1: Consent Agenda
   a. Approval of Minutes - October 28, 2015
   b. Doggie Door - Central Park Events
      Doggie Door Annual Events

2: Action Items
   a. Boy Scouts in Central Park
      Request to Use Central Park for Exhibition
   b. Annual Earth Day
      Annual Earth Day Event with the addition of a Beer/Wine Garden
   c. Field Rental Policy Amendment
      Change to Definition of High Impact Activity, add policy for credits/refunds/reschedules due to inclement weather.

3: Discussion
   a. Library Update Presentation

4: New Business

5: Staff Report
   • County Rabies Tag Education Program
      Staff will initiate a program to educate park guests at Lake Baldwin Park on the requirement of valid rabies tags.

6: Adjourn

Appeals and Assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."
(F.S. 286.0105)
PARKS AND RECREATION
ADVISORY BOARD
October 28, 2015

The meeting was called to order by Chairman Carl Creasman at 5:30 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:
Chairman Carl Creasman
Vice Chairman Joel Roberts
Mark Calvert
Marni Spence
Gary Diehl
Julio De Arcos

Staff present:
Director John Holland
Assistant Director Brenda Moody
Athletics Manager- Jason Seeley
Assistant Director Ron Moore
Recording Secretary Kesha Jones
Lieutenant John Bologna – WPPD

Advisory Board Members absent:
Janet Atkins
Taylor Sacha

Guests:
Liam Goodowens
Clair Goodowens
Samantha Goodowens
Chief Jim White- Fire Dept

Consent Agenda:

a) Approval of Minutes August 26, 2015
b) Operation American Dream
c) Never Stand Alone
d) Relay for Life

Motion made by Gary Diehl to approve consent seconded by Mark Calvert. The motion carried unanimously with a 4-0 vote.

Action Items

e) Game Exchange Station for City Park

Staff gave an overview of the request of the Game Exchange program. Liam and Clair Goodowens presented the project to the board. The Goodowens is requesting a six month trial at Phelps Park. Julio de Arcos addressed some concerns with the safety in the park surrounding the game boxes.

Motion made by Joel Roberts to approve a six month trial of the game box in Phelps Park; seconded by Mark Calvert, the motion carried with a 3-1 vote. Julio de Arcos voted no.
f) **Holiday Meeting Schedule**

Discussion to cancel the Advisory Board meetings on November 25th and December 23rd due to the holidays.

*Motion made Joel Roberts to cancel advisory board meetings in November and December; seconded by Gary Diehl the motion carried unanimously with a 4-0 vote.*

g) **Street Performer Ordinance**

Chief Jim White presented the board with a proposed Street Performance Ordinance; the ordinance would allow Code Enforcement and Law Enforcement officers to designate a general area within the park to re-direct street performers.

*Motion made Carl Creasman to accept the proposed ordinance; seconded by Mark Calvert the motion carried with a 3-1 vote. Julio de Arcos abstained.*

**New Business**

- Julio would like to discuss guidelines for the Street Performance Ordinance

**Staff Report**

- The proposal has been approved for the Golf Course renovations
- The installation for the Art in the park has started
- Commission approved for the Library Bond to be placed on the upcoming election ballot

**Next Meeting – January 27, 2016 @ 5:30 p.m., Parks & Recreation, Community Center conference room C.**

*Motion made by Joel Roberts to adjourn the meeting seconded by Gary Diehl; meeting adjourned at 6:30pm.*

____________________
Kesha Jones
Recording Secretary
Agenda Item Summary

Doggie Door - Central Park Events - Doggie Door Annual Events

Summary:
These events will have leashed pets in the park which is in compliance with the ordinance allowing for this exception twice annually.

