

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

Permits are subject to the following rules and regulations listed below, including all Ordinances listed under Chapter 17, Beach, Parks, Recreation, and Conservation Lands(municode.com).

Pavilions are available on a first-come first-serve basis UNLESS they are reserved. All pavilion permits are valid from 9am-6pm, depending on availability and County holiday closures. Full payment of pavilion reservation fees must be made up front at the time of reservation.

Martin County Parks and Recreation Code of Conduct

This Customer Code of Conduct establishes rules and regulations for the use of Martin County parks and recreation facilities including, but not limited to, the prohibition of specific conduct to ensure that all park users are provided an opportunity to enjoy the numerous amenities offered and to ensure a system in place that provides for a consistent and equitable evaluation of and response to any violation of this Customer Code of Conduct. All persons entering any County Park or facility are required to observe the rules and regulations set forth in this Customer Code of Conduct.

Any person who violates any rules and regulations set forth in this Customer Code of Conduct, any federal, state, or local laws, or any other County Park rules and regulations including all Ordinances listed under Chapter 17, Beach, Parks, Recreation, and Conservation Lands (municode.com):

- may be directed to leave the park premises by authorized individuals,
- may have his or her privilege to use a County Park and facilities suspended by such authorized individuals,
- may be subject to fines associated with violating a County Ordinance,
- may be subject to a trespass warning or notice by authorized individuals

By acknowledging the Pavilion Use Rules and Regulations, I am agreeing to the above Customer Code of Conduct.

CANCELLATION/DATE TRANSFERS/REFUND REQUESTS (RAIN OR SHINE)

It is to be understood by all parties that the reservation date on this permit is strictly for the date listed on the permit. Refunds will not be approved due to poor weather conditions, unless the County closes the Park due to tropical storm or hurricane warnings which are subject to approval.

All refund and transfer requests must be submitted in writing, preferably by e-mail to the Parks and Recreation Department and accompanied by a copy of the paid receipt. Phone transfers are not accepted. Refund requests do not automatically mean approval of a refund. If payment was made by check, then approved refund requests will be received in the form of a County-issued check in approximately six (6) to eight (8) weeks. Credit card refunds will be processed within five (5) working

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

days and may take up to two (2) weeks to reflect on your transaction history. The prevailing cancellation/date transfer/refund administrative fee will be applied to all cancellation/transfer requests.

The Parks and Recreation Department reserves the right to cancel all reservations providing as much notice as possible.

Cancellations/Refunds or date transfers must be made at least thirty (30) days prior to the reserved date. The prevailing administrative fee will be applied to all refund and transfer requests.

Any Cancellation/Refund requests made less than thirty (30) days prior to the reserved date may result in a loss of the full reservation amount.

County may cancel, postpone or delay any reservations due to inclement weather or any other factors, which might impair the safety of the participants or spectators or damage the Facilities.

When possible, County will contact Permittee in advance if the assigned Facility is being closed.

If Permittee receives no notification of closure, and upon arrival at the facility conditions are unfavorable or unsafe, discretion should be exercised and reservation delayed or cancelled as deemed appropriate by Permittee.

SPECIAL EVENT PERMITTING

As outlined in Chapter 17 – Section 17.8, a Special Event is any preplanned entertainment, sporting, cultural, business, or other type of unique activity (including parades, festivals, races, tournaments, concerts, etc.) presented to a live audience and open to the public that is to be held in whole or in part upon property owned or managed by the County and that may substantially inhibit the usual flow of pedestrian or vehicular travel or which deviates from the established use of the place or building.

Excludes activities not open to the public including private indoor facility rentals, pavilion rentals, or other activities for which a permit has been issued by the County. Should your rental be deemed a Special Event, a Special Event

Application must be submitted and approved via the Events and Volunteer Coordinator. Information regarding Special Events can be found at

<https://www.martin.fl.us/SpecialEventPermits>.

ACCESSIBILITY COMPLIANCE (FOR PRIVATE RENTALS ONLY)

This is a private rental/function that is not open or advertised to the general public. The Permittee will be responsible for providing modifications, accommodations, and auxiliary aids and/or services that may be requested by or necessary for their guests/invited attendees.

