

Clay County Board of County Commissioners

Parks and Recreation Division

For Reservations call: 904.284.6378 ext #2

Fax: 904.284.9780

[www.claycountygov.com](http://www.claycountygov.com)



**CLAY COUNTY  
FLORIDA**

**Facilities Operations and  
Maintenance**

**Parks & Recreation**

**Mailing Address:**

P.O. Box 1366  
Green Cove Springs, FL  
32043

**Physical Address:**

477 Houston Street  
2<sup>nd</sup> Floor, Admin. Building  
Green Cove Springs, FL  
32043

Area code: 904  
Phone: 284-6378  
Fax: 284-9780

**County Manager**

Stephanie C. Kopelousos

**Commissioners:**

Mike Cella  
District 1

Wayne Bolla  
District 2

Diane Hutchings  
District 3

Gavin Rollins  
District 4

Gayward Hendry  
District 5

[www.claycountygov.com](http://www.claycountygov.com)

**~RESERVATION FORM~**

TYPE OF EVENT: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

ASSOCIATION / GROUP NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Reservations must be made *at least seven (7) days, but no more than one (1) year in advance.*

**Renter understands that a refund will only be given if cancellation is made *in writing* within 30 days or more of scheduled event/reservation**

Renter has received a copy of the Clay County Parks Rules and Regulations

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Renter

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parks and Recreation Dept.

**~FEE SCHEDULE~**

Approved by the Board of County Commissioners – 5/23/2017

**~SELECT ONE~**

Facility: J.P Hall Jr. Meeting Building  
80 person max  
Rental Fee: \$150.00  
Tables: Additional Charge  
Utilities: Metered  
Sales Tax: 7%  
Security Deposit: Not Applicable  
Initial Here \_\_\_\_\_

Facility: Hunter-Douglas Meeting Building  
100 person max  
Rental Fee: \$150.00  
Tables/Chairs: Included  
Utilities: \$29.50-Standard Fee  
Sales Tax: 7%  
Security Deposit: \$75.00  
Initial Here \_\_\_\_\_

Facility: Historical Courthouse  
200 person max  
Rental Fee: \$100.00  
Utilities: \$29.50 Standard Fee  
Sales Tax: 7%  
Security Deposit: \$50.00  
**Available on Saturdays/Sundays Only**  
Initial Here \_\_\_\_\_

Facility: Ronnie Van Zant Park **Pavilion #1**  
Rental Fee: \$30/Resident-\$40/Non Resident **4 hour maximum** to include set-up and tear down  
Sales Tax: 7% Max of 64 people  
• 9 AM – 1 PM  
• 1 PM – 5 PM  
• 5 PM – 9 PM April-Sept Only  
Initial Here \_\_\_\_\_

Facility: Ronnie Van Zant Park **Pavilion #2**  
Rental Fee: \$30/Resident-\$40/Non Resident **4 hour maximum** to include set-up and tear down  
Sales Tax: 7% Max of 64 people  
• 9 AM – 1 PM  
• 1 PM – 5 PM  
• 5 PM – 9 PM April-Sept Only  
Initial Here \_\_\_\_\_

Facility: Foxmeadow Park  
Rental Fee: \$30/Resident-\$40/Non Resident **4 hour maximum** to include set-up and tear down  
Sales Tax: 7% Max of 64 people  
• 9 AM – 1 PM  
• 1 PM – 5 PM  
• 5 PM – 9 PM April-Sept Only  
Initial Here \_\_\_\_\_

Facility: Moody Park Pavilion  
Rental Fee: \$30/Resident-\$40/Non Resident **4 hour maximum** to include set-up and tear down  
Sales Tax: 7% Max of 96 people  
• 9 AM – 1 PM  
• 1 PM – 5 PM  
• 5 PM – 9 PM April-Sept Only  
Initial Here \_\_\_\_\_

Facility: Moody Park **Field #1**  
 Rental Fee: \$20 per hr/Resident-\$25 per hr./Non Resident + Sales Tax: 7%

Please Note: A Certificate of Insurance is required for all reservations/event at any Parks Facility where any organized sports will be played. To include but not limited to; softball, lacrosse, baseball, football, or basketball.

