

April 26, 2011

**SUBJECT:****ORIGINATING DEPARTMENT:****Rules and Regulations on Use of the Historic  
County Courthouse Grounds****Community Services**

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**POLICY:**

To establish rules and regulations relating to the use of the Historic County Courthouse grounds.

**DEFINITIONS:**

- A. Unless otherwise expressly stated, whenever used in this Administrative Regulation, the following terms shall respectively mean and include each of the meanings as set forth below:
1. **MANAGER** – shall mean Manager of the Bureau of Parks and Recreation for Citrus County
  2. **GROUND**S – shall mean the immediate lawn area extending from the Historic Courthouse to bordering sidewalks and streets, not to extend into the streets or sidewalks without proper authorization.
  3. **PERMITS** – shall mean any written authorization issued by or under the authority of the Manager and the City of Inverness for a specified grounds privilege or to permit the performance of a specified act or acts on the grounds.
  4. **USERS** – shall mean any individual, group, organization or business that utilizes the Historic County Courthouse grounds.

**CONSTRUCTION:**

- A. The provisions of this Administrative Regulation shall be construed as follows:
1. Any term in the singular shall include the plural.
  2. The prohibition of any act by this Administrative Regulation shall be deemed to include the prohibition against the aiding and/or abetting, directly, or indirectly, of such act.
  3. The provisions of this Administrative Regulation does not apply to acts performed by employees of Citrus County or the City of Inverness while in the line of duty or by any person, agents or employees under contract to or in cooperation with the County as established within their contract or services agreement.
  4. These rules and regulations supplement municipal, county, state and federal laws and codes. Should a conflict occur, the law shall prevail over this AR.

## **GENERAL REGULATIONS:**

- A. **Commercials, Films, Videos:** No person or organization shall produce any commercial film or video for advertisement, cultural, documentary, educational or entertainment purposes without prior approval by the Board of County Commissioners. Approval is contingent upon the execution of an indemnity agreement and proof of acceptable insurance.
- B. **Media Contact:** Publicity for co-sponsored events is to be coordinated with the Manager prior to being released.
- C. **Meetings, Exhibits, Parades, etc:**
1. No person shall erect any structure, stage a performance or conduct a race, athletic contest, parade, hold meeting, make a speech or oration, on the Historic Courthouse grounds, except by approval of the Manager and City of Inverness.
  2. The Manager or an authorized representative may issue a permit upon application when deemed consistent with the proper use and protection of the grounds and City property.
- D. **Grounds Admittance:** Except where otherwise specified, the use and enjoyment of the Parks shall be made available to all users.
- E. **Peddling, Sales, Photographs:** No person shall exhibit, sell or offer for sale or hire any object, merchandise or service except pursuant to a permit issued by the Manager. No photographs shall be taken for advertising, commercial or publicity purposes except pursuant to a permit.
- F. **Permits:** Acceptance of a permit shall constitute full agreement by the User, their representatives or employees to comply with all County and City regulations within this AR as well as any conditions or limitations included within the permit. Authorized activities will be limited to those referenced within the permit. The violation of any term or condition of a permit or of any law, code, rule or regulation by the User or the User's representative or employees, shall constitute grounds for revocation of the permit by the Manager or an authorized representative, whose action therein shall be final. In case of revocation of any permit, all monies paid for on account thereof shall at the option of the Manager be forfeited to and retained by the County; and the User, together with the User's representatives and employees who violated such terms and conditions, shall be jointly and severally liable to the County for any damages and loss suffered in excess of the money so forfeited and retained. Such forfeiture and retention by the County of the whole or any part of such monies, nor the recovery or collection of such damages shall relieve such person or persons from liability for punishment of any violation or any law or code of the County or rule or regulation of the permit issued by the Manager.
- G. **Permit Conditions:** The following conditions as described on the permit will be enforced by the Bureau.

1. The event must be conducted in approved areas only.
2. The user shall abide by all rules and regulations, laws and general ordinances as established by the county, to include receptive local, city, and state agencies and obtain any licenses or permits required for the event and sale of any item.
3. Permission to use the Grounds shall be granted for events which are scheduled to begin and end between 8:00 a.m. and 9:30 p.m. Monday – Sunday.
4. Use is limited to events coordinated through the City of Inverness to assure that the use of the grounds will not impact City services or infrastructure, including roads, sidewalks and other areas. Permit applications where 50 or more spectators are anticipated will require the completion and submission of applications through the City of Inverness for approval.
5. The Citrus County Historical Society office will also be notified to verify any conflicts with scheduling of the grounds.
6. Any violation of duly established rules and regulations may subject the violator to immediate revocation of privileges and cancellation of all reservations.
7. All persons using the Grounds do so at their own risk.
8. All personal equipment and effects must be removed from Grounds daily unless approved otherwise by the Manager. Any equipment or effects left on the Grounds after the permitted period has expired will be removed and disposed of in accordance with State law.
9. The County will review any and all County facility use requests for exposure, to determine acceptability and if insurance will be required prior to non-County use of facilities. Where insurance requirements are mandated, as outlined above, the User must provide the County with an original Certificate of Insurance a minimum of ten (10) working days prior to the event date. Depending on the event, insurance limit and coverage requirements will vary per request. All insurance stipulations will require that the County be named as Additional Insured with a Hold Harmless Indemnification Agreement in favor of the County. It will further be required that general liability insurance carriers have a minimum Best Rating of A-, unless approved otherwise by County Risk Management. Facsimile copies of required Certificate of Insurance will be accepted within the stipulated ten (10) day prior to event time frame, noting that the original must be received by the County prior to actual scheduled event. Only the Citrus County Board of County Commissioners may waive fees and/or all insurance requirements.
10. The Manager has the authority to require the User to furnish additional bonded security personnel, provide traffic control and pay for additional Division personnel, depending on the size and type of event.

