



MOORE PARK

City of Miami Parks Permit Handbook

2021-2022 Edition

City of Miami Parks and Recreation Department

Email: ParkSpecialEvents@Miami.gov
Website: www.miamigov.com/Parks



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INTRODUCTION

The City of Miami Parks and Recreation Department (City of Miami Parks) has a great 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 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 an important 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 to 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 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 host several annual events which take priority over all permit holders. These events include July 4th Fireworks Shows, the Coconut Grove Arts Festival, Commemorative Martin Luther King, Jr. events, Annual Boy Scout Jamboree, 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 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 of the requested hours because the agency must factor in sufficient mixed use, community time and relaxing of fields. Consequently, larger organizations should consider incorporating plans to use fields outside of City of Miami Parks authority to ensure that their activities have sufficient space.

Permits are issued on a first come, first serve basis. There is no right to a City of Miami Parks permit and all permits are subject to space and time availability. During the “permit window,” when City of Miami Parks accepts applications for seasonal sports permits, all applications during that time are considered concurrent and therefore are prioritized in the following order:

- 1) 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

If multiple applications are submitted for the same park, the issuance of permits will be determined by a review process outlined in this handbook. Submittal of an application does not constitute a reservation. Permits will be issued based on capacity, field conditions, and availability. Permits require full payments of City of Miami fees prior to the beginning of the permitted times 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, 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 application 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 jurisdiction. 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 state, county, or municipal agencies. If the applicant is requesting the closure of/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 permit and serves 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 period and a specific location is desired for use of the activity. This includes, but 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 City of Miami Parks Director approval. If the application involves live music, mechanical rides, police needs, or is 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 prior to 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 needs of the event.

Kenneth Myers Bayside Park & Peacock Park applicants are also required to attend a Coconut Grove Festival committee meeting. Events may be cancelled if the required documentation is not received on time. All end-times are subject to & must comply with City 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 City Manager & City of Miami Parks Director 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 prior to 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. If completed application does not include a site plan or MOT, it will not be reviewed.

Applicants interested in Kenneth Myers Bayside Park and Peacock Park are also required to attend a Coconut Grove Festival committee meeting. Events may be cancelled if the required documentation is not received within the correct time frame. 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 in order to submit an application:

- Applicant's name, address, phone, email, address of the event, description of event (including but not limited to: cost of admission, inventory value, number of seats, number of employees), date & time of event(s).
- A site plan (if event is outside) or floor plans (if event is inside), 11"x17" mechanically drawn to ¼" scale showing property boundaries with event name, address, date and time printed on all plan page. Site plans must show the dimensions of the lot and specify the entrances and exits including the dimension (measurements) of the gate. If using tents, applicant must show their placement (tents larger than 10ft. by 10ft. require 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, 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 COVID-19 Safety Plan. [CLICK HERE](#) to view COVID Guidelines
- A business tax receipt (BTR) if a for-profit organization and 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 attached to the application. [CLICK HERE](#) to digitally complete and download the agreement.
- Insurance Certificate. [CLICK HERE](#) for a sample of how 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 a 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 parks 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 and July 31st 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

To following information will need to be provided in order 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 certificate must be worded. Additional Information 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 the same days and times. All sports can be played at all facilities year round based on availability. The maximum than an organization may receive a Seasonal Permit is one (1) weekday rental period 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 review usage of the fields and if there is not more than fifty (50) participants, the Parks Department may reduce the rental space available to accommodate more users.

The City of Miami will use the below yearly guidelines to determine for primary sports seasons for Seasonal Permits:

