

RESOLUTION 2013-07-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVELAND PROVIDING FOR THE USE AND CARE OF E.L. PURYEAR BUILDING, LAKE DAVID CENTER, LAKE DAVID GAZEBO, JAMES L. WYCHE BUILDING, AND CITY OWNED PAVILIONS; APPLICATION FOR USE; GOVERNING RULES, DEPOSIT SCHEDULE AND FEE SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in 2007 the City of Groveland Recreation Advisory Committee reviewed the then current rules, deposits and fees charged by the City for its facilities and compared them with other jurisdictions'; and

WHEREAS, the Committee recommended changes which Council adopted in Resolution 2007-09-28; and

WHEREAS, the Council has determined additional revision are needed and collectively the rules aim to preserve the facilities, enhance the social environment of Groveland and ensure equality in reserving said facilities.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GROVELAND, LAKE COUNTY, FLORIDA AS FOLLOWS:

Section 1. General.

- 1 The City Manager or designee shall be responsible for the administrative duties of accepting and approving rental applications, developing and modifying the rental application and other administrative duties relating to the rental of the facilities. The Public Works Department (Parks and Recreation) shall be responsible for the inspection and maintenance of the City of Groveland facilities.
- 2 Use of the facilities will be regulated by the rules contained herein and all monies received for such use shall be accounted for in the General Fund of the City.
- 3 An Applicant must demonstrate to the City's satisfaction that Applicant represents a responsible organization (if applicable), that Applicant will guarantee orderly behavior and that Applicant will be financially responsible for the repair of the Facility if damaged as a result of Applicant's use of the Facility and for the replacement of any item(s) contained at the Facility if the cost exceeds Applicant's deposit. Otherwise, the City in its sole discretion may deny the Applicant initial or future use of any of the City's Facilities. Facilities includes but is not limited to buildings, parks and pavilions.

- 4 The City may limit any Applicant's use of the Facilities building to one occasion per month.
- 5 Applications for use of the Facilities will be processed on a first come - first serve basis. Only Facility buildings require the completion of applications. Rental charges are due at the time the application is approved and the reservation made. Security deposits must be paid in full no less than seven calendar days prior to the event. Conflicts in scheduling will be resolved by the City Manager. The City Manager's decision is final. A waiting list will be compiled when duplicate applications are received. The City reserves the right to cancel or reschedule a reservation if a special activity arises that is instrumental in meeting the needs of the community.
- 6 The Applicant is responsible to clean any Facility building after its use in accordance with a cleaning checklist and rules established by the City. If Applicant fails to clean the Facility building to the City's satisfaction, the City will clean the Facility and the cost for doing so will be deducted from the Applicant's security deposit. Users of City Facility parks and pavilions must discard their trash and clean any debris after their use.
- 7 Reservations may be made by City residents, and non-residents alike, businesses and organizations. A reservation placed more than one year in advance will not be accepted.
- 8 Except as otherwise approved by the City Manager in his or her sole discretion in advance, all activities must cease no later than 11:00 P.M. and the Facilities must be vacated no later than 12:00 A.M./midnight.
- 9 When a reservation is made, the number of tables and chairs required by the Applicant will be noted. Any damage found after usage will be charged to the Applicant.
- 10 The Applicant must control ingress/egress from the Facilities, i.e., preventing attendees from loitering outside of the Facilities and maintain an orderly and safe flow of movement in and out of the Facilities. The Groveland Police Department has the authority to terminate any or all activities therein if, in their opinion, such action is necessary to preserve the peace and order of the City.
- 11 No flammables are permitted in or on the premises except when allowed by the Groveland Fire Chief which shall be noted in writing on the approved application.
- 12 The seating capacity of the E. L. Puryear Building is 230. The seating capacity of the Lake David Center is 75. The seating capacity of the James L. Wyche Building is 45. This specified capacity shall not be exceeded in number

(seated or otherwise), nor may the arrangement of tables and chairs impede the safe and free movement of the occupants.