Initial Here \_\_\_\_\_

Facility: Moody Park **Field #2**  
 Rental Fee: \$20 per hr/Resident-\$25 per hr./Non Resident + Sales Tax: 7%

Please Note: A Certificate of Insurance is required for all reservations/event at any Parks Facility where any organized sports will be played. To include but not limited to; softball, lacrosse, baseball, football, or basketball.

Initial Here \_\_\_\_\_

Facility: Thunderbolt Park **Field #1**  
 Rental Fee: \$20 per hr/Resident-\$25 per hr./Non Resident + Sales Tax: 7%

Please Note: A Certificate of Insurance is required for all reservations/event at any Parks Facility where any organized sports will be played. To include but not limited to; softball, lacrosse, baseball, football, or basketball.

Initial Here \_\_\_\_\_

Facility: Thunderbolt Park **Field #2**  
 Rental Fee: \$20 per hr/Resident-\$25 per hr./Non Resident + Sales Tax: 7%

Please Note: A Certificate of Insurance is required for all reservations/event at any Parks Facility where any organized sports will be played. To include but not limited to; softball, lacrosse, baseball, football, or basketball.

Initial Here \_\_\_\_\_

~EXEMPTIONS~

- Fees for the use of the Facility and surrounding premises may be waived or discounted as deemed necessary by the County Manager. Groups wishing to apply for a Facility fee waiver must complete the **Reservation Request Form** and **Facility Rental Fee Waiver Request Form** to be *considered* for a discount. Requests must be submitted at least 60 days prior to event/reservation date to be considered. Determination shall be made on an individual event basis. In the event that you are given a Facility Rental Fee discount/waiver you are still required to pay the utilities as well as comply with all other requirements such as obtaining a Certificate of Insurance, any necessary permits, and paying all Security Deposits. There are no exceptions. (Initial here) \_\_\_\_\_
- Not for Profit 501 (c) (3) groups must complete the Reservation Request Form, Facility Rental Fee Waiver Request Form, provide a copy of *current* Tax Exemption Certificate and an IRS Letter of Determination to be *considered* for a discount. In the event that you are given a Facility Rental Fee discount/waiver you are still required to pay the utilities as well as comply with all other requirements such as obtaining a Certificate of Insurance, any necessary permits, and paying all Security Deposits. There are no exceptions. (Initial here) \_\_\_\_\_
- Events applying for Educational Designation must complete the Reservation Form and Facility Rental Fee Waiver Request Forms and provide a detailed explanation of proposed event to qualify for discount or waiver.

~TERMS AND CONDITIONS~

- **RESERVATIONS:** A Reservation Request Form, Release and Hold Harmless Agreement, and a Certificate of Insurance (where applicable, see below) must be completed and submitted

along with at least 50% of the rental fees and any required deposits before a reservation is confirmed. Reservations must be made *at least* seven (7) days, but *no more than* one (1) year in advance.

