

# **The City of DeBary**

## **FACILITY USE POLICY**

The City of DeBary has adopted the following policies regarding the use of its public parks, facilities, and buildings:

1. Use by the City of DeBary shall take precedence in scheduling.
2. Use of public parks, facilities, and buildings shall require deposits and fees to offset operating and maintenance costs. Volusia County residents will receive a free two-hour use for day ball field and picnic pavilion rentals. Thereafter, an hourly or daily fee (whichever is less) will be assessed. Ball field light use will be charged in full
3. Waiver of fees and deposits may be issued on a case-by-case basis for DeBary community, civic, and/or not-for-profit organizations requesting to conduct community-wide events or programs which have open enrollment, registration or attendance by the general public. Events or programs sponsored by or co-sponsored by the City of DeBary and groups who have entered into use agreements with the City are included in this category. Co-sponsored events are those which provide entertainment, recreational, or cultural opportunities.
4. Permission to use any facility is subject to approval by the City Manager. Events that by size or nature may create a nuisance impact to surrounding properties or roadways will not be permitted.
5. Use of City of DeBary's Florence K. Little Town Hall and the City Hall gazebo shall be limited to City of DeBary, local civic and not-for-profit organizations, and other government agencies.
6. Requests for special events involving more than 100 people, or longer than one calendar day shall be submitted not less than 60 days in advance of proposed event.
7. Use of any facility is subject to all applicable rules, regulations, and laws governing that facility.
8. Certain events and programs may require insurance coverage co-naming the City of DeBary as an additional insured. Limits of insurance coverage will be determined by City staff and based upon the size and nature of the event.
9. Use of any City facility for an event that will require temporary sanitary facilities, traffic control, trash containers, trash collection, Law Enforcement Officers for security or traffic control, and/or EMS services may be required and will be provided at the applicant's expense. All documentation must be in place ninety (90) days prior to event.
10. Pursuant to Section 6-5 of the City of DeBary Code of Ordinances governing "Possession of open containers: It is unlawful within the incorporated limits of the city for any person to purchase, use, offer for sale, possess, consume or carry in any cup, glass, can or other open or unsealed container, any alcoholic beverage on the public streets, sidewalks, alleys or rights-of-way or in or upon any parking area or other area outside of an adjacent to the licensed premises of a vendor of alcoholic beverages. (Ord. #3-96 and 2, 2-6-96).
11. If admission is to be charged to an event on City property, the City will require payment of 15% of the total gate and/or concession proceeds received above the minimum fees and charges for use of that facility.
12. All users will be responsible for expenses in connection with damages that arise from use of the City of DeBary facilities.