11. The area shall be left in the same or better condition than it was prior to the event.
  12. No alcoholic beverages or illegal substances of any kind are to be possessed or consumed within the Grounds.
  13. Any news releases or media contact must be cleared through the Parks and Recreation Bureau when it involves park areas or facilities.
  14. If the area is left in an unsuitable condition, a clean-up fee will be imposed. The minimum for this fee is \$50.00.
  15. The Parks and Recreation Bureau reserves the right to cancel any event due to poor weather conditions, or other mitigating circumstances.
  16. County sponsored activity may take precedent over this permit.
  17. Additional rules and regulations governing Grounds usage are contained in the Citrus County Code.
- H. Picnics and Outings: Persons or organizations sponsoring sizable picnics or outings involving 15 or more people are required to obtain permits prior to utilizing the grounds.
- I. Reservations: The following procedures apply when requesting to reserve the grounds:
1. Individuals or groups requesting reservations should contact the Parks and Recreation office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at least two weeks in advance of the requested date.
  2. A Facility Permit Application shall be submitted in hard copy or e-mail stating the date and time of the event, type of event, number of anticipated participants, event sponsors, facilities requested, and any special requirements or other pertinent information relating to the activity or event.
  3. Requests for tournaments or other events held as fund-raisers or community benefits which charge admission fees must be approved by the Citrus County Board of County Commissioners.
  4. All requests to waive facility user fees must comply with the established fee waiver criteria and approved by the Citrus County Board of County Commissioners.
  5. Park authorities have the right to designate areas and revoke or modify area assignments.

6. Banners and signs are prohibited unless permitted by the Manager. Any approved sign may only be erected at the reserved area sites. Under no circumstances may signs or banners be secured to a tree or shrub. Requests to attach signs or banners to any building, pole, post, fence or other structure must be approved in advance by the Manager.
7. The Parks and Recreation office must be promptly notified of reservation cancellations.
8. A Facility Use Agreement approved by the Board of County Commissioners, certificate of insurance, security deposit, usage fees, event security, traffic control and other requirements as deemed necessary may be imposed depending on the size and type of event.

#### **PROHIBITED USES:**

- A. Alcoholic Beverages and Illegal Substances: No person shall possess, offer for sale or consume any alcoholic beverage or illegal substance on the grounds. Only the Citrus County Board of County Commissioners may authorize possession, sale or consumption of alcoholic beverages on the grounds.
- B. Firearms, Weapons, Explosives: No person shall possess any firearms, fireworks, or properties having such characteristics onto the grounds except for law enforcement agencies unless approved by the Manager or in the case of firearms as allowed by State law.
- C. Loitering: No person shall remain or loiter on the grounds after the designated closing time.
- D. Prohibited Conduct: No person shall:
  1. Disobey or disregard any directions of a law enforcement officer, County employee, sign, rule or regulation posted on the grounds or buildings.
  2. Use threatening, abusive, obscene or insulting language.
  3. Do any obscene or indecent act, as defined by the Penal Law of the State of Florida.
  4. Throw stones or other objects.
  5. Solicit arms, subscriptions or contributions for any purpose unless authorized by the Manager.
  6. Interfere with, encumber or obstruct passage of the Main Entrance to the Historic Courthouse.
  7. Climb or lie upon any wall, fence or other structure.

8. Pet prohibition – Pets are prohibited except as authorized by AR 8.10.1

E. Unauthorized Collection of Fees: No one shall make or collect any fees or charges on the grounds unless approved by the Manager.

**TRAFFIC:**

A. Traffic Control: All persons shall comply with the directions of law enforcement officers and County employees.

B. Restrictions on Vehicles:

1. Commercial Vehicles: Vehicles, such as trucks and trailers constructed to or engaged in carrying of merchandise are prohibited from entering any Park except to make necessary deliveries or pickups.

C. Parking: All vehicles are restricted to designated parking areas. Individuals in violation do so at their own risk and are subject to citation or removal of the vehicle at the owner's expense.

D. Restricted Areas: No person shall operate a vehicle on the grounds or in any other area not designated for vehicular use by the public, except County personnel in the discharge of their responsibilities and motorized wheelchairs and scooters used to aid individuals with disabilities.

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**FOOTNOTES & REFERENCES TO RELATED AR's:** Supersedes: AR 12.03 dated February 1, 1983; AR 12.03-1 dated April 27, 1999.