

POLICY AND PROCEDURES COMMITTEE MEETING

January 9, 2019

7:00PM RECREATION CENTER

1. Website policy, procedures, and rules
2. Hall contract
3. Screen Room
4. Key policy and change locks

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
WEBSITE PROCEDURES

1009PR

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- The District Office Manager shall be responsible for the administration of the District website in compliance with District policy. The webmaster position may be filled by qualified volunteer/s or paid employee/s requested by the District Office Manager and approved by the Board of Trustees.
 - The Web Administrator shall report to the District Office Manager.
 - The Web Administrator/District Manager will make necessary changes to the Website when directions are received in writing on Form 1009 F and signed by Board of Trustee Chairman or Designated Trustee.
 - The day to day submission to the Web Administrator shall go thru the District Office Manager.
 - The Official Clubs and Organizations of the District may submit their minutes or event information they wish posted in their designated area on the website, to the District Office Manager for processing on Form 1009 F.

Date Approved _____

Date Revised _____

Date Effective _____

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
WEBSITE POLICY

1009P

189.069 Special districts; required reporting of information; web-based public access.—

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

The District will maintain its website in compliance with FS 189.069 as amended from time to time. The Official Website is to inform the District Residents of events and factual information that impacts their lives. Personal opinions prohibited.

The District Office Manager shall oversee the day to day operation of the Website in compliance with Florida Statute 189.069 and Board of Trustee Policy. The Administrative duties will be performed by a volunteer/employee designated by the District Office Manager and approved by the Board of Trustees.

The District/Office Manager will post the required information in a timely manner and will keep it current.

Official Clubs and Organizations of the District may submit their activities to District Office Manager for posting in appropriate Clubs/Organizations categories on the Website. They must adhere to procedure designated by the Board of Trustees and in compliance with Board Policy.

Date Approved _____

Date Revised _____

Date Effective _____

SUBMISSIONS TO DISTRICT OFFICE

TO BE PUBLISHED ON WEBSITE

1. AGENDAS BOARD OF TRUSTEE
Must be in the office at least 8 days prior to meeting.
In subject of email state specific date of the agenda as well as meeting type, Example:
Work Session, Board of Trustee, etc
If attachments for same state with attachments
If attachments are sent separate from the agenda, in subject state specific agenda the
attachments are a part of.
Must be in word or pdf.
2. MINUTES BOARD OF TRUSTEE
In subject of email state that minutes are attached and the meeting Regular, Special,
Emergency, Work Session, or Committee. If committee specifically which committee
3. POLICIES AND PROCEDURES ADOPTED BY THE BOARD OF TRUSTEE
4. FILLABLE FORMS
5. ANNUAL FINANCIAL REPORT
Must be on the website per statute
6. ANNUAL BUDGET, INCLUDING ALL RESOLUTIONS
Must be on website prior to public hearing and remain per statute
7. EVENTS BOARD OF TRUSTEE
To be submitted by a Committee chairperson for an event or reoccurring event.
8. CLUBS OR ORGANIZATIONS
In subject of email state the specific Club/Organization that is attached for publication
on the Website

Date Approved _____
Date Revised _____
Date Effective _____

CLUBS AND ORGANIZATIONS

TO PLACE APPROVED ITEMS OTHER THAN MANDATORY PUBLISHING PURSUANT TO FS189.069

I _____ request the following information to be placed on the website. The information is to be a part of _____ Clubs/Organizations _____ Minutes _____ calendar.

Be Specific

Authorized by _____ Date _____

TO REMOVE APPROVED ITEMS OTHER THAN MANDATORY PUBLISHING PURSUANT TO FS 189.069

To remove items currently on website, (exceptions, no mandatory item may be removed unless time expired 189.069)

Be specific _____

Authorized by _____ Date _____

Date Approved _____

Date Revised _____

Date Effective _____

LEASE SCREEN ROOM RESIDENTS ONLY

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 \$ 26.75 (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 \$20.00 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

- 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 stated end time)

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

FEE SCHEDULE SCREEN ROOM RESIDENTS ONLY

Security Deposit	\$20.00
Rent	\$25.00+tax (6 hour reservation)
Additional hours	\$10.00+tax (each additional hour of reservation)

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.

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 Exhibit B. By signing below, I acknowledge receipt of the contract and a copy of and the Rules (Exhibit B).

Lessee

Date

Approved 4/17/18 Sharon Denson, Chairman

Revised 10/16/18 Revised 12/18/18

Effective 4/17/18

EXHIBIT B

RULES SCREEN ROOM

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)

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 Deason, Chairman*
Revised 10/16/18 Revised 12/18/18
Effective 4/17/18