

agenda

Parks and Recreation Advisory Board



January 27, 2016 at 5:30 PM

Winter Park Community Center
721 West New England Avenue / Winter Park,
Florida

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

Staff absent:

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:

Description	Upload Date	Type
Doggie Costume Event	1/12/2016	Backup Material
Doggie Art Festival Application	1/12/2016	Backup Material

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested:	Central Park	Email:	brian@bullfish.net
Organization Name:	Sebastian Haul Fund		
Contact Name:	Brian Wettstein c/o The Doggie Door		
Address:	329 Park Avenue North Winter Park, FL 32789		
Work Phone:	407 644 2969	Home Phone:	n/a
		Cell Phone:	321 278 9937
Organization Status:	Profit: <input type="checkbox"/>	Registered Non-Profit: <input checked="" type="checkbox"/>	If so, what type? 501c-3
Tax Number:	85 801 551746 2C-8		Other (specify)
Proposed Event Date:	Sunday October 30th 2016	Second Choice:	
Event Time:	10-3pm	Set up time:	6am
		Break Down Time:	5:00pm
Are dates/times flexible?	Annual Event that falls the same each year		
Type of Event:	Pet-themed Art Festival	Is this a Fundraiser?	Yes
Describe Event in Detail:	Pet themed costume contest featuring pet related artists, vendors and adoption organizations.		
(Attach detailed outline)	organizations.		
Area of Park Requested:	North Central Park including the stage		
Stage?	Yes	List Electricity Requirements?	PA & ambient music near stage only
Expected size of Crowd:	375	Estimated Parking Requirements?	Area Parking will be adequate with all service businesses being closed
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:	Artists will have artwork all others simply promotional materials		
What Sanitation Facilities are planned?	there will portolets provided		
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 have volunteers and staff in addition to myself (Brian Wettstein)		
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 Wettstein 321 278 9937		
How will event be advertised/marketed?	Ads in Local Publications, flier/posters/ social media		
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 the sole negligence of the City"			
By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.			
Brian Wettstein			
TYPED NAME INDICATES SIGNATURE	January 8, 2016		
	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 #			
Dep Date:	Rental Fee Receipt #:	Check Number:	Date Paid
Refunded	Comments:		

\$50 App Fee paid 1/11/16 check # 1377

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Central Park Email: brian@bullfish.net

Organization Name: Sebastian Haul Fund

Contact Name: Brian Wettstein c/o The Doggie Door

Address: 329 Park Avenue North Winter Park, FL 32789

Work Phone: 407 644 2969 Home Phone: n/a Cell Phone: 321 278 9937

Organization Status: Profit: Registered Non-Profit: If so, what type? 501c-3

Tax Number: 85 801 5517 40 26-8 Other (specify) _____

Proposed Event Date: Sunday April 10th 2016 Second Choice: _____

Event Time: 10-4pm Set up time: 6am Break Down Time: 5:30pm

Are dates/times flexible? Annual Event that falls the same each year Alternate Dates: _____

Type of Event: Pet-themed Art Festival Is this a Fundraiser? Yes

Describe Event in Detail: Pet themed art festival featuring pet related artists, vendors and adoption organizations.
(Attach detailed outline)

Area of Park Requested: North Central Park including the stage

Stage? Yes List Electricity Requirements? PA & ambient music near stage only

Expected size of Crowd: 1000 Estimated Parking Requirements? Area Parking will be adequate with all service businesses being closed

Will there be amplified music? YES If Yes, type: popular music Hours: 9:30-4:30pm

Amplified Voices: YES If Yes, type: Announcements Hours: 9:30-4:30pm

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 Event T-shirts? Yes Event 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 stage

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: Artists will have artwork all others simply promotional materials

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 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 Wettstein)

Have you held this event in the past? YES (12 years) Where? Central Park North

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 will event be advertised/marketed? Ads in Local Publications, flier/posters/ social media

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 the sole negligence of the City"

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

Brian Wettstein January 8, 2016

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 # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

\$50.00 App fee paid 1/10/16 check # 1317



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:

Description	Upload Date	Type
Application and Request	1/11/2016	Backup Material



BOY SCOUTS OF AMERICA®
CENTRAL FLORIDA COUNCIL

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 traffic. 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)

Wayne Densch Boy Scout Service Center
1951 South Grange Blossom Trail
Apopka, FL 32703
407-889-4403 www.bsofscouting.org

Prepared. For Life.™



Fee Waiver Application



**Parks
Recreation
department**

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. | ✓ | <input checked="" type="checkbox"/> |
| 2. Organization based within corporate limits of Winter Park. | ✓ | <input checked="" type="checkbox"/> |
| 3. The event is not in support of a candidate for public office. | ✓ | <input checked="" type="checkbox"/> |
| 4. The event benefits the city and its residents. | ✓ | <input checked="" type="checkbox"/> |
| 5. The event type is consistent with the city's recreation plan. | ✓ | <input checked="" type="checkbox"/> |
| 6. The applicant has a demonstrated need for the reduction or waiver. | ✓ | <input checked="" type="checkbox"/> |

Section One - Applicant Information

Applicant Name:	Gary Brewer	Email Address:	garyb704@aol.com
Organization Name:	Boy Scouts of America	Phone Number:	407-399-4682
Address:	1955 S. Orange Blossom Trail	Fax Number:	407-889-4406
City:	Apopka (Serves Winter Park)	State:	FL Zip: 32703
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:	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 perscribed 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 Date:	4/30/2016
Event Name:	Family Fest/ Scout Show	Event Hours:	9:00am to 2:00pm
Venue:		Expected Attendance:	1,500
If charging admission, proceeds benefit:	no admission fee	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		
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:	Apr-09		