Background:

ATTACHMENTS:

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<thead>
<tr>
<th>Description</th>
<th>Upload Date</th>
<th>Type</th>
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<tbody>
<tr>
<td>Doggie Costume Event</td>
<td>1/12/2016</td>
<td>Backup Material</td>
</tr>
<tr>
<td>Doggie Art Festival Application</td>
<td>1/12/2016</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: Sebastian Haul Fund
Contact Name: Brian Wittstein c/o The Doggie Door
Address: 329 Park Avenue North Winter Park, FL 32789
Work Phone: 407 644 2069 Home Phone: n/a Cell Phone: 321 278 9937
Organization Status: Profit: Yes Registered Non-Profit: No
Tax Number: 501c-3
Proposed Event Date: Sunday October 30th 2016 Second Choice: 5:00pm
Event Time: 10:30pm Set up time: 9:30am
Are dates/times flexible? Yes Alternate Dates: Break Down Time: 5:00pm
Type of Event: Pet-themed Art Festival
Describe Event in Detail: Pet-themed costume contest featuring pet-related artists, vendors and adoption organizations.
Area of Park Requested: North Central Park including the stage
Stage? Yes List Electricity Requirements? 
Expected size of Crowd: 500 Estimated Parking Requirements: 
Will there be amplified music? YES if Yes, type: popular music Hours: 9:30-4:00pm
Amplified Voices: YES if Yes, type: Announcements Hours: 9:30-4:00pm
Are you proposing tents? YES if Yes, type: 10x10
***The use of tent stakes is strictly prohibited. Tents must be secured with weights.
Is the consumption of alcoholic beverages requested? NO if yes, will it be sold?
Are you proposing to sell anything? Yes T-shirts? Yes Posters?
Other (describe): Art from Participating artists only
Are you proposing food sales? NO if Yes, type:
Describe in detail: 
Will there be displays? Yes if Yes, type: There may be one display blow up dog
Are banners/signs requested? YES if Yes, type: one for the mainstage
Describe banners/signs in detail. What will they say and how many: There will be one banner on the mainstage
Please note that the display banners and signs severely limited and subject to zoning and park regulations.
Will there be booths? YES if Yes, type: 10x10
Describe booth contents and numbers in detail: 
What Sanitation Facilities are planned? There will portolets provided
Central Park has no restrooms. The City of Winter Park requires two portolets per 300 people if no food or drink is on
te site. If there is food and/or drink on site, two portolets per 125 people are required. The City does not provide portolets.
What Clean up Arrangements will be made? We have volunteers and staff in addition to myself (Brian Wittstein)
Have you held this event in the past? YES (16 years) Where? Central Park North
Size of Crowd at previous event: 300 Date of Last Event: October 25 2015
Name and Phone Number of location official at Last Event: Brian Wittstein 321 278 9937
Ads in Local Publications, flier/posters/social media
How will event be advertised/marketed?
How many event staff members will you provide, describe duties: 5 staff from The Doggie Door and 10 volunteers
from the Sebastian Haul Fund

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is
required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any
and all claims, demands, action, or right of action arising out of or by reason of the use of City-Owned Facilities,
except due to sole negligence of the City.

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Brian Wittstein
January 8, 2016

$500.00 fee paid 11/11/2015
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: Sebastian Haul Fund
Contact Name: Brian Wettstein c/o The Doggie Door
Address: 129 Park Avenue North Winter Park, Fl. 32789
Work Phone: 407 644 2969
Cell Phone: 321 278 9937
Tax Number: 85-800 5517 4126-8
Proposed Event Date: Sunday April 10th 2016
Event Time: 10-4pm
Are dates/times flexible? Yes
Type of Event: Pet-themed Art Festival
Describe Event in Detail: Art from Participating artists only
Area of Park Requested: North Central Park including the stage
Stage? Yes
Expected size of Crowd: 1000
Will there be amplified music? Yes
Amplified Voices? Yes
Are you proposing tents? Yes
Is the use of tent stakes strictly prohibited. Tents must be secured with weights? Yes
Is the consumption of alcoholic beverages requested? No
Are you proposing to sell anything? Yes Event T-shirts? Yes Event Posters? Yes
Other: Paint supplies provided by vendors
Are you proposing food sales? No
Describe in detail: There may be one display blow up dog
Will there be displays? Yes
Are banners/signs requested? Yes
Describe banners/signs in detail: There will be one banner on the mainstage
What Sanitation Facilities are planned? Yes
Central Park has no restrooms. The City of Winter Park requires two portaloos per 300 people if no food or drink is on
What is the Clean up Arrangements will be made? We have volunteers and staff in addition to myself (Brian Wettstein)
Have you held this event in the past? Yes (12 years)
Size of Crowd at previous event: 1000
Date of Last Event: April 12th 2015
Name and Phone Number of location official at Last Event: Brian Wettstein 321 278 9937
How many event staff members will you provide? 5
Sponsors/Partners: from the Sebastian Haul Fund

The City of Winter Park charges a fee for Park use. See fee schedule. Further, a deposit equal to the fee is
required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
By execution hereof the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any
and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities,
except due to the sole negligence of the City.

