 17-24 Persons	\$25/night		
c. 25-32 Persons	\$30/night		
d. 33-40 Persons	\$35/night		
5. Camping w/Electric	\$15/night		
6. Primitive Camping	\$5/night		
VI. BOAT TRAILER PARKING & LAUNCH			
A. Anclote River Park	\$5/day \$50/annual pass		
VII. ANNUAL RECREATION ID CARD			
A. Gymnasiums	\$5/yr		
VIII. ADDITIONAL STAFF			
A. Regular Time	\$12/hr		
B. Overtime	\$20/hr		
C. Lifeguard	\$16/hr		
IX. SPORTS FIELDS AND COURTS			
-----Rates by Category -----			
	I	II	III
A. Multipurpose Field	0	\$8 per hr	\$15 per hr
B. Multipurpose Field w/Lights	electric	\$15 per hr	\$20 per hr
C. Ball Field	0	\$8 per hr	\$15 per hr
D. Ball Field w/Lights	electric	\$15 per hr	\$20 per hr
E. Multipurpose Field Prepared	0	\$140	\$160
F. Multipurpose Field Restriped	0	\$50	\$60
G. Ball Field Prepared	0	\$30	\$45
H. Ball Field Raked and Restriped	0	\$12	\$20
I. Restrooms	0	\$5 per hr	\$10 per hr
J. Outdoor Courts	0	\$5 per hr	\$5 per hr
K. Outdoor Courts w/Lights	electric	\$8 per hr	\$8 per hr
L. Outdoor/Open Area	0	\$20 per hr	\$50 per hr
X. OTHER FACILITIES (may include staff charges)			
A. Gymnasium	electric	\$45 per hr	\$75 per hr
B. Community Center	0	\$15 per hr	\$25 per hr
C. Meeting/Activity Room	0	\$10 per hr	\$15 per hr
D. Kitchen/Concession Room	0	\$25	\$35
E. Swimming Pool	0	\$45 per hr	\$75 per hr