

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS
POLICY FOR USE OF PUBLIC FACILITIES, ROADS, BRIDGES
COUNTY MEETING ROOMS AND THEATER
MONROE COUNTY, FLORIDA

GENERAL RULES AND REGULATIONS:

Any individual or organization requesting the use of a County facility, building, park, beach, road, bridge, airport, meeting room or theater **MUST** complete the ***“REQUEST FOR USE OF COUNTY PROPERTY”*** form and return to the responsible County Department. The **ORIGINAL REQUEST FOR USE OF COUNTY PROPERTY FORM** shall be submitted to the appropriate department no later than five working days prior to the desired date. If a public assembly permit and/or extensive coordination with other County Departments, the Sheriff's office, or State Department of Transportation is needed, the **ORIGINAL REQUEST FOR USE OF COUNTY PROPERTY FORM** must be submitted no later than ten working days prior to the desired date.

1. **FEES:** Fees apply to all agencies excluding for one-time uses only, divisions or departments of any local, state, or federal Government Agency. Divisions or departments of any non-County (whether local, state, or federal) Government Agency shall pay the same fees as all other external users for all uses subsequent to the first in a series of recurring uses. Fees are mandatory regardless of an organization's non-profit status, with the exception of Monroe County School sponsored functions, all sports leagues, fitness events with 500 or less participants, and the use of Library facilities. The County Administrator or his designee is the only individual authorized to waive any applicable fee.
 - A. Fees for the use of county property are stated on pages 7, 8 and 9. If there are regular County admission fees to the facility, those fees will be charged in addition to the group user fees.
 - B. If the organization, group, etc., proposes to charge an admission fee greater than \$10.00 per person, then the admission charges must be approved by County Administrator.
 - C. Any organization that impacts normal services to the facility will be charged the cost above normal expenses for using the facility, in addition to the fees assessed per the schedule. The charges will be assessed by the County.
 - D. Groups whose only purpose for the use of the facility or property is for improvements (ex. planting shade trees), shall not be required to pay user fees, however, they will be responsible for cleanup and dump fees. If part of the purpose is for facility or property improvements (ex. planting shade trees and holding a tree selling event), the County shall determine a prorated fee.
 - E. If an event requires additional time other than what was originally stated on the request and for which the location was reserved, the additional time owed the County will be invoiced at the applicable rate. Should any individual/group not pay these additional charges, then they cannot use any County facility until the County has been reimbursed for these charges.

Non-payment of any invoice by any group, organization, agency, sponsor, etc. will result in that group, organization, agency, sponsor, etc. not being able to use any County facility until full payment for any and/or all outstanding invoice(s) has been received by the County.
 - F. There are no fees for Memorial services
 - G. For purposes of the provision that other governmental agencies shall pay for all but the first in a series of recurring uses, recurring shall mean that the agency schedules at any given time more than one future use or that the scheduling of uses for that entity becomes a de facto pattern of recurring uses.

2. **INSURANCE:** Groups/organizations/sponsors/individuals shall be required to execute an **original** Hold Harmless/Indemnity Agreement and furnish **original** insurance certificates naming **Monroe County BOCC** as an additional insured (except for Worker's Compensation), unless these provisions are waived by the Monroe County Risk Management Department. Groups utilizing a meeting room do not need to furnish insurance documentation, however they are required to execute the Hold Harmless/Indemnity Agreement.

Risk Management will determine if coverage may be needed as follows:

- Worker's Compensation
- General Liability
- Vehicle Liability
- Aircraft/Watercraft Liability
- Liquor Liability (if applicable and necessary)

3. **250 + PARTICIPANTS:** All functions expecting 250 or more participants/spectators for more than one day events are required to contact the Monroe County Planning Department as well as the Monroe County Facilities Maintenance Department to obtain a Public Assembly Permit. (Ordinance No. 030-1996)

4. **ALCOHOLIC BEVERAGES:** The use or sale of alcoholic beverages shall be prohibited unless prior approval is obtained by the County Administrator or his designee. The sponsor will be responsible for concurrence with applicable state permits and additional insurance as may be required by the Monroe County Risk Manager. **In accordance with Monroe County Resolution No. 156-2001, adopted on March 21, 2001, the following fees must be collected from the non-charitable organizations or social event sponsor before the County Administrator may accept an application for the per event sale of alcoholic beverages on County-owned property:**

<u>Number of persons expected to attend the event:</u>	<u>Fee:</u>
1 – 20	\$10.00
21 – 50	\$20.00
51 – 100	\$40.00
101 or more	\$50.00

All organizations must comply with the insurance requirements provided by Monroe County Risk Management.

