

City of Miami Parks and Recreation Department

THEODORE GIBSON PARK



City of Miami Parks Permit Handbook

2023 Edition



@MiamiParks305



@MiamiParks



@MiamiParks

Accessibility Request Statement available online

www.miamigov.com/parks

parks@miamigov.com | (305)416-1300

TABLE OF CONTENTS

Introduction	3
Do I Need A Permit?	4
Rental Inventory	5
Priority of Use	5
Permit Restrictions	6
Applying For a Permit	7
Single-Day Permit	7
Special Event Permit	8
Seasonal Sports Permit	10
How to Apply for Seasonal Sports Permits	12
Film & Photography Permits	13
Health & Wellness Permits	13
Volunteer Permits	14
Permit Costs	15
Deposit, Cancellation, & Refund Policy	22
Finalizing Permits	23
Park Rules & Regulations	23
General Use Guidelines	24
Code of Conduct Policy	25
Field Grooming & Turf Policy	25

INTRODUCTION

The City of Miami Parks and Recreation Department (City of Miami Parks) has a vast variety of parks and recreational resources available for personal leisure and recreational use. This handbook was created to guide interested residents and visitors through the City of Miami Parks permit application process including understanding the availability of facilities, the priority for which permits are issued, the fees for permitted use of Parks property, the guidelines associated with granting a permit and the rules for facility use.

City of Miami Parks current inventory includes over 147 parks totaling more than 1,400 acres, 11 swimming pool facilities, 43 community centers, 4 gymnasiums, the Little Haiti Cultural Center and Caribbean Marketplace, the Sandra DeLucca Developmental Center, Ichimura Japanese Gardens, and the Grapeland Water Park. The Department also offers services on Virginia Key as well as three natural areas designated as Natural Forest Communities that include a Visitor's Center at Simpson Hammock Park, the Virginia Key 32-acre hammock restoration and interpretive trail, and the hammock at Alice Wainwright Park.

The Department offers opportunities that appeal to all abilities to encourage a connection with the outdoors as well as an active and healthy lifestyle. City of Miami Parks' top priority is the safety and welfare of residents, visitors, and staff while providing world-class leisure and recreational activities. You play a key role in accomplishing these goals by providing applications with accurate and honest information and adhering to the policies prescribed within this manual.

Please familiarize yourself with our rules and regulations found in this handbook before applying for a permit. Your understanding of this information will ensure that your activity is approved. If you have additional questions about permitting, you can call Parks Permit Office at (305)416-1133 or send an email to ParkSpecialEvents@Miami.gov. We look forward to hosting your next successful event!

Do I need a permit?

The City of Miami Parks Department requires permits when extra measures are needed to protect natural or cultural resources, manage the number of people participating in the activity at a given time, or enable specialized services to be made available to the community. These permits may be issued to individuals and/or organizations. The City of Miami Parks Department issues the following types of permits:

- Single-Day Permits
- Special Event Permits
- Seasonal Sports Permits
- Film/Photography Permits
- Health & Wellness Permits
- Volunteer Permits



A Permit is required for any organized activity, program, or event on the City of Miami Parks property involving more than ten (10) people or for repeating activities if a group wants to guarantee exclusive use of space.

Here are some examples of activities that require a Permit:

- Exclusive Use of A Sports Field
- Exclusive Use of a Community Center
- Birthday Parties
- Meetings & Events
- Team Athletic instruction
- Boot Camp & Fitness Classes
- Personal Training
- Use of group camping areas
- Farmer's Market or Vendor Events

Additional Requests and Passes

In addition to permits, the City of Miami Parks Department also offers annual passes for our aquatic facilities, gymnasiums, tennis facilities, and for access to Virginia Key Beach. The Parks Department also coordinates equipment & meeting requests for the public and City of Miami departments and elected officials. City of Miami Departments must adhere to Administrative Policy #1-17: *Use of Parks Equipment for Events*.

Rental Inventory

Most City of Miami Parks locations are only available for Single Day Permits or special event permits following park priority guidelines outlined in this handbook. A full list of facilities can be found by visiting www.MiamiGov.com/Parks. The City of Miami Parks Department hosts several annual events which take priority over all permit holders. These events include the July 4th Fireworks Shows, the Coconut Grove Arts Festival, Commemorative Martin Luther King, Jr. events, the Miami Goombay Festival, and additional events at the discretion of the Parks Director. Seasonal Permits & Single-Day Permit holders will be notified by the Parks and Recreation Department if the terms of the permit need to be adjusted and a credit or refund will be issued if needed.

