



## COMMERCIAL/NOT-FOR-PROFIT USE OF FACILITIES DEPARTMENT POLICY

### **PURPOSE:**

When the Department receives requests to conduct commercial, promotional or not-for-profit activities on park property or to utilize the names of public structures in advertising a product, safeguards are necessary to ensure proper use of public facilities.

### **POLICY:**

Commercial, promotional or not-for-profit activities in Department facilities should be authorized if they provide a positive public service and meet a legitimate public need.

Commercial or not-for-profit activities on Department property should be authorized only when they are not in conflict with ongoing Department sponsored programs or services.

Commercial or not-for-profit use of Department facilities, including use of public names of structures, should not be authorized if such use constitutes an expressed or implied endorsement of commercial products, services or activities.

Any commercial or not-for-profit use of Department facilities will incur a charge based upon the type of use.

### **PROCEDURE:**

#### **Charges for Commercial Users**

The rental charge for the commercial use of a park or recreation facility shall include direct, indirect and overhead costs.

Commercial users of Department facilities or property must provide the Department with a Certificate of Insurance, which complies with current insurance requirements.

### **Charges for Not-for-Profit (Non-sponsored) Events**

The rental charge for Not-for-Profit organizations, which conduct an event on Department property for the purpose of raising funds, not sponsored by the Department, shall include direct and indirect costs.

Not-for-Profit organization users of Department facilities or property must provide the Department with a Certificate of Insurance, which complies with current insurance requirements.

### **Charges for Not-for-Profit (Co-Sponsored) Events**

The rental charge for Not-for-Profit organizations, which conduct an event on Department property for the purpose of raising funds, co-sponsored by the Department, shall include direct costs.

Not-for-Profit organization users of Department facilities or property must provide the Department with a Certificate of Insurance, which complies with current insurance requirements.

### **Commercial Sales in Department Facilities**

The Department has a formal bid process for commercial uses such as food and/or beverage vendors. The Department has a formal permit process for minor commercial uses such as ice cream or snow cone trucks. Commercial users must provide the Department with copy of Insurance which complies with current insurance requirements.

Not-for-Profit organization users of Department facilities or property must provide the Department with a Certificate of Insurance, which complies with current insurance requirements.

**NOTE: For information on Not-For-Profit meetings held in Department facilities, please see Reservation Handouts for community rooms at the complexes and community centers.**

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Director

Date

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