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS
Updated 09/2025

ACCESSIBILITY COMPLIANCE (OPEN TO THE PUBLIC RENTALS ONLY)

Agree to affirmatively comply with all applicable provisions of Title I, Title II, and/or Title III of the Americans with Disabilities Act (ADA) in the course of providing any services, programs, and/or activities regarding nondiscrimination on the basis of disability, and all applicable regulations, guidelines, and standards.

ALCOHOL POLICY

Consumption of alcoholic beverages in County parks is allowed under the following conditions:

- Consumption of alcoholic beverages is only allowed during the hours the park is open to use by the public.
- Consumption of alcoholic beverages is only allowed in pavilions, play areas, athletic facilities, and parking lots with an approved permit issued by the County.
- Consumption of alcoholic beverages is prohibited in restroom facilities.
- Consumption of alcoholic beverages at beach parks is prohibited west of the coastal dune line except by permit or if purchased from and consumed on premises of a permanent concession facility located at that beach park.

Sale of alcoholic beverages and tobacco products are prohibited on County park property for purposes of this Permit.

ASSIGNMENT

No subcontracting on any permit is allowed without written permission from County staff.

BOUNCE HOUSES/AMUSEMENT APPARATUSES

The individual use of bounce houses or amusement apparatuses is strictly prohibited without prior approval from the Parks and Recreation Director or designee. All bounce houses or amusement apparatuses must be requested directly through the Parks and Recreation Department. In order to create a safe experience for the public; the Parks Department will select qualified vendor(s) through a procurement process and ensure that the necessary safety requirements are in place prior to the selection of a qualified vendor. The Parks and Recreation Department reserves the right to limit the number of amusement rides or apparatuses bases on location. The Parks and Recreation Department may designate the area or location where amusement rides and apparatuses are permitted. The use of animals for entertainment (i.e. petting zoos, pony rides, horse drawn carriages, etc.) is strictly prohibited.

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

DECORATIONS

The use of nails, tapes, tacks or staples on posts, furniture, and fixtures is strictly prohibited. The use of Flora wire, ribbon, and rail hooks to attach decorations is preferable. Posting, affixing, or placing any materials on any park property without prior written approval of the County is not allowed. If flower petals are to be used during an outdoor ceremony, they cannot be artificial.

No decorations are permitted to be hung from the fans or ceiling. No person(s) may stand on tables, chairs, or ladders to hang/attach decorations. Any decorating requiring the use of a ladder must be done by a licensed and insured vendor. Permit holder is responsible for removing all decorations, rental items/equipment/furniture from the pavilion within the times listed on the permit.

Open flame beyond the installed grill is not permitted. Any decorations that include the use of candles must be enclosed in a votive holder, hurricane, etc. The releases of sky lanterns are strictly prohibited. Permit holder is responsible for the costs associated with removing candle wax from floors, chairs, tables, etc.

BALLOONS

In an effort to promote the safety and protection of sea turtles and other wildlife, it is unlawful for any person to display, release, or distribute balloons of any kind at any County Park. NO Balloons permitted.

VENDORS

Pursuant to the terms and conditions contained in this Permit, Permittee shall only hire vendors for the scheduled reservation who have been placed on the Approved Vendor List. Vendors are to deliver and/or drop off rental items only during your specified reservation time, NO EXCEPTIONS. All items that are brought must stay under the pavilion and must be removed by the end time indicated on the contract. Staff is not responsible for items left or arranging pick up times with vendors. If items are left behind after the permit holder leaves, it may result in the permit holder being billed for additional amounts as deemed appropriate.

RENTAL SET-UP, BREAKDOWN AND CLEANUP

The facility reserved will *only be reserved* during the times specified on the reservation permit. That includes access by the permittee as well as their vendors. Permittee is responsible for setup. Clean-up consists of the permittee completing the following:

- All large debris picked up and must be placed in dumpsters/trashcans .
- All food and beverage products must be removed from the facility.

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

- All decorative items must be removed from the facility. Anything left behind will be disposed of and may result in additional fees.

The Permittee agrees to leave the park and all facilities clean and orderly and assumes personal liability for the cost of excessive clean up loss, breakage, or removal from park property. The Permittee may be required to post a security/damage deposit for the date of use. Failure to comply with cleanup standards outlined may result in forfeiture of all or part of the security/deposit and if necessary, Permittee will be billed for any additional amounts deemed appropriate. Extra dumpsters, catering equipment, and portable restrooms must be removed prior to release of the security/damage deposit. Damage/security deposits will not be refunded if the park is not left in a clean and empty condition or if nails, staples, or tacks were used to hang or attach decorations. Returns of damage/security deposits and/or fees paid are at the discretion of County staff.

