

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Board of Trustees Meeting**  
**Wednesday; August 25, 2021 @ 7:00 P.M.**

1. Call to Order
2. Roll Call
3. Pledge to Flag
4. Approval of Minutes: 7/28/21 BOT Meeting
5. Treasurer's Report
6. District Office Manager's Report
7. Trustee Committee Reports:
  - Recreation Committee (Belle)
  - Marina Committee (Morris)
    - i. Agenda Motion - Morris – Trailer Add Parking
  - House & Grounds Committee (Barbara S.)
  - Communication Committee (Dan)
    - i. Agenda Motion - Dan – Banner Mailing
  - Personnel & Salaries Committee (Terry)
    - i. Agenda Motion - Terry - Office Assistant
  - Policy & Procedure Committee (Melanie)
    - i. Agenda Motion - Melanie - Marina Vessel Slip Contract Form 1005C
    - ii. Agenda Motion - Melanie - Marina Rules & Regulation Form 1005MRR
    - iii. Agenda Motion - Melanie - Recreation Hall Contract Form 1005HC
    - iv. Agenda Motion - Melanie - Hall Rules & Regulation Form 1004HR
    - v. Agenda Motion - Melanie - Screen Room Contract Form 1004SR
    - vi. Agenda Motion - Melanie - Screen Room Rules & Regulations Form 1004SRR
    - vii. Agenda Motion - Melanie - Recreation Hall/Screen Room Rates Form 1004RATE
    - viii. Agenda Motion - Melanie - Fob Charges for Marina & Pool Form 1026P
    - ix. Agenda Motion - Melanie - Fob for Swimming Pool Form 1026FOB
    - x. Agenda Motion - Melanie - Pool Pay Scale Form 1010PS
    - xi. Agenda Motion - Melanie - Safety Rules for Employees Form 1007SR
    - xii. Agenda Motion - Melanie - Safety Rules for Employees Form 1007SRF
    - xiii. Agenda Motion - Melanie - Safety Rules for Employees Form 1007SR
    - xiv. Agenda Motion - Melanie – Insurance Committee Special Purpose

8. Additional Items as Needed

(Resident comments agenda item 3 minutes)

9. Adjournment

**Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.**

**Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.**

# Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance July 2021

Ordinary Income/Expense	Jul 21	Budget	Oct '20 - Jul 21	YTD Budget	Annual Budget
<b>Income</b>					
4000 · Assessments					
4005 · Property Tax	0.00	42,369.00	500,652.15	423,690.00	508,428.00
4006 · Commission fees	0.00	-1,143.41	-15,019.56	-11,434.18	-13,721.00
4007 · Excess fees (Excess commission fees)	0.00		3,821.35		
<b>Total 4000 · Assessments</b>	<b>0.00</b>	<b>41,225.59</b>	<b>489,453.94</b>	<b>412,255.82</b>	<b>494,707.00</b>
4100 · Rent					
4111 · Screen Room Rental	75.00	83.33	825.00	833.34	1,000.00
4120 · Hall Rentals	1,972.32	1,666.67	15,122.08	16,666.66	20,000.00
4150 · Marina Rentals					
4151 · Slip Rental					
4152 · Resident slip rentals	-598.27	3,008.33	37,226.63	30,083.34	36,100.00
4153 · Non Resident slip rentals	0.00	7,850.00	98,155.96	78,500.00	94,200.00
4155 · Short Term Slip Rental	0.00		0.00	0.00	0.00
4158 · Homeowner-Non Resident	0.00	391.67	4,051.54	3,916.66	4,700.00
<b>Total 4151 · Slip Rental</b>	<b>-598.27</b>	<b>11,250.00</b>	<b>139,434.13</b>	<b>112,500.00</b>	<b>135,000.00</b>
4154 · Small Boat Area	0.00	33.33	2,016.00	333.34	400.00
4156 · Trailer Space Rental	96.00	383.33	3,641.58	3,833.34	4,600.00
4157 · Gate Keys	0.00	646.67	7,980.00	6,466.66	7,760.00
4805 · late fees	0.00		0.00	0.00	0.00
4825 · Work Area/Pressure Washer	100.00		500.00	0.00	0.00
<b>Total 4150 · Marina Rentals</b>	<b>-402.27</b>	<b>12,313.33</b>	<b>153,571.71</b>	<b>123,133.34</b>	<b>147,760.00</b>
<b>Total 4100 · Rent</b>	<b>1,645.05</b>	<b>14,063.33</b>	<b>169,518.79</b>	<b>140,633.34</b>	<b>168,760.00</b>
4300 · Pool					
4360 · Pool FOB	-1,106.00		-16.00		
<b>Total 4300 · Pool</b>	<b>-1,106.00</b>		<b>-16.00</b>		
4500 · Publications					
4530 · Banner - Classified Ads	0.00		5.00	0.00	0.00
<b>Total 4500 · Publications</b>	<b>0.00</b>		<b>5.00</b>	<b>0.00</b>	<b>0.00</b>
4600 · Interest Income (Interest Income)	47.52	83.33	531.30	833.34	1,000.00
4700 · Recreation Income					

# Bayshore Gardens Park & Recreation District Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Oct '20 - Jul 21	YTD Budget	Annual Budget
4745 · Swim Team - Barracudas	0.00		48.00		
4700 · Recreation Income - Other	0.00		900.00		
<b>Total 4700 · Recreation Income</b>	<b>0.00</b>		<b>948.00</b>		
4800 · Miscellaneous Income					
4802 · Office Services	2.05		44.00		
4815 · Insurance Refunds	0.00		0.00		
4830 · Over/Short	0.00		-0.27		
4800 · Miscellaneous Income - Other	0.00	17.33	11.20	173.34	208.00
<b>Total 4800 · Miscellaneous Income</b>	<b>2.05</b>	<b>17.33</b>	<b>54.93</b>	<b>173.34</b>	<b>208.00</b>
<b>Total Income</b>	<b>588.62</b>	<b>55,389.58</b>	<b>660,495.96</b>	<b>553,895.84</b>	<b>664,675.00</b>
<b>Gross Profit</b>	<b>588.62</b>	<b>55,389.58</b>	<b>660,495.96</b>	<b>553,895.84</b>	<b>664,675.00</b>
<b>Expense</b>					
5000 · Administration Expenses					
5100 · Wages, Taxes and Fees					
5120 · Wages - Administration	3,960.00	4,583.33	29,780.00	45,833.34	55,000.00
5130 · Wages - Maintenance	13,311.45	9,602.50	96,113.21	96,025.00	115,230.00
5132 · Wages - Dockmaster	700.00	700.00	7,000.00	7,000.00	8,400.00
5133 · Marina Project Manager	0.00		0.00	0.00	0.00
5135 · Wages - Pool	4,970.56	4,500.00	20,709.67	45,000.00	54,000.00
5170 · Health Insurance Compensation	450.00	583.33	3,300.00	5,833.34	7,000.00
5210 · FICA-941 Taxes	525.95	1,500.00	10,686.01	15,000.00	18,000.00
5215 · Unemployment Taxes	-51.30	50.00	3,066.62	500.00	600.00
5450 · Cell Phone	0.00		0.00	0.00	0.00
5610 · Accounting Fees	900.00	1,133.33	8,300.00	11,333.34	13,600.00
6080 · Travel Mileage	0.00	41.67	0.00	416.66	500.00
<b>Total 5100 · Wages, Taxes and Fees</b>	<b>24,766.66</b>	<b>22,694.16</b>	<b>178,955.51</b>	<b>226,941.68</b>	<b>272,330.00</b>
<b>Total 5000 · Administration Expenses</b>	<b>24,766.66</b>	<b>22,694.16</b>	<b>178,955.51</b>	<b>226,941.68</b>	<b>272,330.00</b>
5200 · Marina Expense					
5240 · Sales Tax	0.00		0.11		
5250 · Property Tax	0.00	400.00	4,885.63	4,000.00	4,800.00
5575 · Marina Repair/Maintenance	1,260.00		8,684.21	0.00	0.00
<b>Total 5200 · Marina Expense</b>	<b>1,260.00</b>	<b>400.00</b>	<b>13,569.95</b>	<b>4,000.00</b>	<b>4,800.00</b>

