

**RESOLUTION NO. 2024- 189**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA ADOPTING THE PARKS & RECREATION FACILITY RENTAL POLICIES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Nassau County, Florida, has previously adopted policies and procedures for the utilization of county facilities by the public; and

**WHEREAS**, the Board adopted Ordinance 2009-08 which set forth the rental rates for the use of Nassau County facilities; and

**WHEREAS**, the Board adopted Ordinance 2014-23 which amended the rental rates and suspended the rental rates for bona-fide not for profit organizations which complete the necessary paperwork and obtain County Manager approval before renting a County Facility; and

**WHEREAS**, the Board finds it necessary to supplement its policies in order to be fair and equitable to all citizens and organizations who wish to utilize the County's facilities; and

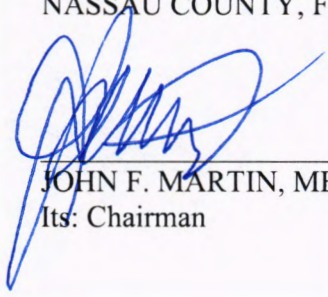
**WHEREAS**, the Board of County Commissioners finds that it is in the best interest of the citizens of Nassau County to revise the Rental Rates for County facilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, THAT:**

**1.** The Board of County Commissioners approves the Parks & Recreation Facility Rental Policies and establishes a fee schedule of rental amounts for the use of County facilities

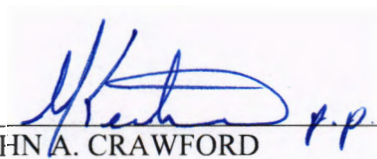
**ADOPTED THIS 18th DAY OF December, 2024 BY THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA.**

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



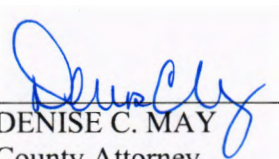
JOHN F. MARTIN, MBA  
Its: Chairman

ATTEST as to Chairman's Signature:



JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

Approved as to form:



DENISE C. MAY  
County Attorney

## PARKS & RECREATION FACILITY RENTAL POLICIES

Nassau County Parks & Recreation Department – 45195 Musslewhite Road, Callahan, FL 32011

Days/hours: Mon. – Fri. 7:00am - 4:00pm: (904) 530-6120

### BOOKING PROCESS

Booking includes determining Commercial, Private, or Non-Profit usage, determining rental fee and paying damage deposit. To reserve a facility, a damage deposit payment is required.

### RENTAL TYPES

**Commercial:** Any non-civic group using a county facility for profit, i.e., when an admission fee is charged (tickets sold) or a service or product is offered for sale.

**Private:** Any group function that is not open to the public and does not charge any type of fee or admission for the function.

**Non-Profit:** A local non-profit organization (certificate must be provided along with validation of principal office located in Nassau County through SunBiz.org) hosting a function that is open to the public. If tax-exempt, a tax-exempt certificate must also be provided.

### DAMAGE DEPOSIT & RENTAL PAYMENT

- **Damage deposit** for use of a facility/park must be paid in full at time of reservation. Damage deposit is 50% of rental fee before taxes or \$100 minimum. We DO NOT hold or rollover damage deposits for future rentals.
- **Rental payment** must be paid in full 14 calendar days prior to the day of the event, or automatic cancellation goes into effect WITH NO NOTIFICATION, as well as forfeiture of damage deposit. All payments must be completed through the CivicRec portal (<https://www.nassaucountyfl.com/1101/Parks-Recreation>).

### DAMAGE DEPOSIT REFUND

- Damage to a facility/park, violation of policies, or failure to provide general clean-up will result in forfeiture of damage deposit and possible denial of future reservations. An additional fee will be charged if damage exceeds the deposit amount.
- Deposit will be refunded within 10 business days after facility rental date if no damage is assessed.

### CANCELLATIONS

Cancellation of a reservation/rental must be made at least **72 hours before date of event or damage deposit is forfeited.**

### CLEAN-UP

- The renter is responsible for SET-UP, BREAKDOWN, CLEAN-UP, and PLACING BAGGED TRASH INSIDE A DUMPSTER/TRASH TOTER. The renter must remove additional trash that will not fit inside the dumpster/trash totes from the property. Trash not properly removed will result in forfeiture of the damage deposit. Any facility that is rented must be left in a neat and clean condition.
- All trash generated during rental of a County park must be bagged and taken away from the park by the renter. Please do not use the trashcans in the park. If the park is not left in a neat and clean condition, the damage deposit will be forfeited.
- Only sticky tack type product may be used for hanging decorations on the wall and it must be completely removed after the event. **No tacks, tape, nails, or staples. No tape, staples, nails or tacks on the floor at any facility.**

### OTHER CONDITIONS

- Buildings and fields are to be left in the same condition of cleanliness and neatness as found.
- NO SMOKING allowed in any indoor County facility.
- Smoking shall be prohibited in all bleachers, dugouts, and on any field.
- Pets are strictly prohibited from being brought into County Buildings, excluding service animals, and those facilities where animals are otherwise allowed.

- Use of gas cookers is strictly prohibited inside all County Buildings.
- No possession or consumption of alcoholic beverages is permitted on County owned or controlled property. Evidence of any alcohol could result in the forfeiture of your deposit and ability for future rentals.
- No illegal activity of any kind whatsoever shall be conducted on County owned or controlled property.
- If a non-profit group's event at a facility is a fundraiser or charges admission, they will pay the non-profit rental rate, not the commercial rate.
- No rentals prior to 7:00am or past 11:59pm.

