



BALDWIN COUNTY COMMISSION

POLICY #2.23	
Subject	Reservation of Live Oak Landing and Bicentennial Park Facilities
Date Adopted	June 18, 2019
Agenda Item	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 May 21, 2019 – Agenda Item BA3

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:

BICENTENNIAL PARK

When an individual or a group/organization wishes to reserve **Bicentennial Park** - Pavilion, Historic Montpelier Methodist Church or other facilities/grounds, a Park Facility Reservation

Request and Indemnification and Usage Requirements Form must be filled out by the requestor(s) and submitted to the **Archives and History Department**.

LIVE OAK LANDING

When an individual or a group/organization wishes to reserve **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, a Park Facility Reservation Request and Indemnification and Usage Requirements Form must be filled out by the requestor(s) and submitted to the **Administration Department**.

Depending on the reservation, the appropriate County department listed above will follow the procedures listed below:

1. When a Park Facility Reservation Request and Indemnification and Usage Requirements Form is received, staff reviews the request and verifies availability of the facility/facilities requested.
2. Staff informs the requestor(s) by email if the facility requested is available/unavailable. If available, the verified request form, including an Indemnification and Usage Requirements Form will be emailed to the requestor(s). In order for the reservation to be completed and confirmation sent to the requestor(s), the requestor(s) must execute the Park Facility Reservation Request and Indemnification and Usage Requirements Form and submit the form and usage fee, if applicable, to the appropriate County Department processing the request. Reservations are processed on a first come/first serve basis as completed forms and payment, if applicable, are received.
3. Staff will inform the Parks Department Supervisor, 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 Park	\$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
	*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.		
Live Oak Landing – *Daily Boat Launch Pass	\$5.00 per boat	\$5.00 per boat	\$5.00 per boat

Daily Tournament Boat Launch Pass	*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.		
Bicentennial Park – Entire Park	\$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 May 21, 2019 (Item BA3). 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 and Indemnification and Usage Requirements Form