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Oct '20 - Jul 21	YTD Budget	Annual Budget
<b>5300 - Security</b>					
5311 - Security Camera R&M	0.00	333.33	0.00	3,333.34	4,000.00
5320 - Gate Closing Expense	0.00		0.00	0.00	0.00
5335 - Key Fobs	0.00		0.00	0.00	0.00
5300 - Security - Other	0.00		0.00		
<b>Total 5300 - Security</b>	<b>0.00</b>	<b>333.33</b>	<b>0.00</b>	<b>3,333.34</b>	<b>4,000.00</b>
<b>5400 - Utilities</b>					
5410 - Electric	1,707.42	1,291.67	12,692.99	12,916.66	15,500.00
5420 - Water/Sewer	1,814.86	1,291.66	14,291.04	12,916.68	15,500.00
5430 - Telephone/Pager/Cable/Web	250.57	208.33	2,435.66	2,083.34	2,500.00
5440 - Gas/Propane	0.00	25.00	92.35	250.00	300.00
<b>Total 5400 - Utilities</b>	<b>3,772.85</b>	<b>2,816.66</b>	<b>29,512.04</b>	<b>28,166.68</b>	<b>33,800.00</b>
<b>5500 - Building and Grounds</b>					
5511 - Professional/Contract Services	1,684.56	816.67	11,703.94	8,166.66	9,800.00
5512 - Repairs, Maintenance & Supplies	879.44	583.33	6,934.82	5,833.34	7,000.00
5515 - Janitorial and Cleaning	496.35	416.67	2,651.29	4,166.66	5,000.00
5516 - Gasoline (Grounds machinery fuel)	60.08	58.33	329.40	583.34	700.00
5520 - Maintenance Equipment	0.00	250.00	1,529.08	2,500.00	3,000.00
5530 - Pest Control	355.00	250.00	1,126.05	2,500.00	3,000.00
5560 - Landscaping	1,007.05	1,666.67	2,337.57	16,666.66	20,000.00
5580 - Pool Maintenance	0.00	416.67	319.97	4,166.66	5,000.00
5585 - Pool Repair/Replacement	1,739.96	866.67	22,262.04	8,666.66	10,400.00
5590 - Pool Chemicals	1,234.60	1,333.33	6,708.85	13,333.34	16,000.00
5591 - EPA/Water	0.00	102.50	0.00	1,025.00	1,230.00
5683 - Certification Reimbursement	0.00	166.67	225.00	1,666.66	2,000.00
6500 - Playground Expense	0.00		2,460.00	0.00	0.00
<b>Total 5500 - Building and Grounds</b>	<b>7,457.04</b>	<b>6,927.51</b>	<b>58,588.01</b>	<b>69,274.98</b>	<b>83,130.00</b>
<b>5600 - Other Administration Expense</b>					
5519 - Leased Equipment	0.00	183.33	6.95	1,833.34	2,200.00
5650 - Postage	55.00	41.67	1,025.00	416.66	500.00
5660 - Legal Fees	0.00	1,000.00	1,387.00	10,000.00	12,000.00
5665 - Seminars, Training and Fees	0.00	83.33	354.00	833.34	1,000.00

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance

July 2021

	Jul 21	Budget	Oct '20 - Jul 21	YTD Budget	Annual Budget
5670 · Office Supplies/Expenses	739.22	416.67	6,744.38	4,166.66	5,000.00
5680 · Audit Fees	0.00	985.00	11,500.00	9,850.00	11,820.00
5682 · Organizational Fees and License	0.00	125.00	10.00	1,250.00	1,500.00
5686 · Website Maintenance	100.00	100.00	1,000.00	1,000.00	1,200.00
5690 · Advertising	0.00	125.00	474.52	1,250.00	1,500.00
6020 · Bank Fees	347.86	500.00	5,597.48	5,000.00	6,000.00
6040 · Trustee Election	0.00		0.00	0.00	0.00
<b>Total 5600 · Other Administration Expense</b>	<b>1,242.08</b>	<b>3,560.00</b>	<b>28,099.33</b>	<b>35,600.00</b>	<b>42,720.00</b>
5630 · Insurance-Business					
5631 · Insurance - Liability	0.00	1,266.67	6,716.25	12,666.66	15,200.00
5632 · Insurance - Workers Compensatio	0.00	872.50	3,450.25	8,725.00	10,470.00
5633 · Insurance - Auto Liability	0.00	16.67	163.50	166.66	200.00
5634 · Insurance -Property	0.00	894.17	16,466.25	8,941.66	10,730.00
5635 · Insurance - Flood	0.00	0.00	9,938.43	0.00	0.00
<b>Total 5630 · Insurance-Business</b>	<b>0.00</b>	<b>3,050.01</b>	<b>36,734.68</b>	<b>30,499.98</b>	<b>36,600.00</b>
5700 · Publications Expense					
5710 · Banner - Commissions	0.00		0.00	0.00	0.00
5711 · Banner composition	45.00	191.66	3,110.00	1,916.68	2,300.00
5720 · Banner - Printing Costs	28.33		594.82	0.00	0.00
5740 · Banner - Paper Delivery	56.65		885.72	0.00	0.00
5760 · Banner - Miscellaneous Expenses					
5761 · Tide Tables	0.00		0.00	0.00	0.00
5762 · King Features	0.00		0.00	0.00	0.00
<b>Total 5760 · Banner - Miscellaneous Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 5700 · Publications Expense</b>	<b>129.98</b>	<b>191.66</b>	<b>4,590.54</b>	<b>1,916.68</b>	<b>2,300.00</b>
5800 · District Recreation					
5830 · Expenses -	787.71	333.33	4,589.45	3,333.34	4,000.00
<b>Total 5800 · District Recreation</b>	<b>787.71</b>	<b>333.33</b>	<b>4,589.45</b>	<b>3,333.34</b>	<b>4,000.00</b>
5900 · Capital Layout					
5901 · Survey	0.00	416.67	0.00	4,166.66	5,000.00
5903 · Sheds to Replace Porta Potty	0.00		0.00	0.00	0.00
5906 · Fishing Pier Repair	0.00		0.00	0.00	0.00

