

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS

Parks and Recreation

16161 Flight Path Dr, Brooksville, FL 34604

Phone: 352-754-4031 Fax: 352-754-4415

recreation@hernandocounty.us



Dear League Director,

Welcome! Hernando County takes pride in providing our leagues with the best personalized service. When getting started we require the league packet to be filled out and returned to the Recreation Department four (4) weeks prior to the start date of the league. Our league packet includes the following:

1. Welcome Letter
2. * League Contact Information
3. * League Important Dates
4. * Facility Usage Application-Fill one out for practice dates and one for game dates
5. Fee Schedule
6. Example of schedule for practice/games
7. * Field Maintenance Agreement
8. * League Usage Agreement
9. * No Alcohol Agreement
10. * Insurance Requirements
11. Insurance Example
12. * Press Box Responsibility

*League director must sign and return 4 weeks prior to start of league.

Any and all changes must be submitted in writing and received in our office within 10 days of the changes taking effect. All communication with leagues and staff are preferred to be written to minimize errors. Please be mindful that we will do everything possible to provide the best service to your organization/ league.

Thank you for supporting Parks and Recreation. We look forward to working with you.

If you have any questions, please feel free to give us a call.

Thank you,

Nicole Bell
League Specialist
nbell@hernandocounty.us

Parks and Recreation

16161 Flight Path Dr, Brooksville, FL 34604

Phone: 352-754-4031 Fax: 352-754-4415

recreation@hernandocounty.us



League Contact Information

League Name: _____

Address: _____

Main Contact: _____ Relation to the League: _____

Phone: H _____ C _____

League Organization Contacts:

~Best Contact Number

President: _____

Phone: H _____

Vice President: _____

Phone: H _____

Treasure: _____

Phone: H _____

Secretary: _____

Phone: H _____

Key Holder: _____

Phone: H _____

Key Holder: _____

Phone: H _____

Key Holder: _____

Phone: H _____

Key Holder: _____

Phone: H _____

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League Important Dates

Season Schedule of Events

Registration Dates: _____ Evaluation Dates: _____

Practice Starts: _____ Games Starts: _____

Opening Ceremonies: _____ Closing Ceremonies: _____

Special Dates

Tournaments: _____

Anything needed for opening ceremony? _____

Baseball/Softball Field/s # _____ Soccer Field/s # _____ Storage # _____ Football Field/s # _____

Electricity: 110 or 220
If yes, what will it be used for? _____

- Water
- Advertised Event - Open to the General Public
- PA system (100 watts-\$15 per event)
- Large Pull Behind Cooker
- Small Backyard Grill
- Security by off duty Law Officer
- Additional Parking Arrangements
- Private Event - Limited only to your Private Group
- Large PA or Sound System, DJ, or Band (220 watts-\$30 per event)
- Concession Cart
- Private Food Vendor
- Bus (es) and # of: _____

- Number of deputies needed will be determined by size of event
- No Fireworks allowed in County Parks

Paint and Chalk

Initial field stripping **will no** longer be provided by the Parks Department. Leagues will be responsible to stripe all fields and to maintain the lines. Paint and chalk request still need to be submitted to the Recreation office in writing two weeks prior to event date. Paint is still available for \$20, for a case of 6 and chalk is \$8 per bag.

Orientation

The league Director must make an appointment with the park staff at their field for an orientation prior to the commencement of practices. This orientation must be completed each season to update both the league and the park staff of changes and updates.

League Representative Signature _____ Date _____

Recreation Representative Signature _____ Date _____

FACILITY USAGE APPLICATION Today's Date: _____

Name: _____ Organization (if any): _____

Mailing Address: _____

Telephone (Day) (____) _____ Street _____ City / State _____ Telephone (Eve): (____) _____ Zip _____

E-Mail Address _____

Beginning and ending times must include all anticipated setup and cleanup time required. For extended periods of use or very involved facility usage, attach a written request with as much detail as possible with this application. If over 1000 people, this FUA must be reviewed and signed off by the Hernando County Risk Management Department.