The Little Haiti Cultural Complex, Ichimura Japanese Gardens, City Cemetery, Miami Marine Stadium, and Flex Park, Miami Rowing Center, and Virginia Key Beach have specialty fee schedules. Peacock Park & Kenneth M. Myers Bayside Park are within the boundaries of the Coconut Grove Business Improvement District. In addition to all applicable City of Miami Code of Ordinances, special events within these parks must adhere to the restriction established in [Article IX, - Coconut Grove Special Events District](#) sections: 54-341, 54-342, 54-343, and 54-344 of the City of Miami Code of Ordinances.

Priority of Use

Priority of use is relevant when various athletic organizations apply for permits for the same space at the same time. As the city grows, the demand for open space is greater than the supply. For larger sports leagues, City of Miami Parks may not be able to grant all the requested hours. City of Miami Parks must factor in sufficient mixed-use, community time, and relaxing of fields. Consequently, larger organizations should consider incorporating plans to use fields outside of the City of Miami Parks authority to ensure that their activities have sufficient space.

Permits are issued on a first-come, first-served basis. There is no right to a City of Miami Parks permit and all permits are subject to space and time availability. Applications for seasonal sports permits are accepted year-round and field space and court space are prioritized in the following order:

- 1) The City of Miami sponsored activities
- 2) Programming Partners
- 3) Schools & Youth non-profit organizations
- 4) Adult non-profit organizations
- 5) All other organizations, groups, or individuals for private use

Submittal of an application does not constitute a reservation. Permits will be issued based on capacity, field conditions, and availability. Permits require full payment of previous permit fees before the issuance of permits and are subject to a deposit to reserve the space.

Permit Restrictions

For the health, safety, and welfare of City of Miami Parks visitors, staff, and property, applications will automatically be denied for the following uses of its property: petting zoos, funeral viewing, firearms use or display, hobbyist aircraft, use of equipment or vehicles that the department deems heavy or loud, installing structures, extreme sports, fires (unless in charcoal barbecues in designated picnic areas), fireworks, or medical procedures. Most permit applications submitted for activities outside of City of Miami Parks operational hours will be denied.

The City of Miami Parks Department only permits the property under its authority. The City of Miami Parks Department does NOT issue permits for use of any public right-of-way like sidewalks, parking lots, or other areas under the jurisdiction of the state, county, or municipal agencies. If the applicant is requesting the closure or use of a public street or public way (including sidewalks or street crossings), they must obtain approval and all necessary permits from the City of Miami Department of Film and Entertainment.

APPLYING FOR A PERMIT

Single-Day Permit

Single-Day permits are the most commonly issued permits and serve to reserve space for an activity scheduled to be held on one day at a City of Miami Parks location. These permits are required for events & activities where between 10 and 299 people will be present during a set time and a specific location is desired for use of the activity. This includes, but is not limited to picnics, birthday parties, and meetings.

Single-Day Permits can be issued up to one year in advance for events but may be altered at the discretion of the City of Miami Parks & Recreation Department. Single-Day permits cannot be combined to circumvent the seasonal permit process and are subject to the City of Miami Parks Director's approval. If the application involves live music, mechanical rides, police needs, or has an anticipated attendance of more than 300 people at the park, applicants must apply for a [Special Event Permit](#).

Event organizers may only apply for ten days of events per year. (For instance, this can be one (1), ten-day event or two (2), five-day events, or ten (10), one-day events). Parks Facility Application must be completed at least fourteen (14) days before the event. A \$50.00 non-refundable application fee must be paid online upon submission of the application. Applications are reviewed on a first-come, first-serve basis. City of Miami staff will contact applicants to discuss further details and the needs of the event.

Kenneth Myers Bayside Park, Peacock Park, and Fuller Street Plaza applicants are also required to attend a Coconut Grove Festival committee meeting. Events may be canceled if the required documentation is not received on time. All event end-times are subject to City of Miami curfews or emergency orders.

Applications for single-day permits must be submitted online at:

<https://www.miamigov.com/Services/Parks-the-Environment/Reserve-a-Park-Facility>

Once the application is complete and all required documents are uploaded, applicants will receive a final invoice. Fees must be paid before a permit is issued. Payment can be completed by visiting <https://www.miamigov.com/redirects/Pay>

Special Event Permit

Special Event Permits are required to reserve space for events & activities scheduled to be held at a City of Miami Parks location where live music will be performed, mechanical rides will be made available, police coverage is needed, and/or more than 300 people will be in attendance.