Bayshore Gardens Park & Recreation District  
Profit & Loss Budget Performance  
July 2021

	Jul 21	Budget	Oct '20 - Jul 21	YTD Budget	Annual Budget
5907 · Basketball Court	0.00	4,166.67	0.00	41,666.66	50,000.00
5909 · Screen Room Repair	0.00	3,333.33	0.00	33,333.34	40,000.00
5911 · Rec Hall Repairs	0.00	1,916.67	7,544.99	19,166.66	23,000.00
5912 · Automatic Gate to the Beach	0.00		0.00	0.00	0.00
5913 · Splash Park	0.00		0.00	0.00	0.00
5914 · Dog Park	0.00		0.00	0.00	0.00
5916 · Lighting Basketball Court	0.00		0.00	0.00	0.00
5917 · Pool ADA Bathrooms	0.00		0.00	0.00	0.00
5918 · Lighting Pool	0.00		0.00	0.00	0.00
5921 · Capital Layout - Marina Project	0.00	5,249.58	0.00	52,495.84	62,995.00
<b>Total 5900 · Capital Layout</b>	<b>0.00</b>	<b>15,082.92</b>	<b>7,544.99</b>	<b>150,829.16</b>	<b>180,995.00</b>
9010 · Bank Service Charges	35.00		208.25		
<b>Total Expense</b>	<b>39,451.32</b>	<b>55,389.58</b>	<b>362,392.75</b>	<b>553,895.84</b>	<b>664,675.00</b>
Net Ordinary Income	-38,862.70	0.00	298,103.21	0.00	0.00
Other Income/Expense					
Other Income					
10000 · Sales Tax Discount	5.04		89.24		
<b>Total Other Income</b>	<b>5.04</b>		<b>89.24</b>		
Net Other Income	5.04		89.24		
<b>Net Income</b>	<b>-38,857.66</b>	<b>0.00</b>	<b>298,192.45</b>	<b>0.00</b>	<b>0.00</b>

**Bayshore Gardens Park & Recreation District**  
**Balance Sheet**  
As of July 31, 2021

Jul 31, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Checking-Operating 5/3 2537	51,789.40
1004 · Petty Cash - District	350.00
1005 · Escrow Account 5/3 - 3919	36,000.00
1006 · Checking-Payroll 5/3 2545	14,673.69
1016 · Savings - Operating 5/3 4032	278,736.19
1019 · Savings Reserves 5/3 5013	
1021 · Reserve Fund-Roofing	4,607.39
1022 · Reserve Fund-Hall Upgrade	-2,373.67
1023 · Reserve Fund-Pool	7,110.59
1024 · Reserve Fund - Wood Shop Exp	800.00
1025 · Reserve Fund - ADA	25,000.00
1032 · Reserve Fund - Marina	44,754.69
1033 · Reserve Fund-Outdoor Recreation	5,000.00
1036 · Reserve Fund - Security System	10,000.00
1019 · Savings Reserves 5/3 5013 - Other	-2,833.67

**Total 1019 · Savings Reserves 5/3 5013** 92,065.33

**Total Checking/Savings** 473,614.61

**Accounts Receivable**

1100 · Accounts Receivable 56,430.04

**Total Accounts Receivable** 56,430.04

**Other Current Assets**

11500 · Water Boy Bottle Deposit 35.00

1499 · \*Undeposited Funds 2,355.00

**Total Other Current Assets** 2,390.00

**Total Current Assets** 532,434.65

**Fixed Assets**

1900 · Land 400,000.00

1910 · Buildings 1,307,197.93

1920 · Recreation Area 1,768,907.19

1940 · Recreation Area F & E 97,308.64

1960 · Machines & Equipment 90,008.21

1980 · Office Furniture and Equipment 36,158.54

1990 · Other Furniture and Equipment 53,448.88

1995 · Accumulated Depreciation -1,195,385.52

1999 · 2019-2020 FY Reserve Expenses 59,815.22

**Total Fixed Assets** 2,617,459.09

**Other Assets**

**SUSPENSE** 571.00

1800 · Utility Deposits 280.00

**Total Other Assets** 851.00

**TOTAL ASSETS** 3,150,744.74

**LIABILITIES & EQUITY**

Bayshore Gardens Park & Recreation District  
**Balance Sheet**  
As of July 31, 2021

	<u>Jul 31, 21</u>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	16,022.41
<b>Total Accounts Payable</b>	<u>16,022.41</u>
<b>Other Current Liabilities</b>	
2010 · Accrued Wages	6,180.17
2100 · Payroll Liabilities	
2300 · Garnishment of Wages	-1,305.46
2100 · Payroll Liabilities - Other	39.40
<b>Total 2100 · Payroll Liabilities</b>	<u>-1,266.06</u>
2171 · Sales Tax Payable	620.32
2500 · Security Deposits	
2501 · Hall Security Deposits	730.00
2502 · Marina Security Deposits	36,071.00
2503 · Screen Room Deposit (Screen Room Deposit)	160.00
<b>Total 2500 · Security Deposits</b>	<u>36,961.00</u>
2600 · Deferred Revenues	46,682.59
2700 · Prepaid Income	665.65
<b>Total Other Current Liabilities</b>	<u>89,843.67</u>
<b>Total Current Liabilities</b>	<u>105,866.08</u>
<b>Total Liabilities</b>	105,866.08
<b>Equity</b>	
3040 · Owners' Equity	182,295.76
3050 · Retained Earnings (Retained Earnings)	1,438,937.00
3200 · Fund Balance	-86,517.97
3300 · Investment in GFAAG	1,214,661.51
<b>Net Income</b>	295,502.36
<b>Total Equity</b>	<u>3,044,878.66</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,150,744.74</u></u>



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: TRAILERS ADD. PARKING Meeting Date: 8-25-21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting X

Motion: \_\_\_\_\_ Discussion: \_\_\_\_\_ (check one)

Rationale for Request: MORE TRAILER PARKING  
FOR LARGE TRAILERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Morris Kaymer Date: 8-17-21

Print Name: MORRIS KAYMER

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Banner Mailing Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: To cover the cost of mailing the banner monthly.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: \_\_\_\_\_

Board Trustee: Dan Rawlinson Date: 8/17/21

Print Name: Dan Rawlinson

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Office Assistant Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: some extra help & coverage  
in the office.

