

**RESOLUTION NO. 05-2017**

**A RESOLUTION OF THE CITY COUNCIL OF SEMINOLE, FLORIDA, REVISING THE RECREATION CENTER FEES POLICY; PROVIDING FOR SAID POLICY TO BE ATTACHED HERETO AS EXHIBIT "A"; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Department of Administration establishes policies for the use of facilities within the Recreational Division; and

**WHEREAS**, it is appropriate to regulate the use and fees of the City's recreation facilities; and

**WHEREAS**, the Department of Administration has determined there is a need to revise the Recreation Division Fees Policy to address a variety of topics including, fees and minimum number of rental hours for the Parkview Room, revised fees, rates and verbiage for refunds, camp, rental categories and the waiving of fees for Seminole non-profit organizations; and

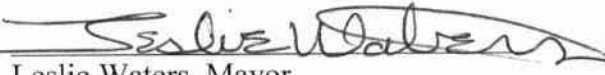
**WHEREAS**, the Department of Administration is recommending the revised Recreation Division Fees Policy become effective November 1, 2017.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEMINOLE, FLORIDA, THAT:**

**Section 1:** The City Council hereby approves the revised Recreation Division Fees Policy, as attached hereto as Exhibit "A".

**Section 2:** This Resolution shall become effective November 1, 2017.

**PASSED AND ADOPTED this 10<sup>th</sup> day of October, 2017 by the City Council of the City of Seminole, Florida.**

  
Leslie Waters, Mayor

ATTEST:

  
Patricia Beliveau, City Clerk



CITY OF SEMINOLE  
RECREATION DIVISION  
FEES POLICY  
(To be effective November 1, 2017)

Both residents and non-residents participating in programs conducted by the City of Seminole's Recreation Center personnel will be required to fill out a registration form or obtain a valid Recreation Center membership card in order to participate in Recreation programs. All recreation programs held on City property will be conducted by recreation staff, approved volunteers or contracted instructors.

**A. RESIDENT**

A resident is an individual person or the dependent children residing at home of the individual person who owns or leases real property within the city limits of the City of Seminole or who maintains either a voting residence or bona fide occupancy within the City limits of the City of Seminole. Ownership of property is verified by a current Pinellas County Property Tax Assessment notice/receipt. Residents, current City of Seminole employees along with their spouse and children within the household and Pinellas County Sheriff officers assigned to the City of Seminole may obtain a Recreation Center membership card at no charge with two (2) proofs of residency or employment verification. Examples of proofs of residency may include a tax statement, occupational license, valid driver's license, current utility bill (water, electric, cable) or current car registration. Upon presentation of a valid resident card, a resident may enroll a relative on military active duty and their immediate family members for a ten (10) week temporary card. The enrolled relative must present a military ID at the time of registration.

**B. NON-RESIDENT**

A non-resident is an individual person or the dependent children residing at home of the individual person who lives outside the boundaries defined by the City of Seminole, this includes the unincorporated areas even though they may have a Seminole mailing address.

- The United States Post Office designates cities for mailing addresses based on the post office servicing an area not on City limit designations.
- A non-resident will be required to purchase a \$120.00 annual non-resident membership card. A seasonal non-resident will be allowed to purchase a seasonal membership for \$70.00 good from October 1 thru April 30.
- A non-resident family will be allowed to purchase an annual family membership for \$360.00.
- All persons participating in programs at the Recreation Center must be valid Recreation Center Members or pay the Non-Member program rate.
- Non-residents paying the member rate on programs must have a valid Recreation Card for the duration of the program.

**C. ALL PARTICIPANTS MUST BE REGISTERED**

1. Resident Registration – Participants who are City of Seminole residents will be required to obtain a Recreation Center membership card that is valid for two (2) years from time of issue.
2. Non-Resident Registration – Participants who are not City of Seminole residents will need to obtain a Recreation Center membership card that is valid for one (1) year from time of purchase or fill out the program registration form and pay the non-member program rate.