Special Event Permits can be applied for up to one year in advance for events and are subject to the City Manager & City of Miami Parks Director's approval.

Event organizers may only apply for ten days of events per year. (For instance, this can be one (1), ten-day event or two (2), five-day events, or ten (10), one-day events). The special events application must be completed at least fourteen (14) days before the event. A \$50.00 non-refundable application fee must be paid online upon submission of an application. Applications are reviewed on a first-come, first-serve basis. Applicants will be invited to a special events meeting (every 2nd Wednesday of the Month) to review the application with City of Miami staff and discuss further details and needs of the event. It will not be reviewed if the completed application does not include a site plan or MOT.

Applicants interested in Kenneth Myers Bayside Park and Peacock Park are also required to attend a Coconut Grove Festival committee meeting. Events may be canceled if the required documentation is not received within fourteen (14) days before the proposed event. All end times are subject to and must comply with City curfews and/or emergency orders.

Required Documents

To following information will need to be uploaded to apply:

- Applicant's name, address, phone, email, address of the event, description of the event (including but not limited to cost of admission, inventory value, number of seats, number of employees), date & time of the event(s).
- A site plan (if the event is outside) or floor plans (if the event is inside), 11"x17" mechanically drawn to ¼" scale showing property boundaries with the event name, address, date, and time printed on all plan pages. Site plans must show the dimensions of the lot and specify the entrances and exits including the dimensions (measurements) of the gate. If using tents, the applicant must show their placement (tents larger than 10ft. by 10ft. require a fire safety permit), location of portable toilets, location of all tables and chairs should be specified and the names of all surrounding streets. Floor plans must show the square footage of the location being

used, the entrances and exits including dimension (size) & emergency exits, the location of fire extinguishers, location of stairs (if any), locations of bathrooms, location of all tables and chairs should be specified and the names of surrounding streets.

- A business tax receipt (BTR) if a for-profit organization will be charging an entrance fee and/or selling anything. ([CLICK HERE](#) for more information about City of Miami business tax receipts)
- A completed Indemnity/User Agreement is attached to the application. [CLICK HERE](#) to digitally complete and download the agreement.
- Insurance Certificate. [CLICK HERE](#) for a sample of how the certificate must be worded.
- Copy of active liquor license if serving/selling alcohol.

Additional City of Miami police, fire, building, or parking forms may be required depending on the nature of the event. City of Miami Staff will contact applicants if needed. Additional information can be found by [CLICKING HERE](#).

Applications for Special Event Permits Must Be Submitted Online at

<https://www.miamigov.com/Services/Building-Permitting/Filming-and-Events/Get-a-Special-Events-Permit>

Once the application is complete and all required documents are uploaded, applicants will receive a final invoice. Fees must be paid before a permit is issued. Payment can be completed by visiting <https://www.miamigov.com/redirects/Pay>

Seasonal Sports Permit

Seasonal Sports Permits grant the ability to regularly scheduled use of park space. These permits are commonly issued to school physical education classes, sports organizations, and community-based organizations. Booking facilities for ongoing or seasonal use is completed annually starting in June and includes an application process that aims to balance the use of shared park spaces. No entity will be permitted exclusive use of a sports field or course for more than four (4) weekdays in a week, or three (3) weekdays at two (2) separate park locations.

Seasonal Sports Permits may not be requested for longer than sixteen (16) weeks. Groups interested in reserving space for longer than sixteen (16) weeks between August 1st, 2022, and July 31st, 2023 must submit a separate application for each season. All Seasonal Sports Permits will be issued based on the guidelines listed in this handbook and must conclude by July 31 of each calendar year.

Once Seasonal Sports Permits are issued, they can be renewed annually for one (1) additional year if the renewal terms are met. Permits not renewed for future seasons will be made available to the public in subsequent application phases.