Section Three - Instruction


- Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
 - This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
 - Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
 - To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
 - 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
FOR OFFICE USE ONLY			
Directors Signature:		Approved:	50 % Disapproved: _____
Date of Approval/Disapproval:	1/7/16		
Parks Board Review if Necessary:	Date _____	Approved:	_____ % Disapproved: _____

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248360116
Jan. 20, 2015 LTR 4167C 0
22-1576300 000000 00

00017190
BODC: TE


BOY SCOUTS OF AMERICA
% STEPHANIE PHILLIPS
1325 W WALNUT HILL LN
IRVING TX 75038

057123

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,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested:	Central Park	Email:	chris.crowley@scouting.org
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:	352-989-0804
Organization Status:	Profit: <input type="checkbox"/>	Registered Non-Profit: <input checked="" type="checkbox"/>	If so, what type? _____
Tax Number:	59-0624376		Other (specify) _____
Proposed Event Date:	4/30/16	Second Choice:	_____
Event Time:	9:00-3:00	Set up time:	7:30am
		Break Down Time:	3:30
Are dates/times flexible?	unfortunately not	Alternate Dates:	_____
Type of Event:	Gathering of Scouting families to interact with community		
	Is this a Fundraiser?	No	
Describe Event in Detail:	Family Fest is a BSA event where Scouts setup Scout Skills for demonstration.		
(Attach detailed outline)	_____		
Area of Park Requested:	Central Park - North of Morse Blvd.		
Stage?	Yes	List Electricity Requirements?	Outlet to power portable amp
Expected size of Crowd:	1,500 total	Estimated Parking Requirements?	Nothing beyond normal customer parking
Will there be amplified music?	Yes	If Yes, type:	speaker for opening ceremony
		Hours:	9:00-9:15am
Amplified Voices:	Yes	If Yes, type:	Opening ceremony only
		Hours:	9:00-9:15am
Are you proposing tents:	Yes	If Yes, type:	Tarps with weights not stakes
***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?	No	T-shirts?	No
		Posters?	No
Other (describe):	n/a		
Are you proposing food sales?	No	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-lets (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:	20		
	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, 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"			
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 # _____	_____		
Dep Date: _____	Rental Fee Receipt #: _____	Check Number: _____	Date Paid _____
Refunded _____	Comments: _____		
Retained: _____	_____		
Date Ref/Ret: _____	STAFF SIGNATURE: _____	DATE: _____	

GLOBAL SALES RECEIPT



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

City of Winter Park
 721 W. New England Ave.
 Winter Park FL 32789

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

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

Phone: (407)599-3334
 Visit us on the Web at: www.cityofwinterpark.org

Enrollment Details

Enrollee Name: Activity Number: Enrollment Date:	ROSTER CHANGE Boy Scouts of America 275000-04 15/16 Park App Fee 08/25/2015 (Enrolled)	<table border="0"> <tr> <td><u>Fees + Tax</u></td> <td><u>Discount</u></td> <td><u>Prev Paid</u></td> <td><u>Cur Paid</u></td> <td><u>Amount Due</u></td> </tr> <tr> <td style="text-align: center;">100.00</td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">50.00</td> <td style="text-align: center;">50.00</td> <td style="text-align: center;">0.00</td> </tr> </table>	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>	100.00	0.00	50.00	50.00	0.00
<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>								
100.00	0.00	50.00	50.00	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
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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:

ATTACHMENTS:

Description

Annual Earth Day

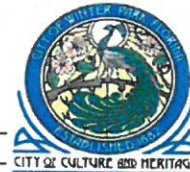
Upload Date

1/20/2016

Type

Cover Memo

**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Central Park Email: dan.leaphart@coxinc.com
 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: Profit: Registered Non-Profit: If so, what type? Keep Winter Park
 Tax Number _____ Other (specify) _____

Proposed Event Date: April 10, 2016 Second Choice: _____
 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,
 (Attach detailed outline) 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 Yes

***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? _____
 Are you proposing to sell anything? No T-shirts? _____ Posters? _____
 Other (describe): _____

Are you proposing food sales? No If Yes, type: _____
 Describe in detail? _____
 Will there be displays? Yes If Yes, type: electric & hybrid cars
 Are banners/signs requested? No If Yes, type: _____
 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: conservation, environmental awareness groups
 Describe booth contents and numbers in detail: (15) conservation, environmental awareness groups
 What Sanitation Facilities are planned? Portalets

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: 407-599-3364

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

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"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.
Dan Leaphart 12/16/2015
 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 # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
 Refunded _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

W. MORSE BLVD

N. PARK AVE

VENDOR AREA

ACOUSTIC
STAGE

BEER & WINE
GARDEN

ELECTRIC & HYBRID
CAR SHOW

ART
CONTEST

CORN HOLE
TOURNAMENT

VENDOR AREA

KIDS AREA

STAGE



N. NEW YORK AVE

GARFIELD AVE



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:

Description	Upload Date	Type
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Field Rental Policy Amendment	1/20/2016	Backup Material
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Athletic Field Rentals

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

APPROVED 02.23.2007
APPROVED 11.19.2014

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

- 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 weathers 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



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:

Description	Upload Date	Type
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County Rabies Vaccination Code	1/20/2016	Cover Memo
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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)