Brian Wettstein
January 8, 2016

For Office Use Only:

Parks and Recreation Board Agenda Date (If needed): Check Number: Date Paid
Parks and Recreation Board Approval: if Yes, list conditions of approval if any:
Deposit Rec. #: Rental Fee Receipt #: Comments:
Dep Ck #: Check Number: Date Paid
Dep Date: Refunded:
Retained:

$50.00 fee paid Winter 2016
Agenda Item Summary

Boy Scouts in Central Park - Request to Use Central Park for Exhibition

**Summary:**
Exhibit Boy Scout practices including crafts, derby cars, robotic models. 75 booths. Mr. Holland has approved a 50% fee waiver. Remaining fee due is $825

**Background:**

**ATTACHMENTS:**

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<th>Description</th>
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<tr>
<td>Application and Request</td>
<td>1/11/2016</td>
<td>Backup Material</td>
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</table>
January 6, 2016

Mr. Johnny Miller
City of Winter Park
401 Park Avenue South
Winter Park, FL 32789

Dear Johnny,

I am working with the Boy Scouts to assist with implementation of the annual “Scout Show and Family Fest” April 30, 2016. This event will occur in multiple communities throughout the Council seven county service area. This location will host Scout Packs and Troops essentially from downtown Orlando, Winter Park, Maitland and Winter Park areas East of SR 436. This is a family oriented event that permits Scouts to exhibit and demonstrate the skills they have learned in Scouting the past year. Each unit (approximately 75) will set up a small booth to showcase their selected activity, many of which will be interactive, allowing the public to participate. These might include small crafts, demonstration of small Pine Wood Derby cars, knot tying, and small robotic models that teach STEM skills. Nothing will be offered for sale.

This activity is not widely promoted outside the Scouting community, but the reason to locate in a central public park is to hopefully attract the curiosity of shoppers and diners who are naturally in the area Saturday mornings, therefore we don’t anticipate a parking demand beyond the normal customer terrific. The vehicles participating in the show will unload on either Garfield Street or Park Avenue beginning at 7:30am and park in a remote lot after they complete setting up. The show will begin at 9:00am. There will be no amplified music, but we will have amplified voice for the opening ceremony that includes reciting the Pledge of Allegiance, Scout Oath and Law and brief announcements.

One of our objectives to encourage families who are not currently involved in Scouting to observe the fun and educational activities available for their children.

The Boy Scouts of America founded in 1910 is the largest youth serving organization in America today. In Central Florida, hosted by Rotary International, the Central Florida Council was chartered in 1924 and currently serves approximately 50,000 families through our host of Programs.

Sincerely yours,

Gary A. Brewer
Director of Development (retired)
Fee Waiver Application

In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

1. Non Profit Organization with current exemption.  [x]
2. Organization based within corporate limits of Winter Park.  [x]
3. The event is not in support of a candidate for public office.  [x]
4. The event benefits the city and its residents.  [x]
5. The event type is consistent with the city's recreation plan.  [x]
6. The applicant has demonstrated need for the reduction or waiver.  [x]

Section One - Applicant Information

Applicant Name: Gary Brewer
Organization Name: Boy Scouts of America
Address: 1955 S. Orange Blossom Trail
City: Apopka (Serves Winter Park)
State: FL
Zip: 32703
Email Address: gbrewer03@msn.com
Phone Number: 407-399-4682
Fax Number: 407-889-4406
Tax Exempt Number: 22-1576300

Organization Mission:
To prepare young people to make moral and ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law

Reason for request:
There is no income or admission fees associated with this event and the prescribed fee is beyond our capacity for this event. Our objective is to exhibit the fun and educational opportunities available to young people and families who are not currently involved in the youth serving programs of the Boy Scouts of America

Section Two - Event Information

Event Type: Boy Scout Exhibition
Event Name: Family Fest/Scout Show
Venue: 
If charging admission, proceeds benefit: no admission fee
Expected Attendance: 1,500
Event Date: 4/30/2016
Event Hours: 9:00am to 2:00pm
Event Admission Fee: No Fee