Required Documents

The following information will need to be provided to receive a seasonal sports permit:

- Organization name, address, contact person, and description of activity & space needed
- Insurance Certificate. ([CLICK HERE](#) for a sample of how the certificate must be worded. Additional Information is available upon request.)
- Completed Level II Background Screening Affidavit
- Proof of non-profit status if applicable

Seasonal Permit Guidelines

The City of Miami considers the primary sports seasons as an additional factor to define priority when multiple applicants are received for use of the same days and times. All sports can be played at all facilities year-round based on availability. The maximum that an organization may receive a Seasonal Permit is one (1) weekday rental period of three (3) hours max for four (4) times a week. If multiple applications are received for a park location, the maximum that an organization may receive a seasonal permit is one (1) rental period, three (3) weekdays a week. The Parks and Recreation Department will regularly review usage of the fields and if participant numbers are exceptionally low the Parks Department may reduce the rental space available to accommodate more users.

By agreeing to a seasonal sports permit in the 2022-2023 school year, the organization agrees to provide an annual report of each year showing the number of participants served, the zip code of those participants, and the value of any public benefits/scholarships provided to city residents. To ensure the City of Miami Parks Department delivers excellent services, organizations also agree to complete evaluations of the park grounds and the customer service they received.

CORAL GATE PARK



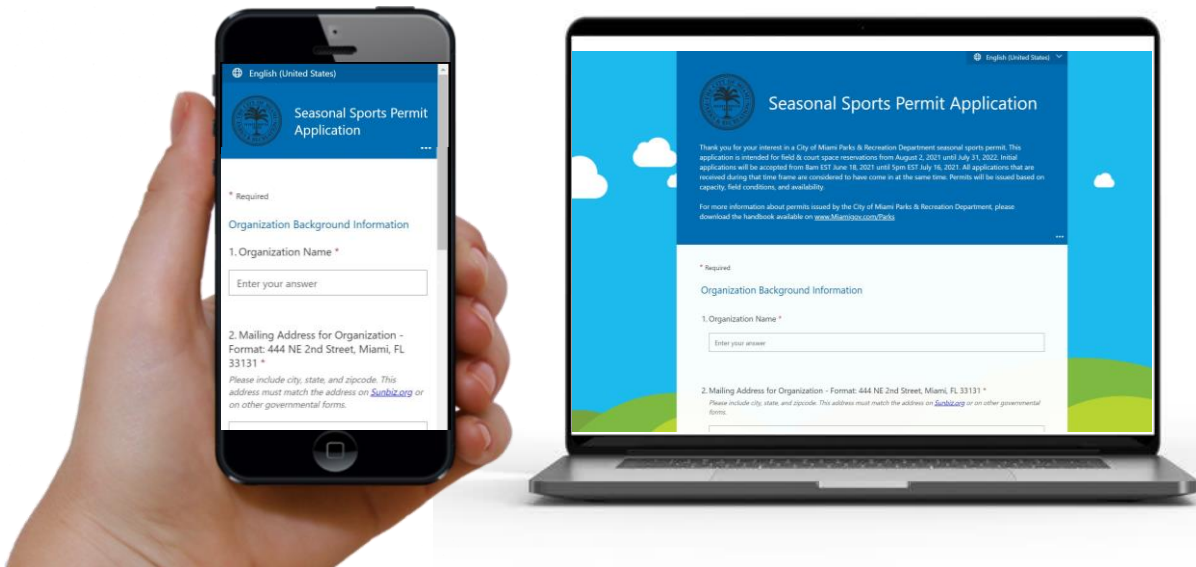
ESTHER MAE ARMBRISTER PARK



How to Apply for Seasonal Permits

Seasonal permit applications are available annually starting on June 15. Once permits are issued that day & time it is removed from the rental inventory. After priority and guidelines are considered, permits are then issued on a first come first served basis.

Seasonal permit applications will only be accepted online via Microsoft Forms. Application forms can be submitted on a smartphone, tablet, or computer. Once applications are received, City of Miami Parks staff will contact the primary and secondary person listed on the application. Applications typically are processed within 7 days. Payments can be completed by visiting <https://www.miamigov.com/redirects/Pay>.



Applications for seasonal sports permits must be submitted online at

<https://forms.office.com/r/QacvVfAEFx>

OR



Film & Photography Permits

A film/photography permit is required for individuals who wish to use City of Miami Parks as the setting for scenic photography, videography, and personal photo portraits by professional photographers. This includes quinceañeras, engagement and wedding portraits, maternity pictures, or any other special celebratory photo session using a specific area of a park as a backdrop and desires no members of the public to be captured in the images.

Permits are also required for all commercial photography and commercial video filming. Major film and television shoots are coordinated through the City of Miami Office of Film and Entertainment. Applicants may be required to apply for one or more city services. Per Federal Aviation Administration guidelines, additional clearance may be required for aerial filming/photography and drone use within the City of Miami.

