



BALDWIN COUNTY COMMISSION

POLICY #2.23	
Subject	Reservation of Live Oak Landing and Bicentennial Park Facilities
Date Adopted	June 18, 2019
Agenda Item	BA6
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

Bicentennial Park Reservation

BICENTENNIAL PARK FACILITY RESERVATION REQUEST FORM

Baldwin County Commission
Department of Archives and History
Mailing Address: 312 Courthouse Square, Suite 26
Physical Address: 305 East 2nd Street
Bay Minette, AL 36507
251.580.1897

Name of Requestor:

Name of Applicant/Individual/Group/Organization:

Note: The Applicant and the Requestor shall be the responsible parties for the event.

Street, City, State and Zip Code:

Telephone Number(s):

Baldwin County Commission - Fee Schedule

Bicentennial Park Location(s) Select all that apply.

Bicentennial Park Group Tour

☐ Group Tour = \$5.00 a person

Bicentennial Park Church

Bicentennial Park Pavilion

Bicentennial Park - Entire Park

***If you are reserving for a non-profit organization, you must provide proof of non-profit status.**

County Staff Present During Event is two (2) County Employees.

(These rates do not cover the presence of Sheriff's deputies at an event, only county employees assisting at request of event organizer.)

All cancellations must be made 14 days in advance to receive a full refund of deposit. Cancellations made less than 14 days in advance will forfeit the deposit amount.

Date(s) of Event:

Time(s) of Event:

Number of People Attending:

Describe the Event Activity/Purpose:

Email:

Guidelines and Responsibilities of the Requestor(s):

- Regardless of any reservation made, the public is allowed to use the above properties during the hours the properties are open.
- Setting up prior to an event and clean up after an event is the responsibility of the user. The areas used should be left in the same condition as they were prior to the event.

In order to preserve the Historic Montpelier Church, the following is NOT allowed:

- Decorations that penetrate or adhere to any part of the building
- Open Flames
- Food or Drinks

Required

☐ I have read and agree to comply with the above listed guidelines and responsibilities for this reservation.

DO NOT SIGN THE BELOW FORM UNTIL YOU RECEIVE CONFIRMATION OF YOUR RESERVATION FROM COUNTY STAFF VIA EMAIL.

Live Oak Landing Park Reservation

**LIVE OAK LANDING
PARK FACILITY RESERVATION REQUEST FORM**

Baldwin County Commission
Central Annex
22251 Palmer Street
Robertsdale, AL 36567
251.972.8555

Name of Requestor:

Name of Applicant/Individual/Group/Organization:

Note: The Applicant and the Requestor shall be the responsible parties for the event.

Street, City, State and Zip Code:

Telephone Number(s):

Baldwin County Commission - Fee Schedule

Live Oak Landing Location(s) Select all that apply.

RV, Primitive and Backcountry Camping Reservations, visit www.liveoakalabama.com/

Live Oak Landing - Entire Park

Live Oak Landing Pavilion

Live Oak Landing Tournaments

☐ \$5.00 per each boat

Number of boats anticipated

Applicable to fishing tournaments

***If you are reserving for a non-profit organization, you must provide proof of non-profit status.**

The use of the weigh station is included in the tournament fees.

County Staff Present During Event is two (2) County Employees.

(These rates do not cover the presence of Sheriff's deputies at an event, only county employees assisting at the request of the event organizer.)

All cancellations must be made 14 days in advance to receive a full refund of deposit. Cancellations made less than 14 days in advance will forfeit the deposit amount.

Date(s) of Event:

Time(s) of Event:

Number of People Attending:

Describe the Event Activity/Purpose:

Email:

Guidelines and Responsibilities of the Requestor(s):

- Regardless of any reservation made, the public is allowed to use the above properties during the hours the properties are open.
- Setting up prior to an event and clean up after an event is the responsibility of the user. The areas used should be left in the same condition as they were prior to the event.
- Anyone fishing must comply with the State of Alabama fishing requirements.
<http://www.outdooralabama.com/freshwater-fishing-license>

Required

☐ I have read and agree to comply with the above listed guidelines and responsibilities for this reservation.

Submit

DO NOT SIGN THE BELOW FORM UNTIL YOU RECEIVE CONFIRMATION OF YOUR RESERVATION FROM COUNTY STAFF VIA EMAIL.

BALDWIN COUNTY COMMISSION

INDEMNIFICATION AND USAGE REQUIREMENTS

IN ITS USE of Baldwin County, Alabama's facility/facilities as listed in the above Park Facility Reservation Request Form on date(s) listed above, to the fullest extent allowed by law, the Requestor and the Applicant, (Responsible Parties for the event) agree to indemnify, defend, and hold harmless Baldwin County, Alabama, its Commissioners, officers, department heads, employees, agents, attorneys and representatives, against all claims, costs, losses, expenses, demands, actions, or causes of action, including reasonable attorney's fees and other costs and expenses of litigation, which may be asserted against or incurred by Baldwin County, Alabama, or for which Baldwin County, Alabama, may be liable, which arise from the negligence, misconduct, acts or omissions of the Responsible Parties, their officers, owners, shareholders, employees, invitees, representatives, agents, members or subcontractors arising out of any activities, actions or omissions in relation to the use of Baldwin County, Alabama's facility/facilities as listed in the above Park Facility Reservation Request Form. Baldwin County, Alabama, does not and shall not waive any rights against the Responsible Parties which it may have by reason of this indemnification. Furthermore, the Responsible Parties agree, in use of Baldwin County, Alabama's facility/facilities as listed in the above Park Facility Reservation Request Form, to return said county property to a pre-event condition upon exiting said county property. Responsible Parties' duties and requirements contained within this indemnification agreement shall survive the termination or expiration the Park Facility Reservation and the completion of the event and shall remain in full force and effect. The use of the facility/facilities shall be subject to all rules, regulations and requirements as may be adopted and/or amended by the Baldwin County Commission.

I, in my capacity as the Requestor and as representative of the Applicant, have read and agree to comply with the above listed guidelines and responsibilities for this reservation.

IN WITNESS WHEREOF, the Requestor, in his or her individual capacity and as representative on behalf of the Applicant, (the Responsible Parties) have executed this Indemnification and Usage Requirements instrument as of the date of full execution herein below.

BY: _____

AS: Requestor /Date

BY: _____

AS: Representative on behalf of the Applicant

Title: _____

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for said County in said State, hereby certify that _____, whose name as Requestor and as responsible for the Applicant, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he/she, with full authority, executed the same voluntarily on the day the same bears date.

GIVEN under my hand and seal this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____