RESERVATION DATE: _____ To _____ DAY / DAYS of WEEK: _____

BEGINNING TIME: _____ ENDING TIME: _____ # of Participants: _____ # of Spectators: _____

Describe your function by checking all that applies:

(List Activity) _____
Is this a fund-raising event? [] yes [] no
Are any other fees associated with this event? [] yes [] no

PROVISIONS NEEDED FOR THIS FUNCTION

We do not supply the following and additional fees may apply

- [] Electricity: [] 110 [] 220
[] Radio or PA System - 110 watts
[] Large PA, Sound System, DJ, Band - 220 watts
[] Private Event - Limited to your private group
[] Advertised Event-general public
[] Tent *Staff approval needed & stakes 12inches or greater
Tent(s) may require building permit based on size
[] Large Pull Behind Cooker [] Small Backyard Grill
[] Private Food Vendor [] Concession Cart
[] Security by off duty Law Officer [] Other: _____
[] Bus(es) and # of : _____

FACILITY

List Specific Field or Court Number When Applicable
Attached a schedule of events if mores space is needed

Location or Park: _____

- [] KEY (gates, etc) [] Storage# _____
[] Meeting Room [] Kitchen [] Yes [] No
[] Baseball Field # _____ [] Gazebo # _____
[] Press Box # _____ [] Tennis Court # _____
[] Softball Field # _____ [] Pavilion # _____
[] Football Field # _____ [] Soccer Field # _____
[] Shuffleboard # _____ [] Bocce Court _____
[] Initial Field Markings or Special Event Field Markings

* Number of deputies to be determined by size of event
(See Special Event Package)

** No Fireworks, Moonwalks or similar structures allowed
in County Parks.

Other Special Instructions / Requirements / Information

Details _____

I fully understand that this application does not confirm any request until it has been signed, dated, reviewed and approved by an authorized Recreation employee, at which time a permit will be given to me or my representative, or mailed to the address designated above. If applicable, I understand that I will be informed prior to my event of any requirement for fees to be charged and collected for park staff. I further affirm that I have completed this application with as much accuracy and detail as possible. Security/Key Deposits are paid at the time keys are issued. Applicant agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usage of the facilities. I acknowledge that I have received a copy and have read, understand and agree to all items and terms as outlined in the Facility Usage Agreement, including how to proceed in the event of any problems or emergencies that need immediate attention during my event.

PAYABLE TO: Hernando County Recreation Department or HCRD
** Check, Money Orders, VISA or Master Card ONLY **

SIGNATURE OF APPLICANT: _____ DATE: _____

Print Name: _____

FUA Received by STAFF: _____ Mail: _____ Fax: _____ Walk In: _____ Entered in Class by: _____

FEES DUE: \$ _____ PAYMENT RECEIVED BY: _____ ENTERED IN CLASS BY: _____

PAYMENT TYPE: [] MONEY ORDER / [] CHECK # _____ Drivers License # _____

Credit Card Payment by [] Phone or [] Walk In [] VISA or [] MASTERCARD - APPROVAL # _____

GROUPS USING FACILITIES WITH AN ESTIMATED ATTENDANCE OVER 100 PEOPLE

Groups and organizations running special events of 100 or more in attendance are expected to have and provide the following:

1. **Special Events for Non Profit** groups of 100 people or more require a non-refundable Special Event Fee of \$150. Also must supply tax exempt certificate.
2. **Special Events for profit** groups of 100 people or more require a non-refundable Special Event fee of \$200.00.
3. **Special Events for profit** groups of over 500 people- a non-refundable fee will be negotiated with the Parks & Recreation Manager Security deposits will also be negotiated for events over 500 people.
4. All special event groups will require General Park Staff at a rate of \$25 per hour to be determined by staff. (Usually 1-2 staff depending on the size of the event) A 4 hour minimum charge of \$100 per event will be billed.
5. Technical staff assistance-\$35 per hour (electrician)
6. Pay a \$300 security deposit for an event with 100-499 people for possible damages. After an inspection if no damage- the deposit is returned.
7. \$1,000,000 general Liability Insurance naming the County as insured and listed as additional insured.
8. If considered a large special event- An off-duty deputy must be secured at the renter's expense.

