



BALDWIN COUNTY COMMISSION

POLICY #2.23	
Subject	Reservation of Live Oak Landing and Bicentennial Park Facilities
Date Adopted	October 17, 2017 TBD
Agenda Item	BG1 TBD
Obsolete Versions	November 18, 2014 – Agenda Item GA1 July 21, 2015 – Agenda Item GB1 July 5, 2016 – Agenda Item GA1 October 17, 2017 – Agenda Item BG1

POLICY STATEMENT

This policy outlines the procedures for the reservation and use of the following County owned facilities/properties by the public:

Bicentennial Park - Pavilion, Historic Montpelier Methodist Church or other facilities/grounds.

Live Oak Landing - Boat Launch, Pavilion or other facilities/grounds excluding the RV Park and campgrounds, retail/rental store, and the sale of daily boat launch fees/annual boat launch passes, which will be the responsibility of Tenant.

PROCEDURAL REQUIREMENT

In order to carry out this policy, the following steps must be taken:

1. When an individual or a group/organization wishes to reserve any of the above properties excluding the Live Oak Landing RV Park and campgrounds, retail/rental store, and the sale of daily boat launch fees/annual boat launch passes, a Park Facility Reservation Request Form must be filled out by the requestor(s) and submitted to the Administration Department.

2. Administration staff enters the information from the form to the Baldwin County Commission Indemnification and Usage Requirements form.
3. Administration staff will inform the requestor(s) by email if the facility requested is available/unavailable. In order for the reservation to be completed and confirmation sent to the requestor(s), the requestor(s) must execute the Baldwin County Commission Indemnification and Usage Requirements form and submit the form and usage fee, if applicable, to staff. Reservations are processed on a first come/first serve basis as Indemnification and Usage Requirements forms are received.
4. Administration staff will inform the County Administrator, Highway Department Parks Supervisor, Department of Archives and History (Bicentennial Park reservations only), and Live Oak Landing Tenant (Live Oak Landing reservations only) by email of the reservations before the events.

The following facility usage and boat launch fees at the Live Oak Landing and Bicentennial Park are set by the Baldwin County Commission.

Baldwin County Commission - Fee Schedule for Live Oak Landing and Bicentennial Park			
Location	Public Use	Non-Profit Use	For Profit Use
Live Oak Landing – Entire	\$1,000.00	\$500.00	\$1,500.00
Live Oak Landing – Pavilion	\$75.00	\$50.00	\$100.00
Live Oak Landing – Annual Boat Launch Pass	\$75.00	\$75.00	\$75.00
	<u>Annual and Daily Boat Launch Pass usage fees, with the exclusion of tournament fees, are waived for Veterans and Active Duty members of the United States Armed Forces, upon determination of Veteran or Active Duty service member status.</u>		
Live Oak Landing – Daily Boat Launch Pass/Daily Tournament Boat Launch Pass	\$5.00 per boat	\$5.00 per boat	\$5.00 per boat
	<u>Annual and Daily Boat Launch Pass usage fees, with the exclusion of tournament fees, are waived for Veterans and Active Duty members of the United States Armed Forces, upon determination of Veteran or Active Duty service member status.</u>		
Bicentennial Park – Entire	\$1,000.00	\$500.00	\$1,500.00
Bicentennial Park – Group Tours	\$5.00 per person		
Bicentennial Park – Pavilion	\$75.00	\$50.00	\$100.00
Bicentennial Park – Church	\$500.00 (Usage Fee) including \$200 Refundable Security Deposit	\$300.00 (Usage Fee) including \$200 Refundable Security Deposit	\$ 800.00 (Usage Fee) including \$200 Refundable Security Deposit

County Staff Present During	Public Event	Non-Profit	For Profit	This rate does not cover the presence of Sheriff's deputies at an event, only county employees assisting at request of event organizer.
2 County Employees	\$1,000.00	\$500.00	\$1,000.00	

A fee schedule was initially approved by the Baldwin County Commission on October 2, 2012 (Item HC1); revised on July 21, 2015 (Item GB1); revised on July 5, 2016 (Item GA1); [revised on TBD \(TBD\)](#). The Baldwin County Commission reserves the right to adjust the fees at its discretion.

Fishing Tournaments at Live Oak Landing – Collection of Boat Launch Fees

All tournament boat launch fees collected by the requestor(s) must be submitted to the Tenant by the end of the tournament event or by the next business day following the tournament.

The annual boat launch passes can be purchased from the Tenant at the Live Oak Landing retail/rental store during its normal business hours.

All boat launch fees collected by the Tenant for daily passes and annual passes will be submitted by the Tenant to the Baldwin County Finance and Accounting Department according to the *Lease Agreement for Store and Management Agreement for Campground Located at Live Oak Landing*, between the Tenant and the Baldwin County Commission.

Guidelines and Responsibilities of the Requestor(s)

Regardless of a reservation made, the public is allowed to use the above properties during the hours the properties are open to the public.

Setting up prior to a function and clean up after shall be the responsibility of the user.

FORMS/ATTACHMENTS/EXHIBITS

1. Park Facility Reservation Request Form
2. Indemnification and Usage Requirements Form