**For more information & to submit an application
please visit:**

<https://www.miamigov.com/Services/Building-Permitting/Filming-and-Events/Get-a-Film-Permit>

Health & Wellness Permits

Health & Wellness Permits grant fitness instruction in a specific area of a park on predetermined days and times. This includes, but is not limited to boot camps, yoga classes, personal training, stroller fitness classes, martial arts, and dance classes. These permits will include terms and conditions that protect park resources while allowing permit holders to enjoy the park without interfering with other park visitors. Permit holders are prohibited from attaching any equipment to trees, handrails, or other park fixtures and cannot bring heavy-duty exercise equipment like tractor tires, battle ropes, or cables into the park without prior permission.

Organizations interested in hosting volunteering opportunities should email Parks@Miamigov.com for more information. Health and Wellness Permits are issued from October 1 to September 30 annually for \$300. An applicant can host

programming at no more than two (2) park locations per year per permit. Classes may not occur more than five (5) times per week and may be up to two (2) hours in length. Classes are limited to twenty-six (26) total sessions per year per permit. For the safety of park guests, each session of programming can host no more than fifty (50) total participants. After twenty-six (26) sessions organizations can apply for additional \$300 permits, but all permits must end by September 30.

A site visit and review with the onsite Park Manager will be conducted after the submittal of the permit application. Anyone who will be leading a class is required to submit to a Level 2 background screening at the location of the Parks and Recreation Department's choice.

The following items are required to obtain a Health and Wellness Permit:

- Site Map of requested park location and location of fitness class.
- Level II Background Screening - applicant will cover all expenses associated with a Level II background screening at a local provider using the City of Miami Parks assigned number. Level II background screening must be completed before the issuance of the permit.
- A completed Indemnity/User Agreement must be attached to the application. [CLICK HERE](#) to digitally complete and download the agreement.
- Insurance Certificate - [CLICK HERE](#) for a sample of how the certificate must be worded.
- Proof of Fitness Instructor Certifications
- CPR/First Aid Certification
- Scope of the class or the class curriculum - who, what, when, where, and how.

Volunteer Permits

The City of Miami Parks Department can find you or your favorite organization a unique opportunity to help improve our green spaces in your community. Common volunteer events include corporate community service events, park clean-ups, tree planting, and environmental conservation through habitat restoration. Volunteer events require a permit to assist the department to track waivers and confirm requirements are met.

Interested volunteers & organizations are required to complete a volunteer request form to receive a volunteer permit. Volunteer request forms can be found on MiamiGov.com/Parks. Residents and visitors are welcome to join one of the City of Miami Parks & Recreation Department-directed service-learning opportunities by completing the form or by emailing ParksEmail@MiamiGov.com.

**Volunteer
Request Form**



SCAN ME

PERMIT COSTS

Below is a list of the most common fees associated with receiving a permit. All permits are subject to an application fee and sales tax. Staffing and administrative fees are determined by the type of event, the total number of staff needed, and the location requested.

All invoices must be paid in full before a permit is issued. City Cemetery, Ichimura Japanese Gardens Peacock Park, The Little Haiti Cultural Complex, Regatta Park, Miami Rowing Center, and Virginia Key Beach have specialty fee schedules that will be determined **after** the application is submitted. For sports fields, a charge for field lights will apply to all outdoor sports field usage after 6 PM year-round.

Soccer / Football / Lacrosse Field Rental Fees	
Classification	Fees
Single-Day Permit Before 6 PM	\$80 for the first 2 hours \$20 For Each Additional Hour
Single-Day Permit After 6 PM (Field Lights Included)	\$80 for the first 2 hours \$30 For Each Additional Hour
Seasonal Sports Permit (Field Lights Included)	\$100 for the first 2 hours \$25 For Each Additional Hour
Field Striping Fee	\$175 per day
Baseball / Softball Field Rental Fees	
Classification	Fees
Single-Day Permit Before 6 PM	\$60 for the first 2 hours \$20 For Each Additional Hour
Single-Day Permit After 6 PM (Field Lights Included)	\$80 for the first 2 hours \$25 For Each Additional Hour
Seasonal Sports Permit (Field Lights Included)	\$60 for the first 2 hours \$25 For Each Additional Hour
Striping Fee	\$20 per field, per day, per application