Will sponsorships be sold? If yes, describe levels and pricing:
No

Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs:
No

Has this event been held previously? If yes, describe when/where:
**

** If there is onsite cooking, an additional permit is required

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:
Date: January 6, 2016
Print Name: Gary Brewer
Title: Volunteer

Directors Signature: 
Date of Approval/Disapproval: 1/7/16
Approved: 50% Disapproved: 

Parks Board Review if Required:
Date: 
Approved: % Disapproved: 

FOR OFFICE USE ONLY
BOY SCOUTS OF AMERICA

% STEPHANIE PHILLIPS
1325 W WALNUT HILL LN
IRVING TX 75038

Employer Identification Number: 22-1576300
Group Exemption Number: 1761
Person to Contact: Ms. Harper
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 08, 2015, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in November 1965, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

[Signature]

Doris P. Kenwright, Operation Mgr.
Accounts Management Operations
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: Central Florida Council, Boy Scouts of America
Contact Name: Chris Crowley
Address: 1951 South Orange Blossom Trail, Apopka, FL 32703
Work Phone: 407-703-0252 Home Phone: n/a Cell Phone: 352-969-0804
Organization Status: Profit: [ ] Registered Non-Profit: [X] Other: [ ]
Tax Number: 59-0634376
Proposed Event Date: 4/30/16
Second Choice: May 1st
Event Time: 9:00-3:00
Set up time: 7:30am
Break Down Time: 3:30
Are dates/times flexible: Unfortunately not
Are dates/times flexible: Alternate Dates:
Type of Event: Family Fest is a BSA event where Scouts setup Scout Skills for demonstration.

Describe Event in Detail: Family Fest is a BSA event where Scouts setup Scout Skills for demonstration.

Stage? Yes
Expected size of Crowd: 1,500 total
Oulet to power portable amp: Nothing beyond normal customer parking

Will there be amplified music? Yes
If Yes, type: Speaker for opening ceremony
HOURS: 9:00-9:15am
Will there be amplified voices? Yes
If Yes, type: Opening ceremony only
HOURS: 9:00-9:15am
Are you proposing tents? Yes
If Yes, type: Tents with weights not stated

The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? No
If yes, will it be sold? No
Are you proposing to sell anything? No
T-shirts? Yes
Posters? No

Other (describe): n/a
Are you proposing food sales? Yes
If Yes, type: n/a
Describe in detail: n/a

Will there be displays? Yes
If Yes, type: Scout Skills
Are banners/signs requested? Yes
If Yes, type: Event banner(s)

Describe banners/signs in detail. What will they say and how many: Event Name Banners (4)

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: Yes
If Yes, type: Scout Skills
Describe booth contents and numbers in detail: Demonstrating Scout Skills

What Sanitation Facilities are planned? We will have 6 port-a-lats (for 800 Scout participants)
Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? We will have a crew of 20 who will "police the area" to clean up

Have you held this event in the past? Yes
Where? Central Park
Size of Crowd at previous event: 600
Date of Last Event: 5/4/2009
Name and Phone Number of location official at Last Event: ?

How will event be advertised/marketed? Through word of mouth and emails

How many event staff members will you provide, describe duties: 26
1 - Event Chair, 1 - Advisor, 8 - logistics, 5 - crowd control, 5 - misc.

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.
"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, actions or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Chris Crowley 1/6/16

TYPED NAME: INDICATES SIGNATURE: DATE:

For Office Use Only: Parks and Recreation Board Agenda Date (if needed)

Dep Ck # Parks and Recreation Board Approval: If Yes, list conditions of approval if any:
Deposit Rec #: Rental Fee Receipt #: Check Number: Date Paid
Deposit Date: 
Refunded: Comments:
Retained:
Date Ref/Ret: STAFF SIGNATURE: DATE:
GLOBAL SALES RECEIPT

Receipt # 236414
Payment Date: 01/07/16
Customer #: 5217

Boy Scouts of America
1951 S Orange Blossom Trail
Apopka FL 32703
bill.gosselin@csfscouting.org

Hm Ph: (407) - Wk Ph: (407)703-0256

City of Winter Park
721 W. New England Ave.
Winter Park FL 32789
Phone: (407)599-3334
Visit us on the Web at: www.cityofwinterpark.org