The facility must be occupied at all times by permittee as staff may not be on site throughout the duration of permit.

SECURITY/DAMAGE DEPOSITS

Permit holders may be required to provide a \$250.00 security/damage deposit (10) ten days prior to the reservation payable preferably via a credit card. The deposit will be refunded once the reservation has concluded with Parks staff approval after the park facility is inspected and deemed satisfactory with no damage reported. If damage exceeds the \$250.00 security/damage deposit, the permittee is financially responsible for the total of the restoration costs. If the type of reservation warrants a greater security/damage deposit, this will be determined by Park Staff.

GENERATORS/SPECIAL EQUIPMENT LOUD/AMPLIFIED SOUND/MUSIC

Outlets at most park pavilions are 15 amps only. All amplified music/sound equipment or other equipment using a significant amount of electricity must be self-sustaining with a generator. It is the Permittee's responsibility to ensure that all vendors and caterers are aware of this requirement. Amplified music is prohibited before 7:00 AM and after 9:00 PM Sunday through Thursday and after 11p.m. on Friday and Saturday. Permit holder must abide by Chapter 67, Article 10, and Section 305 of the Martin County Code of Ordinances (municode.com).

Amplified sound must be within reasonable limits and comply with Martin County Code for noise limits. The County reserves the right to reduce sound levels as needed.

INSURANCE/PERMITS

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

Prior to the use of the park, proof of insurance may be required with a policy naming the Martin County Board of County Commissioners as an additional insured so as to provide adequate coverage for the protection of the County and its property. If alcohol is present at the rental additional insurance will be required. It is the Permittee's responsibility to ensure that all vendors and caterers are properly licensed and insured. Any and all permits required by local municipalities are also the responsibility of the Permittee. Copies of permits and certificates of insurance must be submitted to park management at least ten (10) calendar days prior to the date of the facility use. County staff should be consulted for specific details of necessary permits and insurance. Vendors may not set up prior to insurance being reviewed by County staff and approved by the County's Risk Management Division. Insurance is included in Pavilion Reservations.

If applicable, ensure all athletic facilities are locked before exiting premises.

Do not share athletic facility gate codes with unpermitted users.

If concluding an athletic rental earlier than permit end time, email Program Supervisor immediately at laxsom@martin.fl.us for light schedules to be cancelled or turned off if applicable.

If unauthorized users are utilizing athletic facilities between the hours of 8:00am-5:00pm Monday's-Friday's, contact Program Supervisor otherwise, contact the Martin County Sheriff's Office Non-Emergency Number.

MAXIMUM PEOPLE/CONDUCT

Attendance at each facility is up to the maximum capacity as established by the Martin County Parks and Recreation Department. As it relates to park properties, if the actual attendance is greater than the anticipated attendance listed on the permit, the permit holder may be required to pay additional fees. The expected attendance noted on this Permit must be accurate. If park management observes a substantial difference between actual attendance and expected attendance, the security deposit may not be returned. Permittee must take all necessary steps to control all guest and/or participates. Any person violating these rules of constituting a public nuisance or potential hazard to public or park property, or exhibiting disorderly conduct, may be expelled from park property with no refund. **If the attendance number, details of the rental, or type of rental are determined to be at a level which require an off-duty Martin County Sheriff's Deputy, the permit holder shall be solely responsible for contacting the Sheriff's Office at 772-320-4730 and scheduling and paying for the service. The service booking must be confirmed with Park staff. This requirement may be determined by Parks staff at any time during the booking process.**

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

PARKING

All vehicles must be parked in designated areas only. Any other arrangement must be approved by County staff and noted on this permit. Pursuant to Florida law, County staff reserves the right to tow abandoned and illegally parked vehicles or boats. It is unlawful for any person to:

- Park a vehicle within any County Park after park hours or overnight without express written permission from the County.
- A violation of this section is a noncriminal traffic infraction, punishable as provided in Article 2 of Chapter 115, General Ordinances, Martin County Code. Government owned or leased vehicles are exempt from these restrictions when being operated for a government purpose.

PETS / HORSES

Animals are not permitted on athletic fields/facilities at any time.