Stadium Rental Fees For Curtis Park, Gibson Park, Hadley Park, Little Haiti Soccer Park, & Moore Park

Classification	Fees
Rental Fees for Seasonal Sports Permit Holders	\$125 per hour Concession - \$65 Daily Press Box - \$50 Daily
Facility Fees for K-12 Miami-Dade County Schools	\$250 - Up to 5 hours, \$125 for each additional hour Concession - \$100 Daily Press Box - \$50 Daily
Facility Fees for Special Events	\$750 - Up to 5 hours, \$125 for each additional hour Concession - \$150 Daily Press Box - \$100 Daily

Outdoor Basketball & Volleyball Court Rental Fees

Classification	Fees
Before 6 PM	\$40 per hour per court
After 6 PM (Field Lights Included)	\$50 per hour per court

Open Areas Rental Fees

Residency	# Of People	Individuals	Organizations
City of Miami Residents	50 or less	\$200 for the first 4 hrs. \$30 per additional hour	\$400 for the first 4 hrs. \$30 per additional hour
	51 to 100	\$300 for the first 4 hrs. \$30 per additional hour	\$600 for the first 4 hrs. \$30 per additional hour
	101 to 299	\$400 for the first 4 hrs \$30 per additional hour	\$800 for the first 4 hrs. \$30 per additional hour
Non-City of Miami Residents	50 or less	\$350 for the first 4 hrs. \$30 per additional hour	\$600 for the first 4 hrs. \$30 per additional hour
	51 to 100	\$550 for the first 4 hrs. \$30 per additional hour	\$800 for the first 4 hrs. \$30 per additional hour
	101 to 299	\$650 for the first 4 hrs. \$30 per additional hour	\$1,000 for the first 4 hrs. \$30 per additional hour

Mobile Stage & Bleacher Fees

Classification	Fees
Portable Stage delivery, setup, and breakdown within the City of Miami limits	\$1,000 per day
Bleacher delivery, setup, and breakdown within City of Miami limits	\$1,000 per day
Equipment delivery outside City of Miami limits	\$300 Surcharge

Picnic Shelters Rental Fees

Classification	Fees
City of Miami Residents	\$150 for the first 3 hours \$50 per additional hour
Non-City of Miami Residents	\$225 for the first 3 hours \$50 per additional hour

Gymnasiums Rental Fees

Classification	Fees
Charles Hadley Park Gym Jose Marti Gym Theodore Gibson Park Gym Elizabeth Virrick Gym	1 Full Court / Half Gym \$75 per hour** <i>**Jose Marti & Theodore Gibson Gym Only</i>
	Entire Gym \$125 per hour

Tennis Court Fees*

Classification	Fees
Seasonal Sports Permit*	\$30 per court per hour

**Tennis Court Fees listed above are applicable to seasonal sports permits at Armbrister Park, Athalie Range Park, and Douglas Park.
The fees and rules for all other tennis courts are posted onsite.*

Multipurpose Room Rental Fees

Classification	Fees
City of Miami Residents	\$180 for the first 3 hours \$60 per additional hour \$100 Deposit
Non-City of Miami Residents	\$225 for the first 3 hours \$75 per additional hour \$100 Deposit

Film/Photography Permits

Classification	Fees
All Applicants	\$300 per day plus applicable facility fees

Health and Wellness Permits

Classification	Fees
All Applicants	\$300 per permit* <i>*Health and Wellness Permits are issued for 26 sessions between October 1 and September 30 annually for a maximum of 50 guests. After 26 sessions the permit holder has the option to renew for \$300.</i>

Volunteer Permits

Classification	Fees
All Applicants	FREE - <i>conditions apply</i>

Aquatic Facility Fees

Classification	Fees
Swim Meet / Polo Match (Non Profit)	\$20 per hour
Swim Meet / Polo Match (General Rate)	\$45 per hour
Swim Team & Pool Lane Rental	\$15 per hour

Little Haiti Cultural Complex Rental Fees

Classification	Fees
Theater (Lobby & Mezzanine Not Included on Theater Rate)	\$600 for up to 2 hours \$100 for each additional hour (2-hour minimum) Daily rate* - \$1,000 *Daily rate is for 4+ hours
Theater Rehearsals (Outside of Day of Event)	\$200 for up to 2 hours \$100 for each add'l hour (2-hour minimum)
Theater Lobby - Reception Area	Individual Rental: \$300 for up to 2 hours \$100 for each add'l hour (2-hour minimum) *If rented as an additional space - \$325 flat fee
Theater Mezzanine	Daily rate - \$150* *If rented as an additional space, not available for individual rental
Courtyard	Individual Rental: \$350 for up to 2 hours \$100 for each add'l hour (2-hour minimum) Daily rate - \$400* *If rented as an additional space
Art Gallery	\$800 for up to 4 hours \$100 for each add'l hour