INSURANCE INFORMATION

Insurance must have the Hernando County Board of County Commissioners listed as additional insured in the amount of 1million dollars per occurrence. Representative must purchase insurance and make sure that on the certificate of insurance document under the certificate holder it states:

Hernando County Board of County Commissioners
20 North Main Street
Brooksville, FL 34601

Also: under *Description of Operations* it must state: The certificate holder is listed as additional insured with regard to general liability. If required, is a copy of the certification of insurance attached? _____ On file _____

RISK MANAGEMENT INFORMATION

Reviewed and approved or denied for use by office of Risk Management for 1000 or more people. Confirmation received by email [] Approved or [] Denied was received on _____ (date).

FACILITY RENTAL FEE SCHEDULE

As of August 27th, 2013

ATHLETIC FIELD / COURTS

Participants reserving the following facilities will be responsible for the following cost.

- Bocce Ball and Tennis Courts: \$2.00 per hour**
Athletic Field Usage- Senior Softball Fee- no lights: \$5.00 per hour
Athletic Field Usage - no lights: \$10.00 per hour
Athletic Field Usage - with lights: \$15.00 per hour
Nov - March 6pm-close / April - Oct 8pm-close

If Parks Maintenance staff is furnished, charges shall be assessed at \$25.00 per hour and \$35 per hour for technical staff.

COMMUNITY ACTIVITY CENTER/TEEN HALL KENNEDY PARK RECREATION BUILDING ISTACHATTA COMMUNITY CENTER

Capacity: 100
Monday – Friday

- \$300.00 Refundable Security/Key Deposit - Meeting Room
 \$55.00 Rental First Hour - Meeting Room
 \$25.00 Rental Each Additional Hour
 \$50.00 Rental Fee for Kitchen
 Maximum charge - \$200.00 per day (building only).
 Maximum charge w/kitchen -\$250.

Weekends (Saturday & Sunday) and Holidays

- \$300.00 Refundable Security/Key Deposit - Meeting Room
 \$75.00 Rental First Hour - Meeting Room
 \$30.00 Rental Each Additional Hour
 \$50.00 Rental Fee for Kitchen
Minimum charge - 4 hrs - \$165 (building only)
 Maximum charge - \$250.00 per day (building only).
 Maximum charge w/ kitchen- \$300

LINDA PEDERSEN PARK RECREATION BUILDING DELTA WOODS RECREATION BUILDING

Capacity: 25

- \$200.00 Refundable Security/Key Deposit
 \$30.00 Rental First Hour
 \$5.00 Each Additional Hour
 (with a maximum charge of \$100.00 per day)

PAVILIONS / GAZEBO / BANDSHELL

- \$40.00 Rental Fee - 4 Hours or Less; 9am-1pm or 2pm-6pm**
\$70.00 Rental Fee - over 4 Hours or other specified time frame

- (2) ANDERSON SNOW PARK- PAVILION
 (1) BAYPORT PARK - PAVILION
 (1) DELTA WOODS PARK - PAVILION
 (1) DELTA WOODS PARK - GAZEBO
 (2) ERNIE WEVER YOUTH PARK - PAVILION
 (1) HERNANDO PARK - BANDSHELL
 (1) HILL N' DALE PARK- PAVILION
 (3) LINDA PEDERSEN PARK - PAVILION
 (2) LAKE TOWNSEN REGIONAL PARK - PAVILION
 (3) RIDGE MANOR PARK- PAVILION

MISCELLANEOUS FEES AND DEPOSITS

- | | |
|--------------|---|
| Gate Access | \$25 per key, Refundable Security/Key Deposit |
| Field Paint | \$40 per case |
| Field Chalk | \$8.00 per bag |
| Delivery Fee | \$10 per delivery (paint and chalk) |
| Electric | \$15 per event (i.e. DJ/radio/small PA sys) – 110 watts |
| | \$30 per event (i.e. Band/Sound Sys/ 1g PA sys) – 220 watts |
| | (Anderson Snow Park/ Hernando Park / Linda Pedersen Park) |