- 13 No obstructions shall be placed or allowed to be placed in the aisles or in such a place as to impede access to any exit.
- 14 Smoking is not permitted in or about the Facilities, except for in designated areas outside the buildings located thereon.
- 15 No alcoholic beverages are allowed inside or outside the Facilities or on any City owned properties.
- 16 Electronic equipment is not provided by the City. Signs, banners, decorations or advertising materials in or around the Facilities are not allowed unless approved at the time the application is submitted and is noted on the approved application.
- 17 An applicant shall keep the Facilities clean; remove trash and debris, sweep and clean any spillage following usage. An Applicant who uses the kitchen shall clean same and all dishes and utensils if used.
- 18 The James L. Wyche Building is only available for those organizations who are Not-For Profit meaning, no part of the income or profit of which is distributable to its members, directors, or officers and that is organized for the purposes set forth in Section 501(c)(3) of the Internal Revenue Code, whether or not the organization is recognized as tax exempt by the IRS. In addition, authorization to use The James L. Wyche Building shall only be granted if no other appropriate Facilities are available, and then only to organizations whose proposed use and purpose is consistent with the character and normal uses of the James L. Wyche Building. It shall not be used for such purposes as hosting sports teams, outdoor recreation groups, or other uses that have the potential to compromise the overall condition of the Facility.

Section 2. Public and Social Events.

- 1 A sponsor is defined as any person who is a member of a charitable and/or non-profit organization or civic organization of common recognition including public school organizations, such as PTO and Chamber of Commerce, whether or not their principal place of organization is physically within the city limits of Groveland. It shall be in the discretion of the City whether an applicant qualifies under this section.
- 2 A sponsor is responsible for the activities of the attendees and is responsible for maintaining order and preventing damage to City property whether through chaperons or otherwise.
- 3 Any event that is attended primarily by minors shall have one (1) adult chaperon for every twenty (20) minors attending the event. Each Chaperon shall be 21 years of age or older. Chaperons shall sign in upon entering and

sign out upon leaving. The Sponsor or Applicant will sign each chaperon in and out, will ascertain if the chaperon is an adult for purposes of this agreement, and will verify that the correct number of chaperons is present. A copy of the chaperon list will be submitted to the City prior to refund of deposit and/or reservation of future events. If there are not sufficient chaperons, the City has the right to suspend or terminate the Applicant's use of the Facilities until the requisite number of chaperons is present.

- 4 For-profit social events open to the public by the same organization, entity or person will be limited to no more than one per month. Any fee and deposit shall be paid at the time the Applicant's application is approved and the reservation is made.
- 5 For profit social events open to the public for primary attendance by juveniles will be allowed subject to the following conditions: Juveniles in attendance must be in their 7th year of school (middle school) through the 12th year of school (high school senior) and must be between the ages of 13 and 17 years old. The Applicant shall be responsible to ensure compliance.
- 6 Only the City Council may exempt certain non-profit and/or civic groups from the requirement to pay a fee and/or security deposit.

Section 3. Commercial Events.

An applicant who reserves the Facilities or City owned properties for commercial purposes shall provide evidence of liability insurance with limits acceptable to the City for each event prior to approval of the application.

Section 4. Fees and Deposits.

- 1 Rental fees and security deposits shall be set by City Council. Council will review rental fees and security deposit amounts annually and may amend such amounts from time to time.. The security deposit, or any part thereof that Applicant is entitled to will be refunded to Applicant within three weeks of the rental period terminating. If all or any portion of the security deposit is being retained by the City, the Applicant will be notified in writing the reason therefore. If additional funds are due as a result of damage or items missing from the Facilities, Applicant will be notified in writing and payment from Applicant shall be due within 10 business days of the date of the notice sent to Applicant. If Application does not comply with full payment within 10 business days the City may deny any future use of all City Facilities and may seek legal judgment to retain payment for loss. A deposit may be paid using a credit card.
- 2 Activities which are catered will not be charged a security deposit for kitchen use. Catering is defined as the introduction of food and drink that is prepared

prior to its arrival at the Facility and those consumables will be served on or in containers provided by the Applicant, not the City.