5. **TRAFFIC CONTROL:** Events, projects, etc., affecting or occurring on any road or bridge must be pre-approved by the Monroe County Engineering Department. The use of off duty police may likewise be required. Coordination with off duty police is the user's responsibility and shall be coordinated directly with the police agency. In addition to the direct costs for a deputy, the Monroe County Sheriff's Department is required to charge overhead costs. Proof of coordination is needed.
6. **BBQ GRILLS:** Groups/Organizations/Sponsors/individuals wishing to utilize a personal BBQ grill other than the grills supplied by the Monroe County Facilities Maintenance Department, which are permanently placed at the beaches or parks, will require approval from the County Administrator or his designee prior to event. Groups are responsible for disposal of personal grills and charcoal.
7. **RECYCLING:** Any and all events from any group and/or organization, profit or non-profit, requesting use of a County facility, property, building, theatre, park, beach, road, bridge, airport, or meeting room **must** comply with Monroe County's recycling efforts. Any and all garbage/waste/debris generated by the organization using County property as defined above must

be managed properly with all recycle materials separated and placed in marked "recycle" collection bins. Plastic, cans, etc. must be disposed of in the appropriate containers provided by Monroe County.

In the event there will be a large quantity of recycle materials generated or for any function expecting 250 or more attendees/participants, the requesting group shall be responsible to provide extra trash and recycle collection bins, i.e. if additional trash receptacles are needed a recycle bin must accompany each additional trash receptacle, and ensure that they are placed in the appropriate area for pick-up by the waste management contractor. Within thirty (30) days after the event, the responsible person shall submit a report to the Monroe County Solid Waste Department, 1100 Simonton Street, Room 2-231, Key West, FL 33040 providing the total amount of recycled material, measured in pounds, gallons, tons; and the name and address of the recycling facility within the County.

8. **MEETING ROOMS (EXCLUDING LIBRARIES) AND THEATER:** Organizations requesting use of meeting rooms are subject to all the above rules and regulations. Monroe County meeting rooms will be available primarily for use by the County and, on an ad hoc and non-recurring basis, other local, state and federal government agencies. Use of meeting rooms will also be available for organizations that represent the interests of the public. In the event of conflicting dates, use by the Board of County Commissioners and other County entities will take priority.

- A. Meeting rooms and/or theatre may not be used before 8:00 a.m. or after 11:00 p.m.
- B. County personnel will ensure the room is opened in the evening and locked at the conclusion of the meeting.
- C. Most of the equipment in the meeting rooms and/or theatre will not be available for general public use. County staff will make available lighting, air conditioning, and a public address system, if necessary.
- D. All requests for equipment shall be made at the time the room is reserved. **Special requests for equipment after reservation or during a meeting may be denied.**
- E. Facilities shall not be used for personal or private profit, aggrandizement, or advertising.
- F. Smoking and alcoholic beverages are prohibited.
- G. Unless scheduling of recurring events occurs pursuant to a formal comprehensive agreement executed by the user and the mayor after approval by the BOCC, there shall be no scheduling of use of a meeting or conference room more than 30 calendar days in advance of the proposed use.

9. **COUNTY LIBRARIES:** Use of Conference and Multi-Purpose Room and Audio-Visual Equipment:

- A. **LIMITATIONS:** Use of Library facilities is open to programs sponsored or co-sponsored by the Library, to Monroe County, State and Federal governmental agencies, and to public meetings held by groups headquartered in Monroe County which are civic, cultural, educational, intellectual, or charitable in nature. Such use does not imply Library endorsement of the aims, policies, or activities of any group. Application for the use of any meeting room will be made with the respective Branch concerned. However, final authority for use of space will rest with the Senior Library Administrator.
- B. **REGULATIONS:** The following regulations apply to all programs scheduled in Library facilities:

1. All programs must be free of charge and open to the public as space permits. No collections may be taken or sales made. Library facilities shall not be used for personal or private profit, aggrandizement, or advertising.
2. In case of exhibits, the Library shall not be held responsible for loss or damage, and any insurance arrangements will be THE RESPONSIBILITY OF THE EXHIBITOR. Exhibitors will be required to sign waiver forms and follow Display Policy.
3. Sponsors may be required to execute a "hold-harmless" agreement and/or furnish appropriate insurance naming Monroe County as additional insured for certain types of programs, in compliance with the "Use of County Property" policy and procedures.
4. Monroe County governmental agencies take preference over outside groups when scheduling the use of meeting rooms. Once an outside group has booked the room, however, every effort shall be made to avoid a forced cancellation in favor of the County agency.
5. Refreshments may be served only by permission and special arrangement. Smoking and alcoholic beverages are prohibited.
6. The Library reserves the right to cancel or reschedule any program or exhibit when necessary.
7. A key is available for meeting room use outside of regular Library hours; Library staff will explain the procedures for such use to interested applicants. A registered designee of the group must be present at any such meeting, to be responsible for the key and adherence to the procedures.
8. Maintenance employees are not available to organizations at any time. Organizations using the meeting room are responsible for any needed arrangement of furniture before their meeting as well as rearranging and cleaning of the meeting room at the conclusion of the meeting. Monroe County governmental agencies are responsible for making their own arrangement with the Public Works Department for such duties and are required to restore the meeting room to its original condition within a reasonable amount of time following the meeting.
9. Rooms may be booked up to one year in advance; booking is done on a first come/first served basis, with public agencies having priority.
10. The audio-visual equipment owned by the Monroe County Public Library may be used within the library facilities, with a signed designee of the group to accept responsibility, but may not be loaned to leave the facilities.