Parking Lots B & C	\$160 per lot, up to 4 hours \$50 for each add'l hour
Ceramics Room	\$200 for up to 2 hours \$50 for each add'l hour (2-hour minimum)
Community Room	\$150 for up to 2 hours \$50 for each add'l hour (2-hour minimum)
Dance Studio	\$100 for up to 2 hours \$50 for each add'l hour (2-hour minimum)
Learning Room	\$150 for up to 2 hours \$50 for each add'l hour 2-hour minimum
Caribbean Marketplace	\$2,000 for up to 4 hours 4-hour minimum \$500 for each add'l hour Vendor Fee: \$50 per day
Breezeway - West Breezeway - East Theater Green Room Theater Dressing Rooms Pipe and Drape	No charge if rented as an additional space, not available for individual rental
Portable Stage Rental	Flat rate - \$200 per stage per day
Discounts	Not-for-profit - No Sales Tax City of Miami Resident - 20%

DEPOSIT, CANCELLATION, & REFUND POLICY

Single-Day Permits, Film/Photography Permits, and Health & Wellness Permits must be paid in full before the issuance of a permit. Seasonal Sports Permits may require a deposit equal to one month of the total cost of the permitted usage. Deposits may be required for special events within parks. If fees are not paid, rental inventory will be considered available to the public on a first come first serve basis.

In the event of citywide operational impacts from an act of God, pandemic, and/or official City of Miami Emergency Orders, the City of Miami Parks and Recreation Department will determine if park permits require cancellation or postponement. The Park Manager or Permit Office staff would communicate via email if the conditions mentioned above are in effect and will work to reschedule a permit holder to an alternate date. If the rental schedule cannot accommodate a re-scheduled date the permit holder will be issued a refund.

If a permit holder does not notify the Permit Office or Park Manager via email 48 hours before the scheduled start of the permit, a refund or reschedule will not be given. The permit holder will be advised of the lack of compliance with the permit terms. After 3 such occurrences, the permit holder will be deemed ineligible for a future permit for 6 months.

If 1 hour before the scheduled start of the event the permit holder decides to cancel the event based on inclement weather, an attempt will be made to reschedule the group at no additional charge pending availability. If the rental schedule cannot accommodate a re-scheduled date, credit for the cost of the canceled event will be provided. No re-scheduling provisions can be made for permits given for indoor facilities.

If inclement weather negatively affects the scheduled outdoor event, it is the responsibility of the permit holder to communicate with the onsite park staff immediately. Inclement weather is defined as heavy rain and/or lightning, hail, snow, high wind, or severe dust storm that lasts over 50% of the permitted time. Weather in Miami can be unpredictable and change within minutes, no accommodation will be made for permit holders who can safely use the permitted space for 50% or more of their total scheduled time.

Any cancellation made in writing by the permit holder more than 14 calendar days before the scheduled event date is eligible for a refund of the permit fee minus any applicable fees. If a cancellation is made within 13 calendar days of the event, no refund will be provided.

FINALIZING PERMITS

Park Rules & Regulations

- Parks are only to be used for the purpose for which they were designed. No physical changes in facility layout are permitted.
- No exhibitions, concerts, parades, dances, or similar activity shall be allowed in any park unless a permit is obtained for such a purpose. Permits must define the nature of the activity and set forth limitations as to hours, attendance, and equipment to be used, along with any other restrictions deemed necessary.
- The Permittee will be held responsible for the conduct of everyone within the group; profanity and gambling will not be allowed.
- Possession or consumption of alcoholic beverages within park limits is prohibited.
- Vehicles are allowed only in those parks where roadways are provided, and such vehicles must stay on paved roadways and park only in those areas provided and designated for vehicle parking.
- All commerce, advertising, business, or vendor must be pre-approved by the City of Miami.
- The risks and liability of damaged or stolen items are the responsibility of the owner.
- The city shall not be liable for the permittee's use of the facility. The Permit holder shall be solely responsible and answerable to damage for all accidents and injury to persons or property.
- Permits are non-transferable and are only valid for the activity approved for the date and organization specified on the permit.
- The permit must be present at the park and must be shown to any authorized City of Miami official upon request.