3 Deposit and rental fee schedule for E.L. Puryear Building

Category of User	Deposit	Kitchen Deposit	Rate
City Resident	\$150.00	\$100.00	\$75.00
Non City Resident	\$200.00	\$100.00	\$100.00
For-Profit	\$250.00	\$100.00	\$200.00

4 Deposit and rental fee for Lake David Center and James L. Wyche Center

Category of User	Deposit	Kitchen Deposit	Rate
City Resident	\$150.00	\$100.00	\$75.00
Non City Resident	\$200.00	\$100.00	\$100.00
For Profit	\$250.00	\$100.00	\$200.00

5 The James L. Wyche Center shall be utilized primarily for the Senior Center. It will not be used as a rental facility except as provided for in Section 1, Paragraph 18 above.

6 There is no charge to use City owned pavilions; however, anyone wishing to use the pavilions may submit an application to obtain a permit for sole use during the period of time specified on the application, not to exceed 12 hours per application.

7 There is no charge to reserve the Gazebo at Lake David; however, anyone wishing to use the Gazebo may submit an application to obtain a permit for sole use during the period of time specified on the application, not to exceed 12 hours per application.

Section 5. Security and Police Officer Requirements.

1. **Security.** All sponsors and applicants utilizing the City of Groveland Facilities shall bear responsibility for maintaining good order and discipline of all attendees. During events, should a situation develop that is beyond the capability of the those present to control, or a safety concern arises, the sponsor or other responsible adult shall contact the Groveland Police Dispatch for assistance at 352-429-4166 if not an emergency, or in an emergency by dialing 911.
2. All sponsors and applicants shall be required to employ an off duty Groveland Police officer for the period of time that guests will be in attendance at the event as follows:
 - a. For all events where attendance is planned to be in excess of 75 people, regardless of age.

- b. For all events that will be attended primarily by teenage minors (ages 13 – 17). In addition, a chaperon is required for every 20 minors in attendance.
- c. For all events that will be attended primarily by children ages 1 – 12 and the planned attendance is in excess of 75 people. In all instances a chaperon is required for every 20 children in attendance.
- d. If a police officer is required based on the above, the officer is not required to be present for the entire Facility rental period, but only form the time when attendees are scheduled to arrive through the end of the event when attendees have left. Police are not required to be present during preparation, decorating, or event clean up.

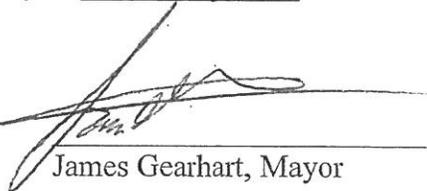
Section 6. Exceptions.

No exceptions will be made to any of the governing rules, policies or fees without signed approval from the City Manager or City Council. Exceptions will be handled individually with regard to what is in the best interest of the citizens of Groveland.

Section 7. Effective Date

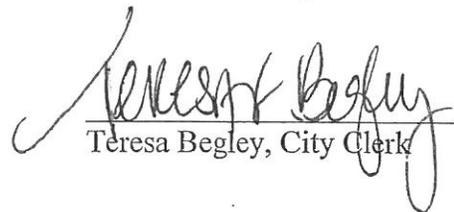
This Resolution shall become effective upon its passage by the Groveland City Council.

PASSED AND RESOLVED IN REGULAR SESSION OF THE City Council of the City of Groveland, Lake County, Florida on 4TH day of NOVEMBER, 2013.

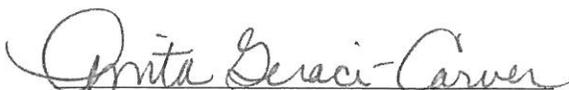

James Gearhart, Mayor

Attest:




Teresa Begley, City Clerk

Approved as to form and legality:


Anita Geraci-Carver, City Attorney

First Reading 11/04/2013

Council Member MINCEY moved the passage and adoption of the above and foregoing Resolution. Motion was seconded by Council Member SMITH and upon roll call on the motion the vote was as follows:

	YEA	NAY
James Gearhart	✓	
John Griffin	✓	
Tim Loucks	✓	
Jared Mincey	✓	
James Smith	✓	