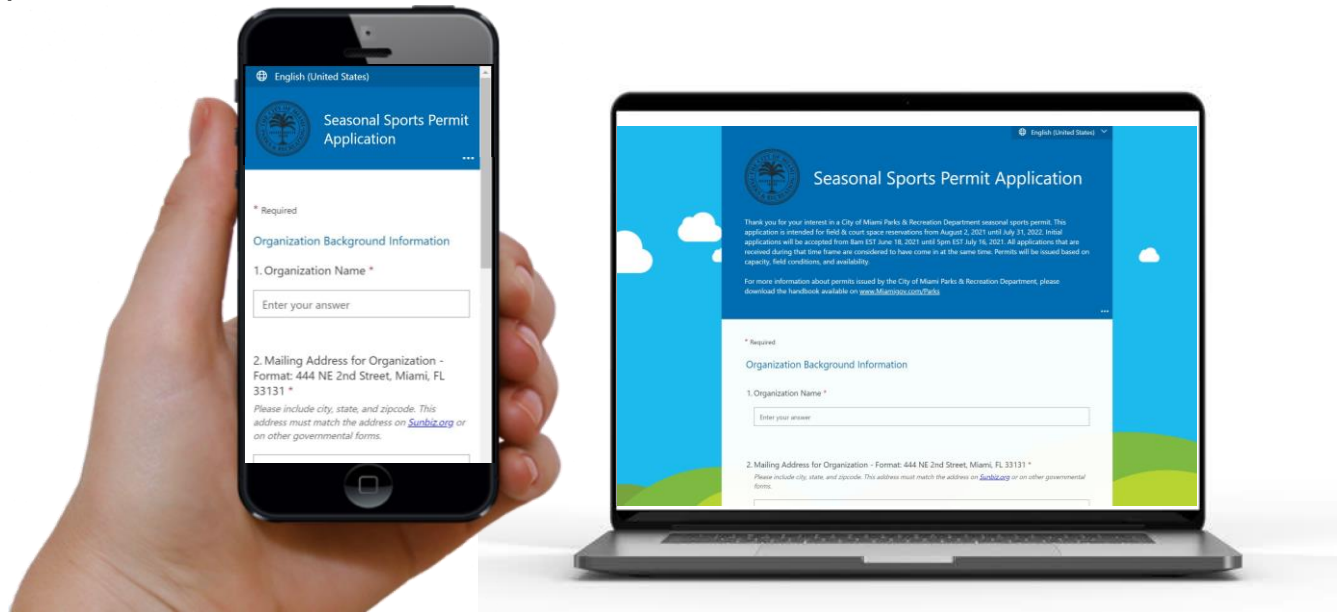
Sport Season	Annual Priority Dates	Priority Rental Period	Permit Issuing Methodology
Youth Football	August 1 - November 30**	One (1) Sports Field at One (1) Park Location, Weekdays for up to 3 hours	The organization with the top ranking application for the purpose of administering youth football activities during this season would choose their rental days.
**Football Game Saturdays - First right of refusal for Single-Day Permits on Saturdays at the permitted park location for football games between August 1 and November 30, the last game must start by 5:30 PM.			
Sport Season	Annual Priority Dates	Priority Rental Period	Permit Issuing Methodology
Soccer/Futbol Season - Fall	August 1 - November 30	One (1) Sports Field at One (1) Park Location, Weekdays after 4pm for up to Three (3) hours	The organization with the top ranking application for the purpose of administering youth soccer activities would be issued their first choice of rental days and times after youth football permits are issued.
Soccer/Futbol Season - Spring	February 1 - May 31	One (1) Sports Field at One (1) Park Location, Weekdays after 4pm for up to Three (3) hours	The organization with the top ranking application for the purpose of administering youth soccer activities their first choice of rental days and times.

Sport Season	Annual Priority Dates	Priority Rental Period	Permit Issuing Methodology
Basketball Season	January 2 - April 31	One (1) basketball court or gymnasium at One (1) Park Location, Weekdays after 4pm for up to Three (3) hours	Applicant would request their preferences and will be issued permits based on established guidelines.
Track & Field Season	February 1 - May 31	One (1) track and field at Curtis Park, Weekdays after 4pm for up to Three (3) hours	Applicant would request their preferences and will be issued permits based on established guidelines.
Baseball/Softball Season	February 1 - May 31	Up to two (2) baseball/softball fields at One (1) Park Location, Weekdays after 4pm for up to Three (3) hours	The organization with the top ranking application for the purpose of administering youth baseball activities would be issued their first choice of rental days and times.
All other sports	No priority	One (1) Sports Field or Court at One (1) Park Location, Weekdays after 4pm for up to Three (3) hours	Applicant would request their preferences and will be issued permits based on sports season guidelines

How to Apply for Seasonal Permits

Seasonal permit applications are available annually starting in the summer during a “Permit Window”. For the 2021-2022 sports season applications are accepted from 8am EST June 18, 2021 until 5pm EST July 16, 2021. All applications that are received during that time frame are considered to have come in at the same time. Starting on August 2, 2021 at 9am, remaining rental inventory will be available to the public on a first come first serve basis.