- During inclement weather, or for any reason, the facility is deemed unusable by the staff or other authorized City of Miami representative, the permissions granted by such permit will be suspended.
- Fires are only permitted in those parks which have grills and designated fireplaces; charcoal is the only fuel permitted.
- Usage of Park facilities as a "free kitchen", "soup line", restaurant, or similar activity is expressly prohibited.
- Fountains are provided to provide drinking water. Use of water fountains for bathing, washing, or cleaning cooking utensils is prohibited.
- Swimming is not permitted in any water, in or immediately adjacent to any park area, except on Virginia Key and City of Miami aquatics facilities.
- Fishing is not permitted in any park waters.
- The Permittee shall observe, obey, and comply with these Rules and Regulations as well as all applicable City, County, State, or Federal Laws, Rules, and regulations. Failure to abide by these rules will cause permits to be canceled immediately, and no refunds will be issued.

General Use Guidelines

- Permit holders should leave the park after the conclusion of their activity safely and quietly, especially after games later than 8 PM. For the benefit of the community, please practice being good neighbors in residential neighborhoods.
- Field use must be suspended in the event thunder and/or lightning is observed. The City of Miami uses the rule of thumb “When it roars, head indoors.”
- Park staff will make the final decision as to the playability and selection of fields.
- Tents, canopies, or other temporary structures are permitted in designated areas only. These areas may vary based on park location and type of activity.
- No ground steaks, tarps, or material that may damage the grass may be placed on the turf.
- Do not climb on fences or other structures that are not explicitly designated for climbing activities.
- All litter and garbage must be disposed of properly. Trash cans are placed throughout the parks and certain parks have dumpsters available for convenience. It may be required for permit applicants to cover the cost of staff or expanded dumpsters based on the size and/or duration of the reservation. Leaving a facility with litter on the field and spectator area will be reported in the post-permit evaluation and could impact future permit consideration.
- Any signage intended to be affixed to fencing, structures, or staked in the ground must be preapproved by a Parks and Recreation Superintendent. Signs may not block the view of the public, cause a distraction, or obscure any facility signage. All signs must be taken down upon the conclusion of the reservation.
- Dogs on leashes are allowed in most parks. Dogs and service animals are not allowed on the athletic field playing surfaces.
- Motorized vehicles are not allowed on athletic playing fields.
- For special events where setup and breakdown require vehicle access, the permit holder must be prepared to manually load in and out equipment during heavy rainfall to protect against damage to grassy areas.

Code of Conduct Policy

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in ejection from the facility and disciplinary action regarding future permit issuances. The Permit Holder is responsible for the conduct and control of participants and spectators. Park employees have the right to ask anyone to leave the park if inappropriate behavior is exhibited.

Inappropriate behavior includes but is not limited to:

- Physically or verbally threatening the well-being of an official, competitor, spectator, or Park and Recreation employee
- Fighting, Aggressive behavior, and/or intoxication
- Glass bottles, alcoholic beverages, and/or controlled substances in public view
- Use of vulgar language
- Endangering actions such as throwing bats or other equipment
- Inappropriate gestures
- Vandalism of park assets

Field Grooming and Turf Policy

- City of Miami Parks staff will complete all field maintenance. Rental groups will be allowed to do minor field prep with the approval of the Park Manager such as hand dragging, raking, chalking, etc.
- The City of Miami Parks and Recreation Sports Turf Manager will determine the maintenance schedule for rest periods, fertilization, and turf care which will impact permit block-out dates.
- Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive turf damage in one area. Rotate the use of areas including the location of goals, and when possible, stay off fringe or bare areas to limit erosion and further damage.
- Replace turf divots at the end of each day to help re-root grass.

- Soccer, lacrosse, and similar sports practices are not to be held in the infield area of a softball or baseball diamond.
- Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a distance between fields for the safe passage of spectators and participants.
- The City of Miami Parks and Recreation Department reserves the right to suspend play on fields if conditions/wear creates unsafe conditions for users.
- Permit holders shall reimburse the City of Miami for any costs incurred to repair or replace artificial turf or natural grass that has been damaged due to the actions of participants or guests.



@MiamiParks305



@MiamiParks



@MiamiParks

Accessibility Request Statement available online
www.miamigov.com/parks

parks@miamigov.com | (305)416-1300