Enrollment Details

ROSTER CHANGE
Boy Scouts of America
275000-04 15/16 Park App Fee
08/25/2015 (Enrolled)

Fees + Tax: 100.00
Discount: 0.00
Prev Paid: 50.00
Cur Paid: 50.00
Amount Due: 0.00

Class Location: Seniors Room
Community Center
721 West New England Ave.
Winter Park, FL 32789
(407)599-3275

Class Dates: 09/01/2015 to 08/31/2016
12:00A to 12:00A
Scheduled Sessions: 0

Processed on 01/07/16 @ 10:57:50 by KHARDEN

REVISED FEES ON EXISTING LINE ITEMS (+) 50.00
REVISED DISCOUNT APPLIED AGAINST FEES (-) 0.00
TAX CHARGED ON REVISED FEES (+) 0.00
DEPOSIT/VISIT CHARGED 0.00
NEW AMOUNT DUE 50.00

PREVIOUS NET CUSTOMER BALANCE 0.00
TOTAL DUE 50.00

REVISED FEES PAID ON THIS RECEIPT (-) 50.00
NEW DEPOSIT PAID (-) 0.00
TOTAL PAID 50.00

NEW NET CUSTOMER BALANCE 0.00

Payment of 50.00 Made By CHECK With Reference 1056
Agenda Item Summary

Annual Earth Day - Annual Earth Day Event with the addition of a Beer/Wine Garden

Summary:

Background:

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<th>Description</th>
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<tbody>
<tr>
<td>Annual Earth Day</td>
<td>1/20/2016</td>
<td>Cover Memo</td>
</tr>
</tbody>
</table>
CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION

Park Requested: Central Park
Organization Name: Cox Events Group (event producer)
Contact Name: Dan Leaphart
Address: 4192 N. John Young Parkway
Work Phone: 321-281-2185
Home Phone: 321-277-5900
Cell Phone: 321-277-5900
Organization Status: Registered Non-Profit
Tax Number: If so, what type?
Proposed Event Date: April 10, 2016
Event Time: 11am-3pm Set up time: 8am-11am Break Down Time: 3pm-5pm
Are dates/times flexible: No
Alternate Dates: N/A
Type of Event: Awareness
Is this a Fundraiser: No
Describe Event in Detail: Winter Park's annual Earth Day: conservation, sustainability, green vendors, art, music, kids zone, beer/wine garden, electric car show, environmental awareness
Area of Park Requested: North end

Stage? Yes
List Electricity Requirements? small PA, band equipment electrical
Expected size of Crowd: 4,000
Estimated Parking Requirements? public parking only, no special needs
Will there be amplified music? Yes If Yes, type: Folk/Contemporary Hours: 11am-3pm
Amplified Voices: Yes If Yes, type: minimal announcements Hours: 11am-3pm
Are you proposing tents? Yes If Yes, type: 10x10
The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.
Is the consumption of alcoholic beverages requested? Yes If Yes, will it be sold? T-shirts?
Are you proposing to sell anything? No Posters?
Other (describe): electric & hybrid cars
Are you proposing food sales? No If Yes, type:
Describe in detail:
Will there be displays? Yes If Yes, type: conservation, environmental awareness groups
Are banners/signs requested? No If Yes, type: (15) conservation, environmental awareness groups
Describe banners/signs in detail. What will they say and how many:

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: Yes If Yes, type: Portalets
Describe booth contents and numbers in detail:
What Sanitation Facilities are planned? Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.
What Clean up Arrangements will be made? Hired clean team
Have you held this event in the past?: Yes
Where? Central Park
Size of Crowd at previous event: 2,000 Date of Last Event: April 2015
Name and Phone Number of location official at Last Event: Abby Gulden: 407-569-3364
How will event be advertised/marketed? Radio, print, locally
How many event staff members will you provide, describe duties: 5 staff, 20 volunteers

cleanup, ambassadors, kids are assistance

Dan Leaphart 12/16/2015

TYPED NAME INDICATES SIGNATURE DATE

Fee Office Use Only:
Dep Ck #: Parks and Recreation Board Agenda Date (if needed)
Deposit Rec #: Parks and Recreation Board Approval: If Yes, list conditions of approval if any:
Dep Date: Rental Fee Receipt #: Check Number: Date Paid
Refunded: Comments:
Retained: Date Ref/Ret:

STAFF SIGNATURE: DATE:
Agenda Item Summary

Field Rental Policy Amendment - Change to Definition of High Impact Activity, add policy for credits/refunds/reschedules due to inclement weather.