**D. MEMBERSHIP FEES**

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|--|-----------|
| 1. Resident<br>(valid for two years from time of issue)  | No charge |
| 2. Non-Resident - Annual Individual Card<br>(valid for one year from time of purchase)   | \$120.00  |
| 3. Family Membership<br>(Up to four family members in same household; additional members in household pay \$25 each, valid for one year from the time of purchase) | \$360.00  |
| 4. Seasonal Non-Resident<br>(Cannot be used for camps or Shooting Stars Fall Soccer)   | \$ 70.00  |
| 5. Guest Pass<br>(Valid for one-day use of Recreation Center facilities)   | \$5.00    |

**E. PROGRAM FEES**

1. Recreation Card Holder Registration Fee                      Program Fee (flat rate for the class or activity)
2. Non-Recreation Card Holder Registration Fee                Program Fee + 50% access fee
3. Refunds less than \$10 will be applied as a credit to participant's household for future use. All credits must be used within the same fiscal year.

**F. CAMP FEES**

	<u>Residents</u>	<u>Non-Residents</u> (if space available)
1. K-5 <sup>th</sup> Grade Summer Camp (weekly)		
(a) 7:00 a.m. – 6:00 p.m.	\$75.00 per week	\$87.50 per week
2. 6 <sup>th</sup> -9 <sup>th</sup> Grade Summer Teen Camp (weekly)		
(a) 7:00 a.m. – 6:00 p.m.	\$85.00 per week	\$100.50 per week
3. K-6 <sup>th</sup> Grade School's Out Days (per day)		
(a) 7:00 a.m. – 6:00 p.m.	\$20.00 per day	\$30.00 per day

**G. ATHLETIC FEES**

1. Outside Agency's Athletic Programs

- City Resident/Non-Resident must have valid Recreation Membership Card for the duration of the season.

2. Adult Athletic Team Surcharge (does not include league fee)

- No surcharge with 50% roster with valid Recreation Members
- \$120.00\* per season, surcharge without 50% Recreation Members

\*equals one Recreation Membership

3. Athletic Field Reservation

	<u>Without lights</u>	<u>With lights</u>
Residents/Members	\$10.00 Per Hour	\$15.00 Per Hour
Non-Residents	\$15.00 Per Hour	\$30.00 Per Hour

**H. FAMILY AQUATIC CENTER FEES**

1. Aquatic Admission Fees- Aquatic Center is open to the public and all users will be charged a fee to enter into the Aquatic Facility. All non-members will pay a surcharge as listed below.

	<b>Youth</b>	<b>Adult</b>	<b>Family</b>
Member Card Holder Daily Admission	\$1.50	\$2.00	NA
Non-Member Card Holder Daily Admission	\$3.00	\$4.00	NA
Multi-Use Punch Card (per punch)	\$1.00	\$1.50	NA
Seasonal Pool Pass (May – Oct)*	\$40.00	\$60.00	\$120.00

\*Must be a Recreation Member to purchase a Seasonal Pool Pass

2. Family Aquatic Center After Hours Rentals (2 hours rental includes exclusive use and lifeguards)

**Members**

1-50 People	\$175.00 (additional hour \$100.00)
51-100 People	\$275.00 (additional hour \$150.00)

**Non-Members**

1-50 People	\$225.00 (additional hour \$125.00)
51-100 People	\$325.00 (additional hour \$175.00)

**I. RACQUETBALL COURT RESERVATION FEES**

1. **Racquetball Fees (Recreation Card Holder only)**

Court Reservation Fee	\$5.00 (per court/per hour, maximum of 2 hours)
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**J. RENTAL FEES**

The Recreation Center facility will be used primarily for recreation and social activities for youth and adults directly conducted by the Recreation Center.