HERNANDO COUNTY PARKS & RECREATION DEPARTMENT
16161 Flight Path Dr, Brooksville, FL 34604
Phone (352) 754-4031 Fax :(352) 754-4415
http://www.hernandocounty.us/parks_rec/

FACILITY USAGE AGREEMENT: *Customer Copy*

1. All requests for use and/or rental of any county facility require submission of the facility usage application mailed or hand delivered to the address above.
2. Requests will be approved based on the application date (1st come, 1st serve) and approval by the Recreation Office, NOT from verbal requests. A copy of the approved rental permit will be sent to you upon completion by Recreation staff, unless further details or clarification are necessary. You must have your copy of the approved permit with you at the time of your event in case proof of reservation is requested.
3. Proper proof of liability insurance, if required, must be provided and list the Hernando County Board of County Commissioners as additional insured in the amount of 1 million dollars.
4. Any event that requires additional staff time over and above normal work schedules must pay \$25.00 per hour for each additional hour worked per staff. This will be determined on an "as needed" basis and the necessary party will be invoiced after the event to cover the time/costs turned into the Recreation Office.
5. Tables/chairs are not to be removed from building, pavilions or surrounding park areas. Staples, tacks, tape, etc. may only be used when appropriate, in/on designated areas. (i.e. cork or bulletin boards). If you use any of the above, you must remove items before receiving your deposit back.
6. Trash left on the grounds outside buildings or concession facilities, or left near courts, fields or other facilities, must be picked up and placed in the nearest trash receptacle. Trash from buildings, press boxes, and concession facilities must be disposed of properly, removed from the building and taken to the nearest dumpster and you must provide your own trash liners when using these facilities. Any excessive trash must be disposed of in the nearest dumpster to allow other park users to utilize trash receptacles. Do not leave overflow trash sitting next to trash receptacles.
7. If damage occurs to any field or park facility when using after periods of heavy rains or inclement weather, the league or responsible party is under the following obligations: (1) they will be responsible for paying any damages caused by inappropriate use; (2) notwithstanding that they will be liable for payment of damages, their privileges may also be suspended for a period of inappropriate use; and (3) if the damage is severe or willful, their privileges may be revoked.
8. All rental fees and deposits must be paid by the workday prior to your event and no more than six months in advance. If paying by check, two separate checks are needed for the deposit and rental fee. Rental fees will be deposited immediately and will not be refundable unless we are notified in writing of your cancellation at least two weeks prior to your event. Note: Community Buildings/Meeting Rooms, Pavilion and Gazebo rental fees must accompany facility rental application in order to be approved.
9. All keys require a minimum \$25.00 per key deposit to be paid at the time the key is issued. It is your responsibility to make the proper arrangements for keys to be picked up during our office hours the working day before they are needed. If keys are not picked up, necessary access will not be possible for your event. Our hours are Monday - Friday 8:00 a.m. until 5:00 p.m., excluding holidays.
10. Gate keys must be requested if loading/unloading of supplies and/or equipment is needed. Gates must be locked immediately following the unloading of supplies. Vehicles must return to designated parking areas after loading/unloading cargo. Gates must be locked immediately behind you to prevent entrance from other vehicles.
11. All keys must be returned on the next business day following the date of facility use or end of season. Security/key deposit will be refunded after inspection of facility is completed. We must be notified if key return will be delayed for any reason.
12. In the event paint or chalk markings are required for an event, an invoice will be done to cover the cost of the supplies used by the County. If the preparation requires staff to go above what can be done in a normal workweek, the \$25.00 per hour staff time fee will apply as stated in #4. For league play and tournaments, park staff will do the initial striping one time per field at the cost of \$25.00 per hour per staff, plus supplies. Any requested lining for special events or circumstances after that will be invoiced at the \$25.00 rate. Leagues/organizations will be invoiced for paint and chalk on a monthly basis. Failure to remit the balance by the due date will result in a \$25.00 late fee and will jeopardize further use of the facilities.
13. No alcoholic beverages or pets are allowed on county property by order of the Hernando County Board of County Commissioners.
14. No smoking is allowed in county buildings, portables, concession facilities, press boxes or restrooms by order of the Hernando County Board of County Commissioners.
15. Applicant will sell, or allow to be sold, only PEPSI products by any and all vendors, whether at concession stands or by vendors using their own equipment. PEPSI is the official sponsor of the Hernando County Parks and Recreation Department and PEPSI products are the exclusive products to be sold or otherwise distributed in the Hernando County Parks.
16. Applicant accepts the premises as is and agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usage of the facilities.