**Summary:**
Adding Adult Cross-Field play of any sport to high impact activity thereby limiting this cross-field play to fields designated for high impact activities. This cross field activity doubles the impact on the turf. Add a policy for credits/refunds/rescheduling due to inclement weather

**Background:**

**ATTACHMENTS:**

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<tr>
<td>Field Rental Policy Amendment</td>
<td>1/20/2016</td>
<td>Backup Material</td>
</tr>
</tbody>
</table>
Athletic Field Rentals
RULES & REGULATIONS

GENERAL

A. It is the intent of the City Commission that all athletic fields be used primarily to accommodate sports events.
B. Hours are from 8 a.m. to 10 p.m. as approved by the Parks and Recreation Commission and/or City Commission with the following exceptions:
   a. Ward Fields 1-8 are unavailable before 12 noon on Sundays.
   b. Showalter East Field at Ward Park is unavailable before 7 p.m. on weekdays during the school year.
C. The business office for Field 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. Fields are located in the following parks: Martin Luther King, Jr. Park, Ward Park and Cady Way Park.
E. Pets must remain on leash at all times and are not permitted on athletic fields, restrooms, pavilions. (Please refer to city of Winter Park animal ordinances)
F. Alcohol is prohibited in all parks.

FIELD RENTALS

A. Organized sports require rental of the fields. Definitions: organize teams or league participants, 15 or more participants, uniform, officials, coaches. Pick up-recreational play is welcome with no charge.
B. The City of Winter Park reserves the right to refuse any activities deemed inappropriate for the site. Also reserve the right to relocate rental activities on alternate fields.
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.

Parks & Recreation Department • 721 W. New England Ave. • Winter Park, FL 32829 • 407.599.3334
d. The rental request for requires that all field 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 park turf and landscaping, the impact on the neighborhood and adjacent facilities.

E. Considerations may be made for other events in specific areas of the park or on specific fields.

F. Field 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 field rentals.

I. Personal training and boot camp must be approved by Parks Recreation department and comply with the Parks Open Space business permit policy.

J. All Open Space business permit on athletic fields require field rental.

K. Fields will be closed for maintenance a minimum of four weeks during the Summer months, two weeks during the month of November, two weeks during the month of March (overseeing) & fields condition that require repairs.

L. Rain policy: field status based on inclement weather will be determined at 4 pm for all activities after 5 pm on weekdays. Activities prior 5 pm, fields 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 7 am for morning activities. All others inclement field condition will be determined one hour prior to rental time or at the request of customer. Field will be closed as the result of the inclement weather if a field is deem 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.

FOOD AND BEVERAGE SALES

A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.

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.

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.

AMPLIFIED SOUND

A. Amplified sound is allowed only between 8am and dusk 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. 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.

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. All continuous groups are allowed to pay half rental fee at the time of the reservation.
I. The city reserves the right to cancel any reservation or contract.
J. 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
K. All Orange County Public Schools has priority on field use for parking.
L. Winter Park Youth Baseball must comply with current agreement between the city of Winter Park and WPYB.
M. Any and all subcontracting of baseball fields must be approved by Parks & Recreations department.

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

_____________________________  __________________________
Signed                              Event & Date

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

_____________________________   __________________________
Signed                              Date

Parks & Recreation Department  •  721 W. New England Ave.  •  Winter Park, FL 32829  •  407.599.3334
Agenda Item Summary

County Rabies Tag Education Program - Staff will initiate a program to educate park guests at Lake Baldwin Park on the requirement of valid rabies tags.

Summary:

Background:

ATTACHMENTS:

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>County Rabies Vaccination Code</td>
<td>1/20/2016</td>
<td>Cover Memo</td>
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Sec. 5-37. - Rabies vaccination.

(a) The owner or keeper of a dog, cat, or ferret four (4) months of age or older shall vaccinate such dog, cat, or ferret against rabies through a licensed veterinarian. Evidence of rabies vaccination shall consist of a certificate signed by the licensed veterinarian administering the vaccination and identifying the owner and the address of the dog, cat, or ferret and containing such other information as required by state law.