Estimated Costs to District (if applicable)

\$9,000 per year

Attachments/Supporting documents: None: \_\_\_\_\_

Board Trustee: Terry Zimmerly Date: 8/15/21

Print Name: Terry Zimmerly

Received by: Hia Cruz Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Marina Vessel Slip Contract 1005C Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Change and reinstate  
previous board awarded contract

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

Contract

Board Trustee: Melanie Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
MARINA VESSEL SLIP CONTRACT

1005 C

DECAL# \_\_\_\_\_ VESSEL SLIP # \_\_\_\_\_ TOTAL CONTRACT FEE \$ \_\_\_\_\_  
BOAT STICKER Y \_\_\_ N \_\_\_ FOB# \_\_\_\_\_ FOB # \_\_\_\_\_ FOB# \_\_\_\_\_  
TRAILER SPACE # \_\_\_\_\_

Boat length \_\_\_\_\_ x # of Months \_\_\_\_\_ X rate \_\_\_\_\_ \$ \_\_\_\_\_  
Any portion of a foot calculated to next foot. (See rate schedule)

ADDITIONAL FOB/S \$ \_\_\_\_\_  
Sales Tax \$ \_\_\_\_\_  
Deposit \$500.00 NON-RESIDENT \$ \_\_\_\_\_  
Deposit \$250.00 Resident \$ \_\_\_\_\_  
CONTRACT TOTAL \$ \_\_\_\_\_

Lessee Name \_\_\_\_\_

Email \_\_\_\_\_

Local Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Out of state address \_\_\_\_\_

Months at out of state address \_\_\_\_\_ to \_\_\_\_\_

Boat Name: \_\_\_\_\_ Boat Description: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Length: \_\_\_\_\_ ft Mfg. Year: \_\_\_\_\_

Type: \_\_\_ Houseboat Cruiser \_\_\_ Runabout \_\_\_ Pontoon \_\_\_ Sail.

Registration State/No. \_\_\_\_\_ Proof of ownership attached yes \_\_\_ no \_\_\_

Proof of \$100,000.00 vessel liability insurance attached yes \_\_\_ no \_\_\_

Each slip lessee is entitled to one Gate FOB, an additional FOB may be purchased for spouse and one for designees' use in an emergency. Lessee designates \_\_\_\_\_ to use Lessee's FOB to secure the vessel in Lessee's slip. Designee phone # \_\_\_\_\_

The term of the lease shall be for a 12 month period with all payment due upon lease signing. The lease shall commence on Oct 1 \_\_\_\_\_ and shall be subject to renewal on Sept 30, \_\_\_\_\_. The fiscal year for all leases shall be October 1 thru Sept 30<sup>th</sup>. **Resident and Non-resident/owner** shall have an annual lease but may select a biannual payment. Renewal of lease shall be on an annual basis.

Bayshore Gardens Park and Recreation District hereafter known as the District, does hereby enter into a contract with the undersigned vessel owner, hereinafter called "Lessee" one space for each boat as described below and said space shall be assigned by Dock Master at his/her discretion, subject to such rules and regulations as are a part of this agreement. It is understood by the Lessee that District residents have priority consideration over Non-Residents/owners and non-resident/owners will have priority for space to a non-resident. Should a District owner require a slip leased to a Non-Resident, the Non-resident will be required to leave their leased space at the end of their rental term. District will make every effort to relocate the Lessee. Vessels are subject to be relocated to another slip at the discretion of the Dock master.

**Vacating slip under contract.**

Non-Resident slip holder including Owner Non-Resident will not receive a refund for surrendering their boat slip early, this is an annual contract. The security deposit will be refunded.

Resident slip holder contract may be prorated and a refund of the unused portion of the contract if the District Office receives notification in writing at least 30 days before expected removal. The proration would be based on the date of removal stated in the 30 day notice and the vessel is removed per the 30 day notice.

The Lessee agrees that he/she shall not sublet the Marina slip or to allow another vessel for any reason to occupy the Lessee's slip space.

Sale of Vessel must be submitted to the District office by the contract holder in writing within 10 days of the sale. The new owner must apply for slip space within 15 days of the purchase. The slip holder of record will be responsible for the slip until new contract is recorded in the District office.

Should a breach of this agreement occur, including a violation of rules/regulations or a failure to remit within 15 days of date of renewal date, a fine of \$100.00 shall be added to amount due. If the amount due is not received within 30 days of renewal date, the vessel will be removed at owner's expense and the lease shall be terminated. The account shall be forwarded to Districts' attorney for action pursuant to Section 328.17, Florida Statutes.

Slip fees shall be set by the Board of Trustees on an annual basis.

**MARINA RULES AND REGULATIONS**

**Lessee agrees to comply with all laws of the State of Florida.**

1. The vessel must be measured by the Dock Master and assigned a slip. If it is found that the vessel does not fit properly in the assigned slip, the renter agrees to remove the vessel from the slip into another slip assigned by the Dock Master (if another slip is available).

2. The vessel (bow or stern) may not stick out beyond the end of their slip. The vessel (bow or stern) must not come closer than 12 inches to the dock. Boats docked at seawalls, must face the seawall.
3. Lessee are required (as a bare minimum) to utilize 6 dock lines; 2 fore, 2 aft and 2 Spring Lines -- 1 front and 1 back. Dock lines must be maintained in good condition and must be replaced when they begin to show wear. Boats under 27' in length, must use at least 3/8" diameter dock lines. Boats 27'- 30' in length must use at least 1/2" dock lines. Dock master may require additional lines for safety. When departing, dock lines are to be placed on dock in a safe manner. No lines are to be left lying across walkways.
4. Nothing can be constructed on the Pier without the written consent of the Board of Trustees.
5. Vessel must be maintained in operable condition.
6. Bayshore identification stickers will be issued and must be visible on the vessel.
7. While occupying or cruising in the marina area no garbage, refuse matter, sewage or waste material of any type may be thrown, discharged, deposited or allowed to fall from any boat, car or dock into the water or upon the docks, slips, spaces or walkways. The slip area will be maintained neat and orderly at all times.
8. Vessels shall not be stored on trailer in Marina area at any time.
9. Lessee agrees that in case of emergency, the Lessee will move the vessel or cause it to be moved.
10. If an emergency occurs when a vessel is in distress, or is in danger of sinking, and/or causing harm to another vessel or the marina, an attempt to contact the owner will be made by the Dock Master or District Office. If the Lessee cannot be reached or does not respond, the District may authorize measures to insure the safety of Lessee's vessel and other vessels in the Marina. A minimum charge for the service will be \$100 for the first hour or any portion thereof: Additional charges may be incurred by Lessee. The District shall not be held responsible or liable for damages to the Lessee's boat.
11. Vessels must be operated in a safe manner at all times
12. If you fuel in the Marina you must use a proper gas can. Fuel with extreme caution and report all spills to the Dock Master or District Office
13. Air Conditioners may not be running unless someone is onboard the vessel
14. Electrical supply must conform to current US Coast Guard regulations and/or applicable state and local electrical codes as may pertain to marinas. It is required that water be shut off when the boat is unoccupied. The power to the Marina will be shut off in the event of a storm.
15. No recreational swimming in the Marina
16. No fishing allowed except in designated areas
17. Only slip lessee and guests within ten feet of the docks.
18. No smoking or open fires within 50 feet of vessel fueling from approved containers
19. Slip holder must notify District Office during normal business hours of any person/s needing access without decal and gate key.
20. No living on board any vessel.
21. No commercial use of any vessel in this marina.

The address of the lessee shown below shall be used for any required notice to a lessee/owner. It is the Lessee's responsibility to keep the contact information current.

Lessee shall present vessel registration at the time of Lease and upon renewal or as necessary to keep current registration on the vessel. Lessee must present proof of a minimum of

\$100,000.00 vessel liability insurance at the time of the lease, and maintain and provide a Certification of said insurance for the term of the lease and thereafter at each renewal.

