



## NOTICE! GROUP VISITATION GUIDELINES & PARK BUSINESS PERMITS

We ask that groups, businesses, companies/organizations, trainers/instructors, and teams planning to use our park, pavilions, fields, water, and/or playground facilities call or visit the Park office a minimum of 30 days prior to visiting to avoid conflicts with other groups that are already scheduled. A permit is required. All permit processing and rental fees must be completed at least 14 days in advance. Please provide the following information at your initial call: group name, number of visitors, duration of stay and contact person name, email and phone number.

For information or rental assistance prior to or during your visit, please contact the Park office at \_\_\_\_\_.

Listed below are guidelines for use of our facilities. These guidelines assist us in ensuring the safety and best experience for all of our park patrons. Failure to follow these guidelines will result in the restriction of user privileges.

Groups are defined as 25 persons or more at the same time, or cumulatively, from the same Agency through the day.

- Parks Facilities Rental - Event, pavilion, and open space fees start at \$50.00 per area. Splash Pads and other amenities with separate admission are not included in this fee nor is admission guaranteed or implied with a rental. Please contact site staff for more information regarding this process. Athletic and court fees apply by the hour.
- Pool admissions are non-refundable.
- Florida Department of Children and Families requires a ratio of 2/25 (staff to child), plus an additional adult attending field trips. You must provide appropriate and direct supervision of your children at all times. Unsupervised children are at risk.

Businesses are defined as a party of any size which: requires a fee for membership, participation or service, and/or stages any type of physical prop or covering; or requires a specific area or amenity to be set aside, exclusive from public use.

- Parks Business Permits - Permission is required in order for licensed businesses, or individuals, to conduct business or provide services in areas of County Parks. Types of businesses this policy is intended to address include personal trainers, fitness instructors, martial arts instructors, personal coaching, summer and day camps, food and beverage vendors, photographers and other service providers. All Permits should be applied for 30 days in advance. The fee to perform Services under such permissions shall be in accordance with the Park Facilities Rental rates outlined in the Orange County Fee Directory and may be secured as applicable:
  - a) Instructor - Instructors may request authorization to rent and teach in designated areas. Under this agreement, a business must: provide proof of their own background check; commit to scheduled rental area; maintain average 10 participants per class; provide insurance; submit daily attendance records.
  - b) Rental - Appropriate for services such as pop-up picnics and photographic props in open spaces. Fees are based upon amenity rented or number of people served. Under this type of permit, a business must: commit to scheduled rental area; provide insurance. After satisfying the Insurance Prerequisite, no fees can be paid less than 14 days in advance to the Park Site where services will be delivered.
  - c) Vendor - Appropriate for consumables such as ice cream and food trucks, or other merchandise. Fees are \$25.00 per day/per sales point. Under this type of permit, a business must: Commit to scheduled rental facility; provide insurance; hold a Florida business license. After satisfying the Insurance Prerequisite, no fees can be paid less than 14 days in advance to the Park Site where product will be sold.

Insurance - A certificate of liability insurance is required for all companies/organizations before a facility or business permit may be paid for and issued. Insurance must be approved and fees must be paid at least 14 days in advance. Insurance is available for purchase as an add-on to rental agreement. Customer provided insurance certificates must meet the following guidelines:

- d) Minimum coverage of \$1,000,000 Comprehensive, General Liability Insurance, without deductibles, per occurrence.
- e) Sexual abuse and molestation coverage with limits of not less than \$100,000 per occurrence shall also be included for any organization whose participants are younger than 18 years.
- f) Must be provided - Orange County shall be named as an additional insured with a CG 20 26 Additional Insured-Designated Person or Organization endorsement, or its equivalent to all liability policies, which shall be noted on the Certificate of Insurance as: Orange County, Florida, Risk Management Division, 109 E. Church Street, Suite 200, Orlando, FL 32801
- g) Business Automobile Liability will be required for organizations doing business out of their vehicle.
- h) Please refer to the Parks Insurance Requirements document for further information.

### Future Visits

- Support community responsibility and leave the area clean. Piñatas, confetti and candy can cause damage to signs, playground equipment, trees, landscape beds, restrooms, water fountains, fences and buildings. Water balloons are prohibited.
- Upon receipt of these guidelines, future visits without proper permits will be prohibited.

Organization: _____ Phone Number: _____ Email: _____ Date: _____ Time: _____ Veh Make/Model/Tag: _____ Name of Representative: _____ Signature: _____
Park Staff Attending: _____