(b) A rabies vaccination is excused only if a dog, cat, or ferret is less than four (4) months of age, or if a licensed veterinarian certifies in writing that rabies vaccination would be injurious to the health of a dog, cat, or ferret. In the latter case, such dog, cat, or ferret shall be confined in an enclosed building or a kennel at all times until a licensed veterinarian can safely vaccinate the dog, cat, or ferret.

(c) The county rabies control program shall be carried out pursuant to F.A.C. ch. 64D-3 and the following provisions:

1. When a dog or cat has bitten or is believed to have bitten a human being or another animal, or is suspected of carrying rabies, the dog or cat shall be quarantined for rabies observation for a reasonable period of time, as determined by the division manager, but in no case less than ten (10) calendar days. The owner/keeper of such dog or cat shall relinquish possession of the dog or cat for the purpose of quarantine. Refusal to surrender any animal believed to have inflicted a bite on a person upon lawful demand shall be in violation of this article. At the discretion of the division manager, any such dog or cat without a current rabies vaccination may be kept in quarantine at the owner's expense in a county shelter or at an approved holding facility of a local veterinarian or an approved boarding kennel.

2. The state department of health and rehabilitative services county public health unit director/administrator or the state health officer may make an exception and approve confinement of a dog or cat having a current rabies vaccination administered by a licensed veterinarian at the owner's home or at another acceptable location. If the division manager determines, at any time during the quarantine period, that the owner/keeper of the dog or cat has failed to sufficiently confine the dog or cat, the owner shall relinquish possession of the dog or cat to the animal services division. The dog or cat will then be confined in the custody of the animal services division or at an approved holding facility of a local veterinarian for the remainder of the quarantine period at the owner's expense.

3. Dogs and cats or other animals under quarantine shall not be released or removed from the place of quarantine unless permission is obtained from the county health unit director or the state department of health and rehabilitative services county public health unit director/administrator or the state health officer.

4. Bites of guinea pigs, hamsters, ferrets, lagomorphs (rabbits and hares), livestock, squirrels, gerbils, chipmunks, rats, mice and other rodents shall be evaluated on an individual basis at the discretion of the state department of health and rehabilitative services county public health unit director for a determination as to the need for laboratory examination.

5. Any free-roaming wild mammal that has bitten or exposed a human to rabies shall be disposed of immediately in a manner that the head of the animal can be submitted to one (1) of the laboratories of the state department of health and rehabilitative services for...
examination for rabies. When a free-roaming wild mammal which is on a list of endangered animal species is involved, the Florida Fish and Wildlife Conservation Commission shall be notified and given the opportunity to obtain the specimen and other relevant information.

(6) Any dog or cat with a current rabies vaccination that is bitten or exposed by a known rabid animal shall be revaccinated immediately by a licensed veterinarian and quarantined for ninety (90) calendar days. The state health director or his designee may permit such animal to be quarantined at home, the animal services division, or another approved facility. Such animal shall be on a leash when taken outdoors.

(7) Any dog or cat without a current rabies vaccination that is bitten by or exposed to a known rabid animal shall be disposed of or, if the owner so desires, placed under rabies quarantine for six (6) months at the owner's expense in a place approved by the state department of health and rehabilitative services county public health unit director/administrator or the state health officer. Such animals shall be given a rabies vaccination upon entering quarantine and shall be revaccinated one (1) month prior to release from quarantine.

(8) Any animal held under quarantine must be claimed by the owner within three (3) working days following the last day of quarantine unless prior arrangements have been made or the animal shall be considered abandoned and disposed of as the animal services division deems appropriate.

(9) The owner of any dog or cat held under quarantine must provide proof of vaccination against rabies or have the dog or cat vaccinated against rabies before the dog or cat will be released from quarantine. The owner's failure to have the dog or cat vaccinated against rabies shall be a violation of this article.

(Code 1965, § 3-14; Ord. No. 87-9, § 14, 3-9-87; Ord. No. 91-8, § 13, 4-2-91; Ord. No. 95-32, § 10, 9-26-95; Ord. No. 2002-04, § 6, 6-4-02; Ord. No. 2005-07, § 11, 7-12-05)