**PERSONAL INJURY & PROPERTY LOSS**

*The slip space is to be used at the sole risk of Lessee. Lessee including agents, heirs and assigns, hereby agrees to hold District harmless for any and all liability or damages for personal injury to himself or herself, family, employees, invitees, guests and agents, arising out of, or in connection with the condition or use of the Lessee's boat, motor and accessories, or the use of the marina premises or facilities. The Lessee, for himself or herself, heirs or assigns, hereby releases and agrees to indemnify and hold harmless the District from any and all liability for, or loss or damage to the above described property or the contents thereof, due to fire, theft, collision, windstorm, accident, or like causes. District is not considered under this agreement as an insurer of the Lessee's property. The Lessee shall indemnify and hold harmless the District for any and all loss, injury, death or damage caused by the leasing of the slip or use of the marina by Lessee or Lessee's guests. Lessee shall be responsible for such indemnity shall include District costs and expenses (including attorneys' fees). No warranty is made as to the condition of the District docks, walks or gangways, ramps, or other District equipment or facilities.*

**GOVERNING LAW:** This lease is governed by the laws of the State of Florida and in the event of any dispute under this lease; venue shall be in the courts in and for Manatee County, Florida.

**The Lessee of the boat described above hereby authorizes the District to proceed under Section 328.17, Florida Statutes, after termination or non-renewal of the lease.**

All owners and parties on registration must sign this Agreement.

Lessee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

Date Approved 8/21/18 Sharon Deason

Date Revised 11/20/18

Date Effective 8/21/18 Retroactive to 10/1/2018 Revised 6/18/19 Revised \_\_\_\_\_



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Marina Rules & Regulations <sup>1005 MGR</sup> Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Updates  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)

N/A  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Melanie R Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

**BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
MARINA RULES AND REGULATIONS**

**1005MRR**

**MARINA RULES AND REGULATIONS**

1. The vessel must be measured by the Dock Master and assigned a slip. If it is found that the vessel does not fit properly in the assigned slip, the renter agrees to remove the vessel from the slip into another slip assigned by the Dock Master (if another slip is available).
2. The vessel (bow or stern) may not stick out beyond the end of their slip. The vessel (bow or stern) must not come closer than 12 inches to the dock. Boats docked at seawalls, must face the seawall.
3. Lessee are required (as a bare minimum) to utilize 6 dock lines; 2 fore (front), 2 aft (back) and 2 Spring Lines – 1 front and 1 back. Dock lines must be maintained in good condition and must be replaced when they begin to show wear. Boats under 27' in length, must use at least 3/8" diameter dock lines. Boats 27'- 30' in length must use at least 1/2" dock lines. Boats 30"-35" must use 3/4" diameter dock lines. Dock master may require additional lines for safety. When departing, dock lines are to be placed on dock in a safe manner. No lines are to be left lying across walkways.
4. Nothing can be constructed on the Pier without the written consent of the Board of Trustees.
5. Vessel must be maintained in operable condition with no gas or oil leaks.
6. Bayshore identification stickers will be issued and must be visible on the vessel.
7. While occupying or cruising in the marina area no garbage, refuse matter, sewage or waste material of any type may be thrown, discharged, deposited or allowed to fall from any boat, car or dock into the water or upon the docks, slips, spaces or walkways. The slip area will be maintained neat and orderly at all times.
8. Vessels shall not be stored on trailer in Marina area at any time.
9. Lessee agrees that in case of emergency, the Lessee will move the vessel or cause it to be moved.
10. If an emergency occurs when a vessel is in distress, or is in danger of sinking, and/or causing harm to another vessel or the marina, an attempt to contact the owner will be made by the Dock Master or District Office. If the Lessee cannot be reached or does not respond, the District may authorize measures to insure the safety of Lessee's vessel and other vessels in the Marina. A minimum charge for the service will be \$100 for the first hour or any portion thereof. Additional charges may be incurred by Lessee. The District shall not be held responsible or liable for damages to the Lessee's boat.
11. Vessels must be operated in a safe manner at all times

12. If you fuel in the Marina you must use a proper gas can. Fuel with extreme caution and report all spills to the Dock Master or District Office
13. Air Conditioners may not be running unless someone is onboard the vessel
14. Electrical supply must conform to current U.S. Coast Guard regulations and/or applicable state and local electrical codes as may pertain to marinas. It is required that water be shut off when the boat is unoccupied. The power to the Marina will be shut off in the event of a storm.
15. No recreational swimming in the Marina
16. No fishing allowed except in designated areas
17. Only slip lessee and guests within ten feet of the docks.
18. No smoking or open fires within 50 feet of vessel fueling from approved containers
19. Slip holder must notify District Office during normal business hours of any person/s needing access without decal and gate key.
20. No living on board any vessel.
21. No commercial use of any vessel in this marina.

IN WITNESS WHEREOF, the undersigned has read and understands the terms of this agreement and the Rules and Regulations as defined.

Lessee Signature Required: \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Approved 8/21/18 Sharon Denson

Revised \_\_\_\_\_

Effective 8/21/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Recreation Hall Contract <sup>1004HC</sup> Meeting Date: 1004HC  
~~7002F~~

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Redo + Reinstate rec hall  
Contract

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

Contract

Board Trustee: Melanie R Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

RECREATION HALL CONTRACT

1004HC

This Contract is entered into between BAYSHORE GARDENS PARK AND RECREATION DISTRICT and \_\_\_\_\_ Lessee dated \_\_\_\_\_

Lessee, in consideration of the agreements and covenants to be performed by the Parties, agrees to the following terms:

1. **RENT:** Lessee shall pay Bayshore Gardens rent (SEE FEE SCHEDULE) in the amount of \$\_\_\_\_\_ (includes 7% sales tax) no later than 15 days prior to the Date of Activity set forth in section 3.

2. **SECURITY DEPOSIT:** Lessee shall pay a security deposit of \$250.00/500.00 (circle one) due at the time of booking and is non-refundable in cases of cancellation of event less than 14 days of the event. After Lessee leaves, the premises shall be inspected. If no violations are found, the Lessee will receive a refund by mail of security deposit within 14 working days of the final inspection.

3. **USE:** Lessee agrees to use the Hall for the general purpose set forth below, and will abide by all rules and shall end no later than 10 P.M. Lessee agrees that Lessee will be present at function and will not sublet.

**MAXIMUM CAPACITY 224**

**NO ACCESS TO FACILITY PRIOR TO NOON WILL BE GRANTED EXCEPT THE DAY BEFORE THE EVENT IF NO OTHER EVENT SCHEDULED FOR THAT DAY AND PAYMENT MADE IN ADVANCE.**

•Type of Activity: \_\_\_\_\_ # attending \_\_\_\_\_

•Date of Activity: \_\_\_\_\_

•Cater used Yes \_\_\_\_\_ No \_\_\_\_\_ Attach copy of Caterer's license

•Kitchen used to reheat food. yes \_\_\_\_\_ No \_\_\_\_\_

•Lease commences \_\_\_\_\_ o'clock and ends \_\_\_\_\_ o'clock.

