



Rules & Standards

SHOWALTER STADIUM

GENERAL

- A. It is the intent of the City Commission that Showalter Stadium be used primarily to accommodate sporting events
- B. Hours are from 8 a.m. to 10 p.m. as approved by the Parks and Recreation Commission and / or City Commission.
- C. The business office for Stadium inquiries is located at the Winter Park Community Center, Recreation Division, 721 West New England Avenue, Winter Park, FL 32789
 - a. Office hours are from Monday - Friday 8am to 5pm. Ph. 407-599-3397.
- D. Showalter Stadium is located inside Ward Park at 2525 Cady Way Winter Park, FL 32792
- E. Animals are not permitted in the stadium at any time. (Service Animals are an exception).
- F. Alcohol use during stadium rental shall only be permitted by the City Manager.

FIELD RENTALS

- A. Organized sports require rental of the stadium (track, field or both).
Definitions: organize teams or league participants, 15 or more participants, uniform, officials, coaches.
- B. The City of Winter Park reserves the right to refuse any activities deemed inappropriate for the site and also reserve the right to relocate field rental activities on alternate fields if available.
- C. A completed field rental request form is required before any rental inquiry is considered.
 - a. Rental fees are subject to change and are listed in the most current City of Winter Park Fee schedule, available on the City's Website.
 - b. Field Rental request forms must be submitted at least 2 business days prior to the requested field times. Reservation based on first come first serve.
 - c. Field Rental request forms submitted less than 2 full business days prior to the requested field date and time shall be subject to additional fees according to the City of Winter Park fee schedule.
 - d. The rental request for requires that all rental groups have liability insurance in the amount of \$500,000 each occurrence and \$1,000,000 in

general aggregate. The city must be named co-insured on the certificate which must accompany the field request form.

- D. The scheduling of rentals may be limited based upon the condition and the projected impact on the track and field turf, the impact on the neighborhood and adjacent facilities.
- E. Considerations may be made for other events inside Showalter Stadium.
- F. Stadium rental will not be confirmed until contract is signed, insurance is provided and payment is made.
- G. All fields request will be confirm within two business days.
- H. Athletic Field Banner policy complies for all stadium rentals.
- I. Track training and boot camps must be approved by Parks Recreation department and comply with the Parks Open Space business permit policy.
- J. Lightning Policy: All stadium activities shall follow the City's Thor Guard Lightning Policy. Once one horn sounds all activity shall stop immediately
- K. Rain policy: field status based on inclement weather will be determined at 4pm for all activities after 5pm on weekdays. Activities prior 5pm, field condition will be determined one hour prior to the rental time or at that request of the customer. Weekend rental field condition will be determined at 7am for morning activities. All others inclement field condition will be determined one hour prior to rental time or at the request of customer.
Stadium will be closed as the result of the inclement weathers if a field is deemed to be unsafe for the participants or will result in significant damage to the field. Inclement weather that consists of lightning will result in field closure. Credits/Refunds/Reschedules for inclement weather activities must be by the next business day in writing.

TRACK RENTAL & MEMBERSHIP

- A. Track memberships is defined as the use of the stadium track individually or training with a trainer or instructor during membership hours.
Recreational use for track memberships are August-May Monday - Friday from 7:30am-12pm, June & July Monday - Friday from 7:30am-7pm, Weekend hours are Saturday and Sunday from 7:30am-3pm.
- B. All visitors who wish to use the track for recreational use will be required to have a track membership which can be purchased at the Winter Park Community Center located at 721 W. New England Ave. Winter Park, FL 32789.
- C. Trainers will be required to have a current Open Space Business Permit with the city in order to hold training events and work out sessions. Track training and boot camps must be approved by Parks & Recreation Department and comply with the Parks Open Space business permit policy.
- D. Trainers who also hold large sessions will be required to rent the track for the allotted time needed for their function. Rental contracts can be obtained through the Parks & Recreation office located at 721 W. New England Ave or through email @ recreation@cityofwinterpark.org.
- E. Track and Field events will require rental of Showalter Stadium which will include track equipment, field reservation and track reservation. Reservation for concession stands and additional parking will also be an option.

WINTER PARK HIGH SCHOOL EVENTS

- A. All Winter Park High School and Orange County events will take priority over existing contracts for the stadium or future contracts.
- B. All WPHS events will be staffed by the school, operated by the school and will be required to open and close Showalter Stadium before and after all events.
- C. WPHS will be required to clean up all restrooms, locker rooms, concession stands, common areas and stadium seating after all events.
- D. WPHS will be required to lock up all equipment after each event and sign off on an inventory list.
- E. The City of Winter Park will not be responsible for securing of events, access to certain areas inside stadium, cleanup or press box operations.
- F. All sporting event schedules for the School must be submitted to recreation@cityofwinterpark.org

FOOD AND BEVERAGE SALES

- A. We will require all rental groups to rent the concession stands if food & beverages are being sold at the rental event.
- B. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- C. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited. Propane grills will be included in the concession stand rentals.
- D. All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.

OTHER

- A. Alcohol use is prohibited unless approved by the City Manager.
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. A parking site plan must be submitted.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- F. Tent larger than 10x10 must comply with city of Winter Park tent policy.
- G. All adults working with Youth group must comply with a group II back ground check.
- H. The city reserves the right to cancel any reservation or contract.

- I. The city reserves the right to approve the type of activities on all fields (high impact/ low impact activities).
- Low Impact consist of soccer, frisbee, flag football
 - High Impact consist of youth and adult tackle football, lacrosse, rugby, adult cross play, any other activities the city deems high impact
- J. All Orange County Public Schools has priority on field use for parking.

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

Signed

Event & Date