In the event you encounter any problems that need to be attended to immediately, please call:

Hernando County Recreation Department at 754-4031 (Mon - Fri. 8am - 5pm) if we cannot be reached...

Contact a Hernando County Parks Department on-call staff person at 650-1334 or Hernando County Sheriffs Department at 754-6850. (After hours for emergencies only! A staff person will be contacted if necessary.)

Overflowing toilets or water problems require immediate notification to the Parks & Recreation Department.

REFUND OF SECURITY/KEY DEPOSIT

If all of the applicable requirements are not met (as outlined above or within the Building and Concession Usage & Rental Agreement), your security/key deposit will not be returned to you, but will be transferred into the general fund to pay for cleanup and/or repair of the facility. Any lost or stolen keys will require a fee of \$25.00 per key either deducted from your security/key deposit or paid directly to this office for the replacement of keys and change out of locks. Only deposits for weekend rentals will be kept on file at the Recreation Office. All other deposits will be deposited and held in an account until the end of season or usage is complete and all requirements are met (such as returning all keys, paying applicable fees, and facilities cleaned according to the above listed information.)

Parks and Recreation
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Fee Schedule

Type of Facility / Event	Current Fee
Large Picnic Pavilion – 4 hours or less	\$40
Large Picnic Pavilion – over 4 hours	\$70
Park Special Event – Non-Profit – 100-499 participants	\$150
Park Special Event – For-Profit – 100-499 participants	\$200
Security/Damage Deposit – 100-499 participants	\$300 refundable
Park Special Event – over 500 participants	Fees to be negotiated
General Park Staff for Special Events/ Tournaments	\$25 per hour
Technical Park Staff for Special Events/ Tournaments	\$35 per hour

ATHLETIC FIELD/RELATED CHARGE	CURRENT FEE
Field Paint	\$20 per case of 6
Field Chalk	\$8 per bag
Paint & Chalk Delivery Fee	\$10 per trip
Athletic Field Usage Reservations No Lights (AAU teams, adult leagues, in-house leagues, General public)	\$10/hour per field
Athletic Field Usage Reservations With Lights All Users	\$15/hour per field
Tournament Fees (1-8 teams)	\$250 per event
Tournament Fees (9 plus teams)	\$400 per event

TYPE OF FEE	CURRENT FEE
Key Security Deposit- Leagues (2 set max per league) Set is based on Leagues key needs	\$300 per set
Key Deposit – Field / Pole Gate (per key)	\$25 per key
Key Replacement Charge	\$25 per key
Changing Lock Fee up to 5 locks	\$300 per park
Each Additional Lock (Change)	\$50 per lock

NOTES:

1. All fees above are subject to state sales tax, with the exception of non-profit organizations.
2. Paint and chalk fees are subject to change based upon the actual cost of materials.
3. Fee cost to cover lock replacement and keys are subject to change based on cost of materials.

Example of Game/Practice Schedule

Game Schedule For Week of 3/2-3/8

Field #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
2	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
3	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
4	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
5	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games

Game Schedule For Week of 3/9-3/15

Field #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
2	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
3	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
4	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
5	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games

Game Schedule For Week of 3/16--3/22

Field #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
2	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
3	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
4	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
5	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games

Game Schedule For Week of 3/23-3/29

Field #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
2	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
3	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
4	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games
5	No Game	5p-9p Games	6p-8p Games	No Game	6p-8p Games	5p-9p Games	8a-6p Games

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Field Maintenance for All Baseball and Softball Fields

All leagues and groups utilizing our ball fields must comply with the following field maintenance guidelines.