Dogs and other pets are generally permitted in County parks during park hours of operations so long as the pet is properly restrained pursuant to section 9.90.A., General Ordinances, Martin County Code. The removal of excreta is required pursuant to section 9.92.B., General Ordinances, Martin County Code.

It is unlawful to allow dogs or other pets, with the exception of service or law enforcement animals, east of the dune line within the boundaries of a full-service beachpark, during guarded hours. Dogs or other pets shall be allowed elsewhere in the full-service beach park at any time, so long as the dog or other pet is properly restrained pursuant to section 9.90.A., General Ordinances, Martin County Code. The removal of pet waste is required pursuant to section 9.92.B., General Ordinances, Martin County Code.

This provision shall not apply to dogs or other animals being walked from one side to the other through the boundaries of a full-service beach park, so as long as the dog or other animal does not stop within the boundaries of a full-service beach or park.

This provision shall not apply to animals associated with a permitted rental.

RECYCLING

Permittees shall encourage recycling of materials used and make sure recycling bins are not used for garbage.

SALE OF GOODS, MERCHANDISE, RAFFLES, ETC.

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

It is unlawful for any person in any County Park to sell or to offer for sale to any person any product or service without all required permits (e.g. State of Florida, Martin County Health Department and Martin County Parks and Recreation).

TOBACCO USE/SMOKING

Tobacco Use is prohibited inside all buildings and pavilions, and within fifty (50) feet of any entrance or exit.

STAKES

All staking of any sort is prohibited unless approved by a Martin County Parks and Recreation Superintendent. (Any underground utility damage as a result of staking will be the responsibility of the permit holder).

SWIMMING

No swimming or wading is permitted in any lakes or bodies of water within or around the park that have not been designated for such use and staffed with certified lifeguards.

STORAGE

No overnight parking or storage of any kind will take place without express written permission from County staff.

POSTED RULES OR REGULATIONS

The permit holder is responsible for ensuring that all posted park rules and regulations are adhered to. The permit holder understands that they are responsible for the actions of their group and that noncompliance with any of the park rules may result in revocation of this permit, loss of cleanup/security deposit, and/or other fees paid, and the denial of any subsequent permit applications for a period of at least one (1) year.

Only County equipment is permitted on County property (i.e. tractors, utility vehicles, pin drags, and mat drags). Field alterations are prohibited (i.e. trenches or ditches for irrigation). Any costs incurred in restoring fields due to alterations attributed to Permittee will be charged to Permittee.

Signs, including banners (sponsorship or otherwise), are prohibited at the Facilities (fences, scoreboards, etc.) unless approved in writing by County.

Exit and enter playing fields through gates only- NO CLIMBING OF FENCES.

Parking in designated areas only. Parking in grass areas is prohibited without prior written approval by County- NO DRIVING ON ATHLETIC FIELDS.

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

No substances; i.e. extra clay, sand or kitty litter shall be added to playing surface except as approved in writing by County.

No batting of balls into fencing. Use batting cages and/or designated practice areas.

Report all accidents or incidents that occur during Permittee's use of a Facility to the County the next business day following the occurrence and notify County immediately of any violations of background screening disqualifications, code of conduct, or other incidents of a sensitive matter.

I have read and understand the above-stated rules and I certify the following:

- I am at least 21 years of age.
- I have received a copy of the Pavilion Use Rules and Regulations Document and General Liability Waiver and I have read, understand, and agree to these guidelines.
- I understand that the Parks and Recreation Department reserves the right to cancel all reservations with as much notice as possible.
- I will be present during the period stated on the reservation permit.
- This acceptance is on behalf of all persons in the group with me. Failure to adhere to any of these conditions or guidelines may result in immediate cancellation of the reservation, rental agreement, removal from the property, partial or full loss of damage deposit, additional fees charged, and the loss of ability to use Park areas in the future. I am responsible for the conduct of all persons in the group.
- I have supplied all vendor information (names and contact info) as they pertain to my rental and accept that any vendors used must be on the Martin County Approved Vendor List or the vendor may be asked to leave and/or my rental deposit may be forfeited.

Noncompliance with any of the above-stated rules may result in revocation of permit, loss of cleanup/security deposit/paid fees, and immediate expulsion from the park. This conduct could also result in the denial of any subsequent applications for reservation at any Martin County Park for a period of at least one year (or to be determined by Parks and Recreation Director).

Martin County Parks and Recreation
PAVILION USE RULES AND REGULATIONS

Updated 09/2025

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