Seasonal permits applications will only be accepted online via Microsoft Forms. Application forms can be submitted on a smart phone, tablet, or computer.



Applications for seasonal sports permits must be submitted online at

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

OR



After the annual Seasonal Permit application window has closed, all applications received will be scored on a point scale from 0 to 100. Each sports season within each City of Miami Park will be scored separately with the highest scoring organization issued their top choice, the 2nd highest scoring organization will have the second choice of available inventory. The 3rd and subsequent highest scored applications will be issued space until the park location reaches full rental capacity. Payment can be completed by visiting <https://www.miamigov.com/redirects/Pay> .

Scoring Guidelines:

Scoring Guideline	Scoring Criteria	Supporting Documents Required To Receive Points.	Points Available
Organization Non-Profit Status and City of Record <i>(Scores in this category cannot be combined)</i>	City of Miami based non-profit organization with established mission to serve youth	Organization's mission statement, proof of organization incorporation and non-profit status, and organization's website/social media pages.	40
	Miami-Dade County based non-profit organization with established mission to serve youth	Organization's mission statement, proof of organization incorporation and non-profit status, and organization's website/social media pages.	30
	Organization whose mission is to serve South Florida area youth	Organization's mission statement, proof of organization incorporation, and organization's website/social media pages.	25
	Organization based in Miami-Dade County	Proof of organization incorporation with an address listed within Miami-Dade County	15
Scoring Guideline	Scoring Criteria	Supporting Documents Required To Receive Points.	Points Available
Organization History with City of Miami Parks <i>(Scores in this category cannot be combined unless stated in the criteria)</i>	A minimum of 10 years of providing youth sports activities at a City of Miami Park Facility	Documentation proving 10 separate years of permits to a City of Miami Park	60
	A minimum of 5 years of providing youth sports activities at a City of Miami Park Facility	Documentation proving 5 separate years of permits previously issued for use of the City of Miami Park listed on application	40
	1+ years of providing youth sports activities at a City of Miami Park Facility	Documentation of at least 2 separate permits previously issued for use of a City of Miami Park	25
	Previous paid rental of a City of Miami Parks Facility	Documentation of a previous permit issued for use of a City of Miami Park	10
	<i>Additional points are available to all applicants that have received a permit in the past at the exact park in which they are applying</i>	Documentation of a previous permit to the same park location stated in the current application	10

Once the application is completed, applicants will receive an invoice. The Parks department uses ProjectDox to allow applicants to upload documents, track the review process, and receive the official permit.

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 other any special celebratory photo session using a specific area of a park for backdrop and desires no members of the public to be captured into 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 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. 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. For the safety of park guests each session of programming can host no more fifty (50) total participants. Any program that exceeds these requirements may be asked to submit a single-day or special event permit to continue to host programming.

A site visit and review with the onsite Park Manager will be conducted after submittal of the permit application. Anyone who will be leading a class are required to submit to a Level 2 background screening at the location of the Parks and Recreation Department 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 prior to 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 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 & Recreation Department is grateful for each volunteer that supports the city in creating positive life experiences for residents as they enjoy the community's natural and recreational amenities. Common volunteer events include corporate community service events, park clean ups, tree planting, and environmental conservation though habitat restoration. Volunteer events require a permit to assist the department to track waivers and to confirm requirements are met.

Interested volunteer organizations are required to complete a volunteer application. Organizations interested in hosting volunteering opportunities should email Parks@Miami.gov for more information. Residents and visitors are welcome to contact the Parks Department to be incorporated into one of the City of Miami Parks & Recreation Department directed service learning opportunities.

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, total number of staff needed, and 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 field a charge for field lights will apply to all outdoor sports field usage after 6 PM year-round.