**FACILITY RENTAL HOURS**

- All indoor rentals of community rooms, community center or multi-purpose facility are limited to the rental window of 7:00am – 11:59pm. Failure to adhere to these guidelines will result in the loss of deposit and you will be invoiced for the rental of an additional half day
- Outdoor park rentals will conclude at dusk unless permitted through the special event process
- Sports complex rentals are limited to the rental window of 7:00am – 10:00pm.

**ROOM RENTALS**

	<b><u>FULL DAY RATES (up to 8 hours)*</u></b>			<b><u>HALF DAY RATES (up to 4 hours)*</u></b>		
	<u>Commercial</u>	<u>Private</u>	<u>Non-Profit</u>	<u>Commercial</u>	<u>Private</u>	<u>Non-Profit</u>
American Beach Community Center <i>(Price includes kitchen)</i>	\$450	\$300	\$200	\$300	\$225	\$150
Bryceville Community Room <i>(Price includes kitchen)</i>	\$375	\$300	\$200	\$300	\$225	\$150
Callahan Community Room <i>(Price includes kitchen)</i>	\$375	\$300	\$200	\$300	\$225	\$150
Hilliard Community Room <i>(Price includes kitchen)</i>	\$375	\$300	\$200	\$300	\$225	\$150
Callahan Multiuse Facility <i>(Price includes kitchen)</i>	\$650	\$500	\$275	\$450	\$300	\$175

\* The Renter is responsible for all set-up, breakdowns, and clean-up which shall be completed during the designated rental hours.

\*\* Kitchen rental is \$75. This amount is reflected in the room rental rates.

**AVAILABLE MEETING/EVENT SPACES**

- American Beach Community Center – 1600 Julia St., Fernandina Beach, FL 32034 – (15) 8’ banquet style tables, 150 chairs – 200 max occupancy
- Bryceville Community Room – 7280 Motes Rd., Bryceville, FL 32009 – (18) 8’ banquet style tables, 90 chairs – 238 max occupancy
- Callahan Community Room – 45401 Mickler St., Callahan, FL 32011 – (10) 8’ banquet style tables, 100 chairs – 125 max occupancy
- Hilliard Community Room – 37177 Pecan St., Hilliard, FL 32046 – (12) 8’ banquet style tables, 100 chairs – 125 max occupancy
- Callahan Multi-use Facility – 543350 US Highway 1, Callahan, FL 32011 – (20) 8’ banquet style tables, 200 chairs – 600 max occupancy

\*Renter is responsible for any additional tables and chairs outside what is listed above if needed

**ATHLETIC COMPLEX RENTALS**

	<b><u>FULL DAY RATES (up to 8 hours)</u></b>			<b><u>HALF DAY RATES (up to 4 hours)</u></b>		
	<u>Commercial</u>	<u>Private</u>	<u>Non-Profit</u>	<u>Commercial</u>	<u>Private</u>	<u>Non-Profit</u>
Yulee Gymnasium	\$400	\$275	\$150	\$250	\$200	\$100

Diamond Field	\$150/field	\$50/field	\$50/field	\$50/90 min	\$20/90 min	\$10/90 min
Rectangular Field	\$250/field	\$150/field	\$50/field	\$75/90 min	\$50/90 min	\$20/90 min
Tennis Court	\$200/court	\$100/court	\$50/court	\$60/90 min	\$30/90 min	\$15/90 min
Athletic Lights	N/A	N/A	N/A	\$15/hr	\$15/hr	\$15/hr

**AVAILABLE ATHLETIC SPACES**

- Blackrock Cove Park – 1 rectangular field w/o lighting
- Bryceville Sports Complex – 2 diamond fields Need to w/ lighting, 1 diamond field w/o lighting
- Callahan Sports Complex – 3 rectangular fields w/ lighting, 5 diamond fields w/ lighting, 2 diamond fields w/o lighting
- Hilliard Sports Complex – 1 rectangular field w/lighting, 3 diamond fields w/ lighting, 2 diamond fields w/o lighting
- Nassau Crossing Park – 2 rectangular fields w/o lighting
- Tributary Regional Park – 2 rectangular fields w/o lighting, 4 diamond fields w/o lighting
- Yulee Sports Complex – 2 rectangular fields w/ lighting, 6 diamond fields w/ lighting, 1 diamond field w/o lighting, 2 tennis courts w/lighting, 1 gymnasium

\*Batting cage facilities are on a first come, first served basis

\*\* Organized tournaments must complete a Tournament Contract with the Parks and Recreation Dept., 904-530-6120

\*\*\* Athletic Complexes are utilized by youth sports organizations recognized by the Nassau County Board of County Commissioners. They have authorized use windows and have priority use during those times. Availability of athletic complex spaces will be based on their provided schedules. **For recognized sports organizations, costs are established by separate facility use agreements with the leagues.**

**MISC RENTAL OPTIONS**

	<b><u>FULL DAY RATES (up to 8 hours)</u></b>			<b><u>HALF DAY RATES (up to 4 hours)</u></b>		
	<b><u>Commercial</u></b>	<b><u>Private</u></b>	<b><u>Non-Profit</u></b>	<b><u>Commercial</u></b>	<b><u>Private</u></b>	<b><u>Non-Profit</u></b>
Open Space	\$500	\$300	\$150	\$250	\$150	\$75
Parking Lot (per parking spot)	\$10	\$10	\$10	N/A	N/A	N/A

\* The Renter is responsible for all set-up, breakdowns, and clean-up which shall be completed during the designated rental hours.

\*\* Outdoor pavilions are on a first come, first served basis

**Please note, a 7% sales tax will be added to all rental fees, when applicable**