- **CANCELLATIONS:** No refunds or cancellations will be given due to inclement weather.
- **SECURITY DEPOSIT:** In the event that a Security Deposit is required deposit is required in full at the time reservation is made. Security deposit is refundable once the facility and premises has been inspected by Parks staff and will be returned by mail to the mailing address above. \_\_\_\_\_ (initial here)
- **RENTAL PAYMENT:** Payment for the facilities shall be made by check or money order and should be made payable to “Clay County Board of County Commissioners”. All remaining balance of rental fees must be settled in full 24 hours before scheduled reservation/event, unless prior arrangements have been made. \_\_\_\_\_ (initial here)
- **REFUND:** Renter understands that a refund will only be given if cancellation is made *in writing* within **30 days or more** of scheduled event/reservation. \_\_\_\_\_ (initial here)
- **FACILITY CONDITIONS:** Renter understands and agrees that the facilities and surrounding areas are rented in an “AS-IS” condition. Renter understands and agrees that it has had the opportunity to inspect the Facility and surrounding premises and agrees that it or anyone on Renter’s behalf, will make no claim for damages, losses, injury or any other claim of whatsoever kind or nature sustained by Renter, or anyone using the facility and surrounding premises at Renter’s invitation, direction, or while the facility and surrounding premises are under Renter’s control.
  - **CLEAN UP AND DAMAGE:** Clean the facility and surrounding grounds at the end of the event. This includes clearing from all tables any disposable contents; and cleaning all spills. Remove all trash and litter from facility, grounds, and parking lot and place in outside dumpster. Incidental damage to the facilities, parking lot, grounds, equipment may result in the withholding of all or part of security deposit. Intentional or excessive damage may require additional monies to be paid to the County to cover the cost. Any and all damages resulting from the event are the responsibility of the Renter.
- Renter understands that the County may cancel this Reservation Form in the event of any emergency as determined by the County or by any state or federal agency. If this agreement is cancelled in the event of an emergency, any funds paid by Renter for unused days, less actual expenses necessarily incurred by the County in connection with the event so cancelled, will be refunded without penalty. Should the County exercise its rights to cancel this Reservation Form, Renter agrees to forego any and all claims for

damages against the County and further agrees to waive any and all rights which might arise by reason of the terms of this Reservation Form.

- **CERTIFICATE OF INSURANCE REQUIREMENTS:** a \$1,000,000.00 Certificate of General Liability Insurance (COI) shall be required listing as “Additional Insured” and “Certificate Holder” the following: “Clay County, a political subdivision of the State of Florida; the Board of County Commissioners, Clay County, Florida; and all public agencies of Clay County, as their interest may appear.” All COI’s, with required wording, and in the appropriate amount must be on file with our office two weeks prior to the event. If we do not have the COI in our office the event is subject to cancellation. It is the responsibility of the user to ensure the COI is on file in a timely manner. \_\_\_\_\_ (initial here)

**RESERVATIONS/EVENTS REQUIRING A COI WOULD INCLUDE (but not limited to):**

- A reservation at any Parks Facility where one hundred (100) or more persons would be in attendance.
- A reservation/event at any Parks Facility where an Inflatable/Bounce House or similar would be used.
- A reservation/event at any Parks Facility where *any* type of organized sports will be played. To include but not limited to; softball, lacrosse, baseball, football, or basketball.
- A reservation/event at any Parks Facility being held by *any* group or organization that is open to the public and/or community. To include but not limited to; Family Movie Nights, Easter Egg Hunts, Fall Festivals, Car Shows, Fundraisers, etc...
- A reservation/event at any Parks Facility where food and beverages will be sold. In this case a COI will be required from each vendor wanting to sell at the event as well as the organization requesting use of the facility.
- A reservation/event at Paul E. Reinhold Agriculture Fairgrounds where alcohol will be served.

**~RELEASE AND HOLD HARMLESS AGREEMENT~**

For valid consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned \_\_\_\_\_, or \_\_\_\_\_ parent of the minor child \_\_\_\_\_ (hereinafter collectively referred to as the PARTICIPANT), do hereby execute this Release and Hold Harmless Agreement, declaring the following:

1. The PARTICIPANT releases and further discharges the Clay County and the Clay County Board of County Commissioners, its officers, employees, agents and principals (hereinafter collectively referred to as the County), of and from any and all manner of actions, causes of actions, debts, accounts, contracts, agreements, claims and demands, whatsoever, in law or in equity which the PARTICIPANT ever had, or now has, or may have in the future against the County, resulting from any and all activities, work or other things done, permitted or suffered by the Participant arising out of the Participant's enrollment in USER: \_\_\_\_\_'s Personal Services taking place at the Property/Facility: \_\_\_\_\_, on the following dates and times \_\_\_\_\_, including all costs, attorneys fees, expenses and liabilities incurred in connection with any such claim or any action or proceeding brought against the County.
2. Any liability to the PARTICIPANT which might arise as a result of the COUNTY's own negligence, is subject to the limitations set forth under Section 768.28, Florida Statutes, and as otherwise limited under general law.
3. PARTICIPANT acknowledges that the laws of the State of Florida will apply to any dispute concerning the terms of this Release and Hold Harmless Agreement.
4. This Release and Hold Harmless Agreement shall be deemed binding and effective upon the date it is executed by the Participant.
5. By signing this Release and Hold Harmless Agreement, the PARTICIPANT agrees that he/she has read the Release and Hold Harmless Agreement and acknowledges by his/her signature that he/she agrees to hold the County harmless from and against any and all injuries sustained resulting from participation in any activity relating to enrollment in PARTICIPANT'S Personal Services.
6. In the event any case, action or proceeding be brought against the County by reason or any act or activities of the Participant in using the Property, then Participant shall upon written notice from the County, defend the same at Participant's sole cost and expense. Participant, as a material part of the consideration to the County, hereby assumes all risk of personal injury, in upon or about the Park, from any cause other than the COUNTY's negligence, and Participant hereby waives all claims in respect thereof against the County.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**~CLAY COUNTY PARKS RULES AND REGULATIONS~**

The following is a summarization of Park Rules and regulations.

- Park operating hours are Sunrise to Sunset. It is unlawful and a violation for any persons to enter or remain upon any County park during any time other than the period which is posted.
- No cancellations or refunds will be given for inclement weather.
- Fireworks are not permitted except under certain circumstance where a permit has been given by the Fire Marshall. Permit applications can be obtained on the 3<sup>rd</sup> floor of the Admin. Bldg.
- A \$1,000,000.00 Certificate of Insurance may be required when hosting special events on County Property. All COI's, with required wording, and in the appropriate amount must be on file with our office two weeks prior to the event. If we do not have the COI in our office the event is subject to cancellation. It is the responsibility of the user to ensure the COI is on file in a timely manner.
- Parks are Pet Friendly except where signage is posted. All pets shall be kept on a leash, at all times while on the property. Only those pets directly related to an event, i.e. dog show, horse show, and approved by the Director shall be exempt. This policy will be strictly enforced. Pet owners are to pick up all pet waste and deposit in the provided pet waste containers or trash receptacles. Any and all cost associated with those animals that are placed into custody and transported by or to the Clay County Animal Control Facility shall be the responsibility of the pet's owner and the County shall be held harmless.
- Fishing is only allowed in designated areas. A valid Florida fishing license is required.
- Alcoholic beverages are prohibited except where permitted at the Fairgrounds and only under certain circumstances where prior arrangements have been made.
- Drugs are strictly prohibited.
- No smoking allowed. This includes Vaping/e-cigarettes.
- No abusive language or profanity allowed.
- No modifications to existing grounds or buildings.
- No weapons are permitted.
- Activity may not disrupt the use of the park by other patrons
- No fires are allowed unless in designated area. Cooking, barbequing, grilling, or like activities are allowed only in designated areas. Thoroughly douse all coals in barbecue pits/grills with water and make sure they are completely out before leaving the park.
- Glass bottles and containers are prohibited.
- Use of loud speakers or any amplifying equipment is prohibited unless prior approval has been given.
- It is unlawful and a violation for any persons to operate a motorized vehicle on any County park except where signage is posted allowing operation.
- Riding toys such as bicycles, tricycles, wagons, skateboards, scooters, in-line skates, roller blades or similar devices are not allowed in the parks.
- Do not catch, trap, hunt, chase, tease, shoot, or throw objects at any animal, bird, turtle, fish, or any other reptile. Do not disturb any nests, eggs, young reptiles, or birds.
- Overnight camping/sleeping is not permitted *except* in designated areas.
- Artifacts, plants, and animal life (including flowers) are protected- DO NOT DISTURB.
- No graffiti or defacing Park buildings or property. Defacing the Park is a misdemeanor violation punishable by a fine not to exceed \$500 or by imprisonment in the County Jail not to exceed sixty (60) days or both.