Soccer / Football / Lacrosse / Rugby Fields	
Classification	Fees
Single-Day Permit Before 6 PM	2 Hour Minimum - \$60 for first 2 hours \$20 For Each Additional Hour
Single-Day Permit After 6 PM (Field Lights Included)	2 Hour Minimum - \$80 for first 2 hours \$30 For Each Additional Hour
Seasonal Sports Permit (Field Lights Included)	2 Hour Minimum - \$60 for first 2 hours \$25 For Each Additional Hour
Striping Fee	\$175 per day
Baseball / Softball Field	
Classification	Fees
Single-Day Permit Before 6 PM	2 Hour Minimum - \$40 for first 2 hours \$20 For Each Additional Hour
Single-Day Permit After 6 PM (Field Lights Included)	2 Hour Minimum - \$50 for first 2 hours \$25 For Each Additional Hour
Seasonal Sports Permit (Field Lights Included)	2 Hour Minimum - \$40 for first 2 hours \$25 For Each Additional Hour
Striping Fee	\$10 per field per day

Outdoor Basketball Court & Volleyball Courts

Classification	Fees
Before 6 PM	\$20 per hour per court
After 6 PM (Field Lights Included)	\$25 per hour per court

Open Areas

(Does not include Regatta Park, Peacock Park, Kenneth Myers Bayside Park, or Virginia Key Beach Park)

Residency	# of People	Individuals	Organizations
City of Miami Residents	50 or Less	\$35 for first 4 hours \$15 per additional hr.	\$100 for first 4 hours / \$30 per additional hour.
	51 to 100	\$60 for first 4 hours \$15 per additional hr.	\$150 for first 4 hours / \$30 per additional hour.
	101 to 299	\$85 for first 4 hours \$15 per additional hr.	\$200 for first 4 hours / \$30 per additional hour.
Non-City of Miami Residents	50 or Less	\$70 for first 4 hours \$20 per additional hr.	\$150 for first 4 hours / \$40 per additional hour.
	51 to 100	\$120 for first 4 hours \$20 per additional hr.	\$200 for first 4 hours / \$40 per additional hour.
	101 to 299	\$170 for first 4 hours \$20 per additional hr.	\$250 for first 4 hours / \$40 per additional hour.

Picnic Shelters

Classification	Fees
City of Miami Residents	\$15 per hour - Weekdays
	\$20 per hour - Weekends
Non-City of Miami Residents	\$20 per hour - Weekdays
	\$25 per hour - Weekends

Gymnasiums

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
	Entire Gym - \$75 per hour* <i>*Elizabeth Virrick Gym Only</i>

Multipurpose Room

Classification	Fees
City of Miami Residents	\$50 per hour - 2 Hour Minimum
Non-City of Miami Residents	\$65 per hour - 2 Hour Minimum

Film/Photography Permits

Classification	Fees
All Applicants	\$200 per day plus applicable facility fees

Health and Wellness Permits

Classification	Fees
All Applicants	\$200 per permit* <i>*Health and Wellness Permits are issued for 26 sessions between October 1 and September annually for a maximum of 50 guests</i>

Volunteer Permits

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

DEPOSIT, CANCELLATION, & REFUND POLICY

Single-Day Permits, Film/Photography Permits, and Health & Wellness Permits must be paid in full prior to the issuance of a permit. All Seasonal Sports Permits require a deposit equal to equal to one month of total cost of the permit usage. 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 will communicate via email if 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 to the permit terms. After 3 such occurrences the permit holder will be deemed ineligible for a future permit for 6 months.

If 1 hour prior to the scheduled start of 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, a credit for the cost of the cancelled 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 last over 50% of the permitted times. Weather in Miami can be unpredictable and change within minutes, no accommodations will be made for permit holders who are able to 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 prior to 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 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 each individual 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.
- Risk and liability of damaged or stolen items is at the responsibility of the owner.
- The city shall not be liable for permittee's use of the facility. Permit holder shall be solely responsible and answerable in 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.
- Uses 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 permit to become null and void 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. City of Miami uses the rule of thumb "When it roars, head indoors".
- Park staff will make the final determination as to the playability and selections 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 which 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 for 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 conclusion of the reservation.
- Dogs on leash are allowed in most parks. Dogs and service animals are not allowed on athletic field playing surfaces.
- No motorized vehicles allowed on athletic playing fields.
- For special events where setup and breakdown require vehicles access. The permit holder must be prepared to manually load in and out equipment in the event of heavy rainfall to protect against damage to grass 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 approval of the Park Manager such as hand dragging, raking, chalking, etc.
- The City of Miami Parks and Recreation Sports Turf Manager will determine 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 use of areas including 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 sport practices are not to be held on 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 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.

