



# Ward Park & Cady Way

## RULES & REGULATIONS

Parks & Recreation Advisory Board  
City Commission

> **APPROVED 07.23.2014**  
> **APPROVED 09.28.1999**

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### 1. GENERAL

- A. It is the intent of the City Commission that Ward Park be used both as a passive park and active park.
- B. Hours are from 8 a.m. to 10 p.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. Available facilities include walks, benches, playground, soccer fields, softball/baseball fields, multipurpose fields, and basketball courts, which will remain open to the Public during normal operating hours.
- D. Organized events, athletic activities, or play require rental of park or athletic fields.
- E. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- F. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- G. To provide protection to trees, plantings and turf and to allow the public sufficient access for sports activities or other uses of the park, the number of special events may be limited.
- H. Considerations may be made for other events in specific areas of the park.
- I. Ward Park may not be rented in its entirety. The fields are rented individually.
- J. Showalter Field is subcontracted to Orange County School Board.
- K. Cady Way Pool is subcontracted to the YMCA.

### 2. FIELD RESERVATION

- A. A completed field request form must be submitted to the Parks and Recreation Event Management office to reserve a field.
- B. A non-refundable fee, amount in accordance with current fee schedule, must be paid.

### 6. AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and 8pm Monday through Thursday, 8am and 9:30pm on Friday and Saturday, and 1pm to 6pm on Sunday. During hours of operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.
- B. Amplified sound is not allowed from merchandise, food or beverage locations.
- C. The use of any stage, public address system, sound system or other amplified sound will be furnished by the user/renter and the placement of same will be at the discretion of the Parks and Recreation Department.

- D. Any wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape or equal material or covered with stage / electric cord mats and taped to prevent buckling. These measures are to assure the safety of the spectators and participants from tripping hazards.

## 8. OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. All pets must be leashed and are prohibited from playground and picnic areas and athletic fields with the exception of seeing eye dogs or medically necessary service animals
- C. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- D. A parking site plan must be submitted.
- E. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- F. Banners must meet City codes and must be approved by the Parks and Recreation Commission. Banners may only be displayed 24 hours before the event and during the event.

## 8. GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance.
- B. Fee/Deposit policy is as follows:
  - a. Inclement weather, no refund. Event may be rescheduled with a new application and re-payment of appropriate fees.
  - b. If Applicant cancels event with less than 30 days notice, deposit is forfeited.
  - c. Damage to park may result in deposit retention and/or additional fees.
  - d. Misrepresentation of event type or size of crowd will result in deposit retention and/or additional fees.
  - e. Violation of zoning laws and City ordinances will result in deposit retention or additional fees.
- C. Base user fees shall be charged according to the current fee schedule.
- D. Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.
- E. The base user fees cover electricity, basic trash collection. Lining of fields, additional clean up, etc, will result in additional fees.
- F. Fee waivers will not be considered.

I have read and understand all of the above Rules and Regulations. I agree to abide by all of the above.

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Signed

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Event & Date