1. **Bases-** Teams playing games will put bases onto the fields prior to each game and return their bases to storage. Base plugs are to be put into field sockets when bases are returned to storage.
2. **Chalk-** League teams are responsible for lining game fields with the field chalk for all games. Chalk is only to be used on clay.
3. **Paint-** Leagues are responsible for the initial stripping and maintaining of the lines. You may borrow the lining equipment from Parks.
4. All fields **must be raked** after each game or practice by the league teams. **This is a MUST.** Field rakes may be found hanging on the backstop fences at the field you are playing at or in the press box/PR storage. **Home plate, first, second & third bases and around the pitcher mounds must be raked out.**
5. **Clean Up-** All dugouts must be cleared of cups and trash. There are trash receptacles at or near each dugout. Each team, after each game, shall pick up trash on its side of the field and place in trash barrels.
6. **NO SMOKING IS ALLOWED IN DUGOUTS!**
7. **“Pepper”** - WILL NOT be permitted against any fence, backstop or building. No ball throwing or hitting against any fence.
8. **Make up Games-** Will be scheduled through and approved by the Recreation Department.
9. **Closed** - Signs on a field means that the field is closed and is not to be used, and park closed signs mean the entire park is closed.
10. **Lights-** League teams are responsible for turning on and off lights after each game or practice. Leagues will be charged accordingly if lights are not turned on nightly (meaning turn the switch off).
11. **Scorer Booths-** All scorer booths should be clean of debris as well as locked after each use. All Public Announcing Equipment should be turned off and the building locked up. These are to be used by **ADULTS ONLY.**
12. **Lock up-** Unlocking before and locking up after games will be the responsibility of the approved user.
13. **Drying Agent-** Needs to be approved by park staff before use. ***No Kitty Litter!***

Any problems with equipment, bases, lights, sprinkler or any other type of field conditions, please have the league director call the Recreation Office to report any concerns immediately. A service request will be sent to Parks so the work can be done.

All chalk and paint orders must be called in two weeks in advance to assure that we are able to get them to your leagues storage locker.
Hernando County Recreation Department: (352) 754-4031

I have read & understand the field use conditions and agree our league will follow the above rules. If we are found not in compliance with the above stated rules, I understand our league privileges at the county parks may be suspended or revoked.

League Director _____ Date _____

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LEAGUE USAGE AGREEMENT

Field Schedule:

Leagues will be required to fill out a **Facility Usage Application** for both practices and games. Practices and game schedules will need to be submitted in an Excel format. If you chose to submit a detailed schedule, that is fine as long as it is in an Excel format. All schedules for both practice and games must be submitted as soon as dates are known. Emailing, faxing is the best way to send schedules. (Examples are included in this packet as well as Facility Usage Application)

Keys

After all information has been received by the Recreation Department, your league can obtain up to 2 sets of keys for the park you will be using. Established youth leagues are required to pay a \$300 security deposit per set of keys. Travel ball teams and all other private rentals, keys will be issued upon receipt of a \$25 security deposit per key. This amount will be deposited into a key deposit holding account. The deposit will be due at the time you pick up keys. At the completion of your season, all keys must be returned to the Recreation Department. A return check of your initial deposit will be prepared (this takes approximately 3-4 weeks). If there are outstanding balances on your leagues account, your key deposit will be applied to those balances first.

Paint and Chalk

Is available for purchase from our department, two (2) weeks' notice is required for all orders. Please be mindful that leagues are now responsible for all stripping of fields.

Field Closure

Please assist Parks & Recreation by following the rules and stay off the fields when the Field Closed Sign are posted. Parks staff will make a judgment call whether the fields are too wet or soft to play when they leave the park at 4 pm daily. League directors also had the authority to call the fields closed in the event the fields are too wet to play. League directors are also expected to make the call if the fields are unplayable due to lack of park staff on evening and weekends. Teams/Coaches caught playing on the fields when they are closed **Will Be Banned** from playing on the fields for the remaining season.

Parking

All vehicles must park in designated parking area. At NO time are there to be vehicles parked inside of the pole gates at any park without approval from our department. Deliveries to the concession stands or storage areas are permitted. Once a deliver is made, the vehicle needs to be returned to the designated parking area. It is NOT up to the coaches or league directors to decide if someone is authorized to park in an unauthorized parking area. Should the problem with parking continue after the league has been notified it will jeopardize the leagues future use of the park/facility.