10. MEETING ROOM LOCATIONS:

The Gato Building
 1100 Simonton Street
 Key West, FL 33040
 (305) 292-4441

Key West Library
 700 Fleming Street
 Key West, FL 33040
 Contact: Reference (305) 292-3595

Marathon Library
 3251 Overseas Highway
 Marathon, FL 33050
 (305) 289-6098

The Harvey Government Center (2)
 1200 Truman Avenue
 Key West, FL 33040
 (305) 292-4431

*Marathon Government Center (2)
 2798 Overseas Highway
 Marathon, FL 33050
 (305) 289-6036

Islamorada Library
 81550 Overseas Highway
 Islamorada, FL 33036
 (305) 852-7163

Key Largo Library
101485 Overseas Highway
Tradewinds Shopping Plaza
Key Largo, FL 33037
(305) 852-7164

Big Pine Key Library
213 Key Deer Blvd
Winn Dixie Shopping Plaza
Big Pine Key, FL 33043
(305) 872-0992

Big Pine Key Park Community Center
31009 Atlantis Drive
Big Pine Key, FL 33043
(305) 292-4431

MEETING ROOM AND THEATER LOCATION:

Murray E. Nelson Government & Cultural Center
102050 Overseas Highway, MM 102.5
Key Largo, FL 33070
(305) 852-7161

- * *Groups of 15 people or less will not be allowed to schedule the meeting room located at the Marathon Government Center. The Monroe County Public Safety Division, Department of Emergency Management has precedence for the use of the Marathon Government Center meeting room.*

11. Permission to use County property shall not constitute a waiver of any local, state or federal laws.
12. Damage done to any County owned equipment or property during the time the County property is utilized by the organization will be the responsibility of the organization.
13. Approval of *REQUEST FOR USE OF COUNTY PROPERTY* is based on availability. Monroe County reserves the right to deny any request based on the availability of property being reserved for use and the availability to properly staff any event or non-government function. In the event of emergencies or the necessary scheduling of special BOCC meetings, events may need to be rescheduled.
14. **INDEMNIFICATION AND HOLD HARMLESS:** The Organization/Individual covenants and agrees to indemnify and hold harmless Monroe County Board of County Commissioners from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by Monroe County) and any other losses, damages, and expenses (including attorney's fees) which arise out of, in connection with, or by reason of the Organization/Individual utilizing the property governed by this lease/rental agreement.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this agreement.
15. **FEES ARE NON-REFUNDABLE. CHECKS OR MONEY ORDERS ARE TO BE MADE PAYABLE TO MONROE COUNTY BOARD OF COUNTY COMMISSIONERS.**
16. For information on requesting the use of County Property for PARKS, BEACHES, ROADS AND BRIDGES, AND THEATER BY AREA, please contact the following:

LOWER KEYS:

Monroe County Public Works
Facilities Maintenance Department
Parks and Beaches
3583 South Roosevelt Boulevard
Key West, Florida 33040
PHONE: 1-888-227-8136 (Toll Free throughout the Keys) or 305 295-4385

MIDDLE KEYS:

Monroe County Public Works
10600 Aviation Boulevard
Marathon, Florida 33050
PHONE: (305) 289-6036

UPPER KEYS:

Monroe County Public Works
88770 Overseas Highway
Plantation Key, Florida 33070
PHONE: (305) 852-7161

17. For information on requesting the use of County Property for AIRPORTS, please contact the following:

KEY WEST INTERNATIONAL AIRPORT

3491 South Roosevelt Boulevard
Key West, FL 33040
Phone: (305) 809-5200

MARATHON AIRPORT

9400 Overseas Highway
Marathon, FL 33050
Phone: (305) 289-6060

FEE SCHEDULE

MEETING ROOMS AND THEATER

Fees will be charged for use of the premises when such use requires the expenditures of County funds which would not be expended except for the act of making the room available for such use. This charge shall compensate the government for the provided service only and fees will be adjusted annually to reflect current costs.