(6 hours Price \$ \_\_\_\_\_)

•Additional hours requested: Number of hours \_\_\_\_\_ From: \_\_\_\_\_ To \_\_\_\_\_

@ \_\_\_\_\_ Per hour \$ \_\_\_\_\_

Event Total Hours \_\_\_\_\_

Event Total \$ \_\_\_\_\_

4. **LESSEE'S RESPONSIBILITIES:** Lessee shall leave the Hall in the same condition as found (see 5 below). Failure to do so may result in forfeiting some or all of Lessee's security deposit. If Lessee fails to show up at the scheduled time without at least 30 days' notice, Lessee shall forfeit all rent and deposits paid to Bayshore Gardens. Lessee must vacate the facility at the time specified above. Lessee must be present at all times during the event.

5. **LOSS OR DAMAGE:** If any portion of the premises or equipment is damaged by any act, omission, or negligence of Lessee. (Includes leaving the kitchen clean), Lessee shall forfeit their deposit and pay to Bayshore Gardens upon demand a sum equal to the cost of repairing and restoring to the condition when Lessee took possession.

6. **PERSONAL PROPERTY:** Bayshore Gardens shall not be responsible for any loss or damage to personal property of the Lessee or any property caused to be brought in by lessee.

7. **LIABILITY:** The work, services, or activity to be performed in the Hall under this contract will be performed entirely at the risk of Lessee who will carry any necessary or applicable liability insurance, liability insurance in the amount of 1 million dollars with Bayshore Gardens as the certificate holder. If alcohol is served there must be an endorsement on the policy. The insurance certificate must be provided to the District at least 14 days prior to the event. Lessee agrees to indemnify owner for any and all liability or loss arising in any way out of the performance of this Agreement. Furthermore Lessee shall protect, maintain, save and hold harmless Bayshore Gardens Park and Recreation District and its officers, agents, and employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Property of the District

8. **BAYSHORE GARDENS** shall provide lessee with access, use and enjoyment of the Hall during the time set forth in section 3 and shall ensure that the reservation is clean and all systems, such as lighting, air conditioning, and any sound equipment, are functional on the date of the activity set forth in section 3. Bayshore Gardens will set-up tables and chairs per your drawings which must be submitted seven (7) days prior to the event. Rental agreement is for 6 consecutive hours for each event which includes set up and tear down time. Additional hours may be contracted for in advance.

9. **BAYSHORE GARDENS** will issue a FOB/key for an additional fee of \$40.00 to residents and \$80.00 to non resident lessee's that is refundable after FOB/Key is returned and inspection complete. The lessee shall be provided contact information should Lessee need assistance. Delivery arrangements are to be made with the District Office seven (7) days in advance for delivery access to Recreation Center.

10. I understand that security cameras are in use.

11. The Screen Room may be added to this contract for an additional fee. (See rate schedule) The total capacity for event remains at 224.

By signing, I agree that I have read, understand, and agree to all of the above terms of this Agreement and the attached Rules and Regulations.

I \_\_\_\_\_ am a resident of Bayshore Gardens Park and Recreation District and assume full responsibility for the rental of the Hall/Screen Room. I understand that I must be present at the event.

I \_\_\_\_\_ am not a resident of Bayshore Gardens Park and Recreation District and I understand that I assume full responsibility for the rental of the Hall/Screen Room.

\_\_\_\_\_  
Lessee Signature Print Lessee Name

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
Managers Signature

Total amount Due \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_

**The Recreation Hall Rules are  
Incorporated herein by reference and made a part of this contract  
as ADDENDUM A. By signing below, I acknowledge receipt  
of the contract and a copy of the Rules.**

\_\_\_\_\_  
Lessee Date

Approved 4/17/18 Sharon Denson, Chairman Effective 4/17/18  
Revised 10/16/18 Revised 1/15/19 Sharon Denson Revised \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Hall Distrest Regulations Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Approve hall rules

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

Form

Board Trustee: Melanie C Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21



**ADDENDUM A**

**HALL RULES**

1. Shall not exceed maximum capacity 224. Addition of the Screen Room for the event does NOT increase the capacity for the event. The total capacity for the event remains at 224 with Screen Room.
2. All Music shall end at or before 10:00PM
3. Everyone must be out of the hall by 11:00PM
4. Ovens and Microwaves are to be used for heating purposes only
5. No glass bottles outside of bar area
6. Smoking Prohibited in the Facility
7. Kitchen and appliances must be left clean. (see contract for penalties)
8. All decorations must be removed from the facility. Trash to be placed in bins
9. Only masking tape or painters tape may be used for decorations no tacks or nails permitted
10. Ice sculptures not allowed. Coolers must be placed on rubber mats
11. No open flame or fireworks, EXCEPTION: Sturnos may be used for food line
12. Chairs are to be pushed up to tables when you leave
13. NO UNLICENSED FOOD VENDORS ON THE PREMISES
14. NO food preparation or serving other than inside the Recreation Hall
15. No access to the Hall prior to the time on the contract. No access prior to Noon.
16. You may take possession of the facility at the lease time on the contract and must vacate at the end of your specified contract time. (Additional hours or portions thereof will be withheld from your deposit).
17. No subletting of the Recreation Hall. Lessee must be present at all times during event.

I have read the rules above and will adhere to the rules. Failure may result in my security deposit being withheld. (copy to file)

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

Approved 4/17/18 *Sharon Denson, Chairman*

Revised 10/16/18 Revised 1/15/19 Effective 4/17/18 Revised \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Screen Room Contract <sup>1004SR</sup> Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: \_\_\_\_\_  
Update contract  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)  
N/A  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_  
Contract  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Melanie Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

BATHROOM CODE \_\_\_\_\_

SCREEN ROOM CONTRACT RESIDENTS ONLY

1004SR

**LEASE SCREEN ROOM RESIDENTS ONLY/EXCEPT WHEN IN CONJUNCTION WITH HALL CONTRACT**

This Contract is entered into between BAYSHORE GARDENS PARK AND RECREATION DISTRICT and \_\_\_\_\_ Lessee, dated \_\_\_\_\_ a resident of Bayshore Gardens.

Lessee, in consideration of the agreements and covenants to be performed by the Parties, agrees to the following terms:

1. **RENT:** Lessee shall pay Bayshore Gardens rent in the amount of \$ \_\_\_\_\_ (includes 7% sales tax) no later than 15 days prior to the Date of Activity set forth in section 3.

2. **SECURITY DEPOSIT:** Lessee shall pay a security deposit of \_\_\_\_\_ due at the time of booking and is non-refundable in cases of cancellation of event less than 14 days of the event. After Lessee leaves, the premises shall be inspected. If no violations are found the Lessee will receive a refund of security deposit within 14 working days of the final inspection.

3. **USE:** Lessee agrees to use the Screen Room for the general purpose set forth below, and will abide by all rules and shall end no later than Sunset. Use of the Screen room is limited to a 6 hour period which includes set up and tear down. Lessee may pay an additional charge for additional hours (SEE FEE SCHEDULE). Lessee agrees that Lessee will be present at function and will not sublet.