Rental rates will then be determined for each group with a rate for when the facility is open or closed to the public. The City of Seminole City Manager or Designee reserves the right to waive building costs or park fees three (3) times a calendar year on a weekday and once a calendar year on the weekend for Seminole non-profit organizations. The non-profit organization must prove that said organization is a non-profit registered with the Florida Division of Corporations and recognized as a non-profit by the IRS with filings reflecting no more than 50% administrative costs, have contributed (monetary, in-kind, or a combination of both) equivalent of requested fee to be waived to the City of Seminole community within the past twelve (12) months. Groups may be responsible for one hundred (100) percent staff costs, utilities, and set up or tear down charges. Waiving of fees for political organizations is prohibited.

- The purpose of the rental must be approved by Recreation Director or designee.
- Any functions that request the use of alcohol would be limited to non-business hours of Recreation Center.
- A damage deposit may be assessed to all rentals. This deposit up to \$500 will be negotiated by the Recreation Director or designee. Renter is responsible for all costs associated with repairs that exceed the damage deposit including all court costs and attorney fees arising out of any collection action.
- All facility reservation requests made fourteen or more days prior to the rental date must pay a deposit and make full payment at least fourteen (14) days in advance of rental date.
- Reservation requests less than fourteen (14) days from the rental date cannot be guarantee and will be assessed by the Recreation Director or designee. If reservation is approved, rental fees must be paid in full with cash or credit card at the time of request.
- A reservation is not confirmed or guaranteed until the rental permit has been executed; payment or security deposit is received and is approved by the Recreation Director or designee.

**1. Category I – Non-City of Seminole resident, business or commercial functions during regular operating hours.**

Gymnasium	\$60.00 Per Hour
Auditorium	\$60.00 Per Hour
Facility Room	\$30.00 Per Hour
Damage Deposit (Refundable)	\$ up to \$500.00
Events that are scheduled beyond operating hours will include additional fee:	
Staff/ Utilities (Building Closed)	\$45.00 Per Hour

**2. Category II – City of Seminole residents or business functions during regular business hours.**

Gymnasium	\$50.00 Per Hour
Auditorium	\$50.00 Per Hour
Facility Room	\$15.00 Per Hour
Damage Deposit (Refundable)	\$ up to \$500.00
Events that are scheduled beyond business hours will include additional fee:	
Staff/Utilities (Building Closed)	\$45.00 Per Hour

3. **Category III** – City of Seminole non-profits charitable, civic groups, churches, homeowners association (6 association meetings annually at no charge) or Public Education Agencies; and groups renting a space for a function a minimum of once a month for twelve (12) consecutive months.

Gymnasium	\$30.00 Per Hour
Auditorium	\$30.00 Per Hour
Facility Room	\$10.00 Per Hour
Damage Deposit (Refundable)	\$ up to \$500.00

Events that are scheduled beyond business hours will include an additional fee:  
 Staff/ Utilities (Building Closed) \$45.00 Per Hour

4. **Category IV** – Any event within the Recreation Center after hours. Fees include staff, atrium, catering kitchen, utilities and janitorial. The fee is based on a per hour rate.

Auditorium/Gymnasium (three hour minimum)	\$175.00 Per Hour
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5. **Category V Parkview Room** – Any event within the City Park Community Building. Fees include staff, full kitchen, utilities and janitorial. City of Seminole non-profits, civic groups, churches; non-profit charitable or public education agencies will receive the member rate.

	<u>Member</u>	<u>Non-Member</u>
Weekday (M-F 6:00 am – 5:00 pm)	\$50.00 per hour	\$75.00 per hour
Weeknight (M-TH 5:00 pm-11:00 pm)	\$75.00 per hour	\$100.00 per hour
Friday-Sunday	\$125 per hour*	\$150.00 per hour*
	*Minimum of 2 hours	