FEES ARE NON-REFUNDABLE and are due at least TEN (10) DAYS PRIOR TO EVENT
Excluding small meeting rooms

Checks or money orders to be made payable
MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

MEETING ROOMS AND THEATER (EXCEPT small meeting rooms - see below)

REGULAR HOURS Monday through Friday 8:00 am – 5:00 pm, excluding holidays	OVERTIME HOURS Evenings (5:01 pm – 11:00 pm), Weekends and Holidays
Facility Charges Per Hour	Facility Charges Per Hour
One Maintenance Technician \$ 39.66	One Maintenance Technician \$ 59.49
Facilities Costs \$ 10.28	Facilities Costs \$ 10.28
Total Hourly Charges Regular Hours WITHOUT Channel 76 \$ 49.94	Total Hourly Charges Overtime Hours WITHOUT Channel 76 \$ 69.77
One Additional Maintenance Technician per hour \$ 39.66	One Additional Maintenance Technician per hour \$ 59.49
Total Hourly Charges Regular Hours Two Technicians WITHOUT Channel 76 \$ 89.60	Total Hourly Charges Overtime Hours Three Technicians WITHOUT Channel 76 \$ 129.26
Two Additional Maintenance Technicians per hour \$ 39.66	Two Additional Maintenance Technicians per hour \$ 59.49
Total Hourly Charges Regular Hours Three Technicians WITHOUT Channel 76 \$ 129.26	Total Hourly Charges Overtime Hours Three Technicians WITHOUT Channel 76 \$ 188.75

The number of technicians needed will be determined at the discretion of Monroe County by the size and type of event. Should more than three (3) technicians be required for any event, the stated rate above would increase by the respective applicable regular rate of \$39.66 or overtime rate of \$59.49 each hour.

The fee for use of a small meeting room which holds a maximum of ten (10) people or less is \$50.00 per hour (business hours only).

To ensure time accuracy, the maintenance technician(s) will record his time on a time sheet which will then be validated by both the technician(s) and the event representative by each signing the time sheet daily.

CHANNEL 76 RATES:

Television coverage is available only for pre-approved County activities. Any other governmental agency must obtain prior approval from the County Administrator. One hour prior to the meeting is needed for the setting up of equipment, and one hour after the meeting is needed for the breakdown of equipment. Hours, including set-up and breakdown, will be charged at the rates below, assuming Channel 76 staff is available at the time of the activity.

REGULAR HOURS	Monday through Friday 8:00 am – 5:00 pm, excluding holidays	OVERTIME HOURS	Evenings (5:01 pm – 11:00 pm), Weekends and Holidays
Channel 76 Per Hour		Channel 76 Per Hour	
One T.V. Technician	\$ 31.74	One T.V. Technician	\$ 47.61
Equipment Costs	\$ 151.27	Equipment Costs	\$ 151.27
Total for One Technician for	\$ 183.01	Total for One Technician	\$ 198.88
DOES NOT INCLUDE MAINTENANCE TECH(S), FACILITY COSTS, MEETING ROOM OR THEATER FEES, TAPE DUPLICATES OR SPECIAL POST PRODUCTION COSTS			
COSTS DO INCLUDE A T.V CAMERA, TECHNICIAN, AND T.V. EQUIPMENT.			

FEE SCHEDULE

BUILDINGS, PARKS, BEACHES, ROADS, BRIDGES, & AIRPORTS

All fees will be payable in advance to the Monroe County Board of County Commissioners and submitted to the Public Works Facilities Maintenance Department. Admission fees that exist will also be charged. The County may require security fees and other fees related to the nature of the event. The Monroe County Administrator reserves the right to waive fee payments.

- **County Buildings and Airport Terminals:**

Monday through Friday:

8:00 a.m. – 5:00 p.m.	\$100.00 per day
Hourly Rate Before 5:00 p.m.	\$15.00 per hour
Hourly Rate After 5:00 p.m.	\$20.00 per hour

Weekends and Holidays:

8:00 a.m. – 5:00 p.m.	\$150.00 per day
Hourly Rate	\$20.00 per hour

- **Roads & Bridges and Airport Grounds:**

Monday through Friday	\$100.00 per day
Weekends and Holidays	\$150.00 per day

- **Parks & Beaches:**

Groups requesting to reserve a portion of any park or beach will be charged \$2.00 per person, along with clean up fees stated below. Children 12 years of age and under will not be charged and are exempt from paying the fee.

- **Clean up and dump fees:** Clean up and dump fees will be assessed based on the size of the group:

01 – 50 Person(s)	\$50.00
51 – 100 Persons	\$75.00
101-200 Persons	\$100.00
More than 200 Persons	To be determined by County

Roman Gastesi, County Administrator
(October 2015)