**MAXIMUM CAPACITY 30 EXCEPT WHEN COMBINED WITH HALL CONTRACT**

•Type of Activity: \_\_\_\_\_ # attending \_\_\_\_\_

•Date of Activity: \_\_\_\_\_

•Start Time of Activity: \_\_\_\_\_ Including set up and tear down

•End Time of Activity: \_\_\_\_\_

•Additional number of hours requested: \_\_\_\_\_ Start time: \_\_\_\_\_

•End time: \_\_\_\_\_ (Must be out of facility at Sunset)

4. **LESSEE'S RESPONSIBILITIES:** Lessee shall leave the Screen Room in the same condition as found. Failure to do so may result in forfeiting some or all of Lessee's security deposit. If Lessee fails to show up at the scheduled time without at least 14 days' notice, Lessee shall forfeit all rent and deposits paid to Bayshore Gardens.

5. **LOSS OR DAMAGE:** If any portion of the Screen Room, or its equipment is damaged by any act, omission, or negligence of Lessee. Lessee shall pay to Bayshore Gardens upon demand a sum equal to the cost of repairing and restoring to the condition when Lessee took possession.

6. **PERSONAL PROPERTY:** Bayshore Gardens shall not be responsible for any loss or damage to personal property of the Lessee or any property caused to be brought in by lessee.

7. **LIABILITY:** The work, services, or activity to be performed in the Screen Room under this contract will be performed entirely at the risk of Lessee. Lessee agrees to indemnify owner for any and all liability or loss arising in any way out of the performance of this Agreement. Furthermore Lessee shall protect, maintain, save and hold harmless Bayshore Gardens Park and Recreation District and its officers, agents, and employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the Property of the District

**By signing, I agree that I have read, understand, and agree to all of the above terms of this Agreement and the attached Rules and Regulations. (Addendum B)**

I \_\_\_\_\_, am a resident \_\_\_\_\_ of Bayshore Gardens Park and Recreation District or I am using in conjunction with leasing of the Hall and assume full responsibility for the rental of the Hall/Screen Room \_\_\_\_\_. I understand that I must be present at the event. I understand that the addition of the Screen Room to my Hall Rental does NOT increase the event capacity of 224.

\_\_\_\_\_  
Lessee Signature Print Lessee Name

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
Managers Signature

Total amount Due \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_ Date Due \_\_\_\_\_

**The Screen Room Rules are incorporated herein by reference and made a part of this contract as Addendum B. By signing below, I acknowledge receipt of the contract and a copy of and the Rules.**

\_\_\_\_\_  
Lessee Date

Approved 4/17/18 *Sharon Denson, Chairman*  
Revised 10/16/18 Revised 12/18/18 Revised \_\_\_\_\_  
Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Screen Form Rules <sup>10045 SRR</sup> Regulations Meeting Date: 8/18/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Update contract rules

Estimated Costs to District (if applicable)  
N/A

Attachments/Supporting documents: None: \_\_\_\_\_  
Addendum B

Board Trustee: Melanie A Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

**ADDENDUM B**

**SCREEN ROOM RULES**

1. No open flame cooking/heaters in Screen Room and outside at least 10 feet away from structure
2. No candles may be used unless fully contained, including flame, in candle holder with chimney. (celebration cakes may have candles to blow out)
3. Nothing can be attached to the walls, wood beams, or screens with anything other than painters tape. No staples, nails or tacks may be attached to the beams, screen or hall exterior of the buildings
4. The beach access road closes at dusk. No Parking is permitted in the beach lot after this time.
5. All activity in the screen room MUST cease at Sunset.
6. Music is permitted, however MUST be kept at a reasonable noise level so it does not disturb others in the surrounding areas.
7. Screen Room is to be left in the same condition in which it was found. All decorations, table cloths, and garbage should be disposed of in the bins provided. Failure to leave the porch in clean condition will result in forfeiture of the Security Deposit.
8. No bounce houses permitted on District grounds
9. Must vacate facility at stated end of event. (see page 1)
10. When combined with Hall the total capacity for event remains at 224.

I have read the rules above and will adhere to the rules. Failure may result in my security deposit being withheld. (Copy to file)

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

Approved 4/17/18 *Sharon Denson, Chairman*

Revised 10/16/18 Revised 12/18/18 Revised \_\_\_\_\_

Effective 4/17/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Rec. Hall/Screen Km <sup>1004 RATE</sup> Rates Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: \_\_\_\_\_

New fee schedules  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)

N/A  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_

Room Rates  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Melanie Woodruff Date: 8/16/21

Print Name: Melanie A. Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

RECREATION HALL/SCREEN ROOM RATES

1004 RATE

---

RECREATION HALL

6 HOUR RATE

RESIDENT RATE \$400.00 PLUS TAX    ADDITIONAL HOURS @ \$25.00 PER HOUR PLUS TAX

RESIDENT SECURITY DEPOSIT \$250.00

NON-RESIDENT \$850.00 PLUS TAX    ADDITIONAL HOURS @ \$40.00 PER HOUR PLUS TAX

NON-RESIDENT SECURITY DEPOSIT \$500.00

SCREEN ROOM

RESIDENT RATE \$25.00 PLUS TAX

RESIDENT SECURITY DEPOSIT \$20.00

NON-RESIDENT IN CONJUNCTION WITH HALL CONTRACT \$50.00

NON-RESIDENT SECURITY DEPOSIT IN CONJUNCTION WITH HALL CONTRACT \$40.00

Approved \_\_\_\_\_

Revised \_\_\_\_\_

Effective Date \_\_\_\_\_



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: FOB Charges for + Pad <sup>Marianne Woodruff</sup> Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Approve Policy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)

N/A  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_

Policy  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Melanie Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
FOB CHARGES FOR MARINA AND POOL

1026 P

---

The Board of Trustees has approved a new Security System for the District. The FOB system will replace the Gate Key Card in all District Documents. (See Rate Schedule)

The charge for FOB for entry to the Marina will be in compliance with rate schedule.

Bayshore Residents who are holders of Marina FOB may add Pool entry to their FOB for the Board rate schedule.

Pool FOB's are only for Residents. The Charge for the Pool FOB published in rate schedule. A family may purchase additional FOB's for the rate schedule. The FOB is an annual renewal at the rate published in the rate schedule.

The Pool FOB may be activated for the Marina for an additional fee established for the Marina. Renewable annually.

Date Approved 9/18/18 *Sharon Deason*

Date Revised \_\_\_\_\_

Date Effective 9/18/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: FOB Swimming Pool Gate Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Update cost of FOB (and frequency)

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

FOB form

Board Trustee: Melanie Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: Mia Cruz Date: 8/18/21

BAYSHORE PARK AND RECREATION DISTRICT

FOB # \_\_\_\_\_

FOB FOR SWIMMING POOL GATE

FOB # \_\_\_\_\_

1026 FOB

**RESIDENTS ONLY**

Date \_\_\_\_\_

Name \_\_\_\_\_ Spouse \_\_\_\_\_

Property address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

8:00 AM-Noon Lap Swimming yes \_\_\_ No \_\_\_ Water Exercise yes \_\_\_ No \_\_\_

Number of people in household \_\_\_\_\_ Names 1. \_\_\_\_\_

2. \_\_\_\_\_ 3. \_\_\_\_\_

Use back of form if more room needed.