6. **ALL CATEGORIES (except pavilions)**

1. Rental Set Up/Tear Down (Chairs Only)

25-100	\$40.00 Per Event
101-250	\$50.00 Per Event
251 & Over	\$70.00 Per Event

2. Rental Set Up/Tear Down (Chairs and Tables)

Up to 100 People	\$50.00 Per Event
101 to 200 People	\$80.00 Per Event
201 to 300 People	\$110.00 Per Event
301 & Over	\$140.00 Per Event

7. **PARK PAVILIONS AND BAND SHELL**- Pavilions and shelters are on a first come first use basis unless reserved prior to the event date through the Recreation Division. The reservation fee is only for the identified pavilion, not the entire park. The park must stay open to the public at all times. Any functions that request the use of alcohol must get approval through City of Seminole Council. Pavilion rentals will require the reservation to be made 14 days in advance of the event date and to be paid by cash or check. Inquiries less than 14 days cannot be guaranteed. See *attachment A* for full listing of rules and regulations.

<u>Pavilions</u>	<u>Without Power</u>	<u>With Power</u>
Recreation Card Holder	\$20.00 per request	\$25.00 per request
Non-Recreation Card Holder	\$40.00 per request	\$45.00 per request
 <u>Band Shell</u>	 <u>Without Power</u>	 <u>With Power</u>
Recreation Card Holder	\$50 per request	\$75 per request
Non-Recreation Card Holder	\$100 per request	\$125 per request
 Area for Inflatable	 \$50 per item (non-refundable)	

## ATTACHMENT A.

Reservation of a facility room or pavilion is for the specific location only and ***does not*** restrict the use of the rest of the facility or park by others. Visitors to the facility or park will be allowed access to common areas and those areas not reserved by a Facility Usage Permit.

The renter agrees to be responsible for the actions of their guests and their guests' compliance with all applicable federal, state and local rules, regulations, laws and ordinances while on City property. The renter will not use the premises or allow the premises to be used for any illegal, unsafe or immoral purpose.

The renter agrees to assume all responsibility for any damages done to the property as a result of their usage inclusive of damages done by the renter's agents or assigns, visitors, invitees, guests or trespassers to any portion of the premises rented by renter.

Parking of vehicles is allowed in designated parking areas only. No parking is allowed on grass areas. Parking in grass is only allowed if designated as overflow parking approved by the Recreation Director. Violators may be issued a parking citation if they choose to park in areas designated as no parking.

Masking tape is the only approved item allowed for affixing decorations to the structural surfaces at any facility, inclusive of tables, walls, windows, etc. No pins, staples, nails, tacks or other fastening materials or devices may be used. Rooms with carpets prohibit the use of glitter and table confetti.

All live and recorded music cannot be heard beyond the park boundary lines.

Inflatable amusement devices are permitted as long as the following conditions are met.

1. The amusement device vendor must provide a Certificate of Liability Insurance listing the City of Seminole, as additionally insured. Commercial General Liability must be in the amount of \$1,000,000. The date and location of the event must be printed on the Certificate of Liability Insurance.
2. The Certificate of Liability Insurance must be submitted to the City of Seminole Recreation Department 10 days prior to the reservation date. The amusement device vendor and the renter must have a copy of the insurance certificate on site the day of the event.
3. The amusement device(s) must be set up and removed during the stated reservation hours. Set-up before and takedown after the stated hours is not permitted.
4. Use of amusement device(s) must be included on the Rental Application Form.

Failure to comply with these policies will result in the amusement device vendor not being allowed on and/or asked to leave City property. The renter's deposit may also be retained for violation of policies.

**The following is prohibited from all areas of the City of Seminole Parks:**

- 1. Live animals (petting zoos, pony rides, wildlife displays, etc.) and mechanical rides.**
- 2. Glass containers**
- 3. The throwing of rice, confetti or glitter.**
- 4. Any pyrotechnic devices including fog machines.**
- 5. Motorized scooters, skate boards, go-carts or off road vehicles of any kind.**
- 6. Food trucks, ice creams trucks or other commercial vendors not as a part of a City of Seminole Special Event.**