Lights

Athletic field Usage with Lights: \$15 per hour.

After 6 pm-November thru March; After 8 pm-April thru October

The light switch is like a standard household switch. Simply flip the switch up to turn the lights on and flip the switch down to turn the lights off. You **MUST turn the lights (switch) off or you will be billed accordingly if lights are not turned off nightly.** If lights are turned off between uses, reactivation time is 10 to 20 minutes.

Billing

Billing is done at the end of each month. Payments are due by the 20th of every month for the previous month's bill. Failure to remit the balance by the due date will result in a \$30.00 late fee and will jeopardize further use of facilities.

Overtime

Overtime will be charged accordingly for opening and closing ceremonies as well as game days if Park staff has to clean up the park. Overtime is booked at 4 hours minimum at a rate of \$25 an hour.

League Representative Signature _____ Date _____

Recreation Representative Signature _____ Date _____

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recreation@hernandocounty.us



Dear League Director,

Per the Hernando County Board of County Commissioners and the Parks and Recreation Department:

NO ALCOHOL PERMITTED IN ANY COUNTY PARKS OR FACILITIES.

Any offense will result in **IMMEDIATE TERMINATION OF CURRENT EVENT OR FUNCTION AND ANY FUTURE RENTALS** with Hernando County.

By signing this form, I agree to the above terms and conditions.

Name of League/Organization

League Director
Signature_____Date_____

Parks and Recreation
Signature_____Date_____

Parks and Recreation
16161 Flight Path Dr, Brooksville, FL 34604
Phone: 352-754-4031 Fax: 352-754-4415
recreation@hernandocounty.us



INSURANCE REQUIREMENTS

MINIMUM INSURANCE REQUIREMENTS

Vendor shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this contract.

GENERAL LIABILITY: Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death.

COVERAGE AS FOLLOWS:

<u>EACH OCCURRENCE</u>	\$1,000,000
<u>GENERAL AGGREGATE</u>	\$2,000,000
<u>PERSONAL/ADVERTISING INJURY</u>	\$1,000,000
<u>PRODUCTS-COMPLETED OPERATIONS AGGREGATE</u>	\$2,000,000
<u>MEDICAL EXPENSE (Any one(1) Person)</u>	\$5,000

AUTOMOBILE LIABILITY: Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an “occurrence” basis. Such insurance to include coverage for loading and unloading hazards.

COVERAGE AS FOLLOWS:

<u>COMBINED SINGLE LIMIT (CSL)</u>	\$1,000,000
Or	
<u>BODILY INJURY (Per Person)</u>	\$1,000,000
<u>BODILY INJURY (Per Accident)</u>	\$1,000,000

You must purchase this insurance and make sure that on the certificate of insurance document under the certificate holder states:

Hernando County Board of County Commissioners
20 North Main Street RM 365
Brooksville, FL 34601

Description of Operations must state: Hernando County is additionally insured in regards to General Liability. Wavier of Subrogation is in favor of Hernando County in regards to General Liability.

By signing below, you acknowledge that you have read and understand the above insurance requirements and will provide Hernando County Recreation with a Certificate of Insurance proof to your scheduled event. Should you have any questions please contact our office.

Nicole Bell
Recreation Specialist

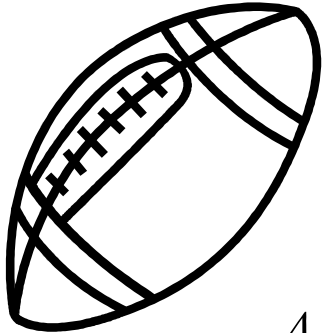
Name of /Person/League/Organization

Authorized Representative Date

Parks and Recreation
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Press Box League Responsibility



1. Shut Windows
2. Turn Off Air

Conditioning

3. Turn Off Score Board
4. Turn Off Ball Field Lights

(unless being followed by another league)

5. Unplug PA System
6. Make Sure Door Is Locked



Name of League/Organization

League Director

Signature _____ Date _____