



**CITY OF WINTER PARK  
PARKS AND RECREATION DEPARTMENT  
PARKS OPEN SPACE BUSINESS PERMIT POLICY**

Parks Commission Approval 07/28/2010  
Parks Commission Approval -Fee Structure – 11/17/2010  
Parks Commission Revision –Background Checks 2/9/11

**INTENT:** The Parks Open Space Business Permit shall be issued to licensed businesses or individuals engaging in business on the open space areas of City parks. Types of businesses this policy is intended to address include personal trainers, fitness instructors, martial arts instructors, personal coaching, and the like. Specifically ineligible are businesses such as concessionaires and other sales organizations.

**LOCATIONS:**

- A. Parks Open Space Business Permits will be issued for activities taking place in parks open spaces only and subject to approval. Permit does not grant exclusive use of open area, park remains open to the public.
- B. Any use of athletic fields, courts, or pavilions require rental of those fields, courts, or pavilions at the rate posted on the City of Winter Park current fee schedule.

**GROUP RULES:**

- A. Groups larger than 20 people must be considered by the Parks and Recreation Commission.
- B. No tents, tables, or equipment other than mats may be utilized on park open space.
- C. Parking may not interfere with surrounding residential or business areas.

**BUSINESS PERMIT PROCESS:**

- A. Interested businesses must submit a letter of request to the Parks and Recreation administrative office at 401 Park Avenue South, Winter Park, FL 32789
- B. Proof of business license and liability insurance in the amount of \$1million must accompany request
- C. Business working with children must submit proof of two background checks on all volunteers and staff members in accordance with Florida Statute 409.221.
- D. The Director of Parks and Recreation will be responsible for approval or disapproval of request within 30 days.
- E. Upon approval, a contract will be executed pending the receipt of a certificate of insurance naming of the City of Winter Park as an additional insured and liability waivers signed by every participant. Applicant is personally responsible to ensure that every participant signs a liability waiver which must be submitted to the City prior to that individual participating.
- F. Payment at the current rate as posted on the City of Winter Park fee schedule will be due in advance.
- G. Payments will be accepted monthly, quarterly, or annually.
- H. The City of Winter Park has the right to cancel any agreement or arrangement with 30 days notice.

I have read and understand all of the above Rules and Regulations. I agree to abide by all of the above.

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Signed

\_\_\_\_\_  
Date