Starting date of this agreement October 1, \_\_\_\_\_ and ending September 30, \_\_\_\_\_

I(we) understand that the FOB is for the use of the swimming pool by our family and our guests and must be renewed annually. Additionally I understand that all swimmers must sign the Pool waiver. If FOB is lost or damaged, I may purchase another at the same price.

The annual cost per FOB is \$20.00 plus tax per FOB. NUMBER OF FOB'S ISSUED \_\_\_\_\_ X \$20.00

TOTAL PLUS TAX.

AMOUNT COLLECTED \$ \_\_\_\_\_

Owner \_\_\_\_\_

\_\_\_\_\_

Renter \_\_\_\_\_

\_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Approved 9/27/18 *Sharon Denson*

Revised \_\_\_\_\_

Effective 9/27/18

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Pool Pay Scale 1010<sup>PS</sup> Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop ~~\_\_\_\_\_~~ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: Updating pay amounts  
and redefining categories

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

Form

Board Trustee: Melanie A Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
 POOL PAY SCALE

1010 PS

POOL ATTENDANT PAY SCALE				
		per hour	to	per hour
STEP 1	STRONG SWIMMER	<del>\$8.50</del> <sup>\$10.00</sup>		<del>\$9.25</del> <sup>\$10.00</sup>
STEP 2	STRONG SWIMMER PLUS PAST FIRST AID/CPR CERTIFICATION	<del>\$9.26</del> <sup>\$10.00</sup>		\$10.25
STEP 3	STRONG SWIMMER PLUS CURRENT FIRST AID/CPR.	\$10.26		\$11.50
LIFEGUARD PAY SCALE				
MUST HAVE CURRENT CERTIFICATION AND CPR/FIRST AID				
STEP 1	STARTING PAY/ JUST COMPLETED TRAINING	\$12.00		\$13.00
STEP 2	ASSISTANT SUPERVISOR	\$14.00		\$15.00
STEP 3	SUPERVISOR	\$16.00		\$18.00
	<b>SWIMMING INSTRUCTOR</b>	\$15.00		\$18.00
Step 1-3	SWIMMING INSTRUCTOR CERTIFICATION AND CPR/FIRST AID BY YMCA, RED CROSS, OR OTHER ACCREDITED AGENCIES.			

Approved 3/19/19 Sharon Denson

Revised 5/21/19 Revised \_\_\_\_\_

Effective 3/19/19

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Safety Rules for Employees <sup>F1007SR</sup> Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop W Board Meeting ✓

Motion: ✓ Discussion: \_\_\_\_\_ (check one)

Rationale for Request: new policy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Costs to District (if applicable)

N/A  
\_\_\_\_\_  
\_\_\_\_\_

Attachments/Supporting documents: None: \_\_\_\_\_

Policy  
\_\_\_\_\_  
\_\_\_\_\_

Board Trustee: Melanie Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
SAFETY RULES FOR EMPLOYEES OF THE DISTRICT

1007 SR

1. Do not use/operate equipment that you have not been trained to use/operate. Use Proper safety equipment when operating District equipment. Do not leave machinery/equipment running if you are going to be more than 25 feet away.
2. The following is an example of machinery/equipment but not intended to be all inclusive.
  - A. Golf cart
  - B. Tractor
  - C. Pressure washer
  - D. Lawn mowers
  - E. Edger's
3. Do no refill machinery/equipment inside of any building.
4. Do not use gasoline as a washing agent or cleaning fluid.
5. Do not attempt to lift anything beyond your capabilities. Remember to use legs to lift.
6. Never have electrical cords in pool area.
7. All employees shall keep equipment and work areas clear. This includes walkways and stairs.
8. Keep access clear to breaker panels, fire extinguishers, AED's, and fire exits.
9. Immediately clean up any spills of any kind, anywhere, and dispose of clean up materials properly.
10. Be familiar with placement of fire extinguishers, AED, Fire alarm, and know how to operate.
11. Only store flammables in approved containers in designated storage area.
12. Check tools before and after using.
13. Report all broken tools or equipment to your supervisor.
14. Report any unsafe conditions to your supervisor immediately. Do not engage in unsafe activities.
15. Only employees qualified and designated by the Board of Trustees may work on electrical wiring or maintenance of equipment.
16. Always use a ladder when you are not able to reach your target.
17. Remove any jewelry or clothing that could become entangled in machinery/equipment.
18. Horseplay, fighting, teasing, and/or practical jokes will not be tolerated.
19. Smoking in designated areas only.
20. Use of alcoholic beverages, narcotics drugs, or other derivatives on District Property prohibited.

**A copy of these rules to be given to all employees. A signed copy will become a part of their personnel file.**

Approved \_\_\_\_\_ Revised \_\_\_\_\_



BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Signature SRF Meeting Date: 8/25/21  
*Safety Rules form 100 T SRF*

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: new policy - signature page  
to go into personnel file

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

form

Board Trustee: Melanie E Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: [Signature] Date: 8/18/21

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
SAFETY RULES FOR EMPLOYEES OF THE DISTRICT FORM

1007 SRF

---

I \_\_\_\_\_, an employee of Bayshore Gardens Park and Recreation District have read, understand, and have received a copy of Safety Rules 1007SR. Further I understand that this document becomes a part of my personnel file and my employment arrangement.

---

EMPLOYEE SIGNATURE

---

DATE

---

DISTRICT REPRESENTATIVE

---

DATE

Approved \_\_\_\_\_

Revised \_\_\_\_\_

BAYSHORE GARDENS PARK AND RECREATION DISTRICT  
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Insurance Comm. <sup>Special Purpose</sup> Meeting Date: 8/25/21

Type of Meeting: \_\_\_\_\_ Workshop \_\_\_\_\_ Board Meeting

Motion:  Discussion: \_\_\_\_\_ (check one)

Rationale for Request: To form a Special Purpose  
Committee

Estimated Costs to District (if applicable)

N/A

Attachments/Supporting documents: None: \_\_\_\_\_

Charge for special comm. expenditure  
sheet

Board Trustee: Melanie C Woodruff Date: 8/16/21

Print Name: Melanie Woodruff

Received by: Mia C Date: 8/18/21

## INSURANCE COMMITTEE SPECIAL PURPOSE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and regulations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act.

Bayshore Gardens Park and Recreation District on July 28, 2021 in a publicly noticed Board of Trustee meeting created a Special Purpose committee to be chaired by a Trustee, Barbara Greenberg. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting, minimum of two residents. Trustee Committee Chairman may bring forward candidates for appointment to the committee. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website; dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District office. The agenda must be posted on the official website for the district. The committee must have the chairman and at least one member of the committee for a quorum. The committee has no authority to enter into agreements for the District.

The committee is charged with the following duties and responsibilities:

1. Research the insurance options for the District
2. Meet with insurance specialists in a public meeting to gather information
3. May review and recommend additional options for the protection of the District.
4. Prepare and present options to the Board of Trustees for consideration.

Residents are encouraged to volunteer for this committee and may come forward at any Board of Trustee meeting or contact District office with your intent for appointment to this committee. Everyone is welcome to attend committee meetings.

Committee is dissolved upon submission of recommendations to the Board.

Approved \_\_\_\_\_

Revised \_\_\_\_\_

Effective \_\_\_\_\_