

## **FACILITY INFORMATION**

### **MOBILE SOUND STAGE RENTAL**

The City of Port St. Lucie now offers rental of our new state of the art sound stage! You may rent our sound stage by the day within the city limits for \$567.00 for private groups or \$284.02 a day for non-profit groups. A deposit is required. Additional equipment is also available for rent. Call Larry Lankow, Recreation Supervisor-Special Events at (772) 871-7362 or e-mail llankow@cityofpsl.com.

### **MOBILE BLEACHERS**

The City of Port St. Lucie now offers rental of our mobile bleachers. There is seating for 180 and bleachers can be rented by private as well as non-profit groups.

*The Parks and Recreation Department will now take park reservations for various functions at the PSL Community Center from 8 a.m.-8 p.m 7 days a week. This should assist our patrons who are not able to get to the Center during regular business hours. This is another example of how we work to be there for you.*

### **PARK LOCATIONS**

#### **NAME AND LOCATIONS OF PARKS (See Map on page 24)**

Sportsmans Park – 201 NW Prima Vista Blvd.

Sportsmans Park West – 220 NW Irving St.

Lyngate Park – 1301 SE Lyngate Dr.

**PARK LOCATIONS (continued)**

Sandhill Crane Park – 2355 SE Scenic Park Dr.  
Whispering Pines Park – 800 SW Darwin Blvd  
Swan Park – 700 SW Carmelite St.  
McChesney Park – 1585 SW Cashmere Blvd.  
Veteran’s Memorial – 2100 SE Veteran’s Memorial Parkway  
Veteran’s Memorial Park at Rivergate – 2200 SE Veteran’s Memorial Parkway  
Tom Hooper Park/Boardwalk- 2340 Rivergate Parkway  
Rotary Park – 2102 SE Tiffany Ave.  
Jaycee Park – 1301 SW Bayshore Blvd.  
Kiwanis Park - 1320 SE Floresta Dr.  
Girl Scout Friendship Park – 315 Heather St.  
Turtle Run Park – 1945 SW Cameo Blvd.  
Doat Street Park – 425 SE Doat St.  
Gulfstream Park – 210 NE Ardsley Dr.  
Harborview Park – 624 SE Harborview Dr.  
Fred Cook Park – 429 SE Glenwood Ave.  
Oak Hammock Park – 1982 SW Villanova Rd.  
Riverplace Park – 690 NE Bayou Country Road  
Charles E. Ray Park- 5626 NW Manville Dr.  
Ian T. Zook Park- 5600 NW Manville Dr.  
Jessica Clinton Park- 3200 SE Southbend Blvd.  
Mary Ann Cernuto Park - 2060 SE Grand Drive  
O.L Peacock Sr. Park- Dreyfuss Blvd.- 1950 SW Dreyfuss Blvd  
Hillmoor Lake Park @ Woodstork Trail- 1957 SE Hillmoor Dr  
Milner Dr Fire District Offices Tot-Lot- 5160 NW Milner Dr  
Stop by the Community Center and check out our kiosk which is full of information on all of our parks.

If you are interested in reserving one of our parks, call (772) 878-2277 to check the availability. Please visit the Community Center to make your reservations.

**PARKS FEE SCHEDULE - (772) 878-2277**

**All fees are subject to the Florida Department of Revenue Sales Tax according to Chapter 12A-1.001. Tax Exempt:** Must provide a copy of exemption upon reservation.  
Note: Reservations are available on a first come, first serve basis at the Parks & Recreation office. Weekday reservations must be made 3 days prior to reservation date. (This does not include the date reserved.) Weekend reservations must be made by the Wednesday before reservation date by 8:00 PM. Reservations are accepted no more than ninety days (90) in advance for community parks and one hundred and eighty days (180) in advance for neighborhood parks unless granted upon written request to the Administrator with cause given. **Note: The prices listed below do not include tax.**

Reservations are accepted for: Sports fields, pavilions, special events.

**PAVILIONS - GENERAL PARKS - See maximum attendance for Neighborhood Parks.**

3 hour minimum (group pavilion)(GP) \$20.28      3 hour minimum (family pavilion)(FP) \$11.36  
Each additional hour \$10.42  
\*Additional employee (per hour as required by attendance or specific activities) \$10.42  
\*Veterans @ Rivergate-NO reservations on Sundays

**CHARLES RAY PARK -Multipurpose pavilion-(150 maximum attendance)**

3 hour minimum \$33.99      Each additional hour \$10.42

**SPECIAL FACILITIES (SF) -Weddings/special request uses**

\*Veteran’s Memorial: Tom Hooper River Deck  
3 hour minimum \$20.28      Each additional hour \$10.42

**DOWNTIME FOR LIGHTED SPORTS FIELDS**

To insure the City’s sports playing fields are maintained to quality and safe standards, Parks & Recreation policies include specified annual periods when such fields are generally closed to use, with exceptions as approved by the Department. This program has been in place since it’s inception and approval of the City Council in 1991 and has proven to be highly effective in maintaining our sports fields with effective reduction in cost for major renovations or re-sodding.

The POLICY: “Downtime” is the closing of sports turf playing fields at specified intervals for maintenance, re-growth, repairs, or improvements. The Parks Administrator may alter specified periods as long as the alteration does not reduce the overall number of downtime days to less than (75) days in a calendar year; or less than (26) days in any consecutive period.

To check on downtime periods for any of the City’s lighted sports fields, call the Customer Service Desk at (772) 878-2277 and specify the Park you are inquiring about.

**SPORTS FIELDS**

3 hour minimum per field  
Sports Fields w/lights (Official Turf Fields) \$20.28  
Athletic Fields /no lights (Practice/Open Space Fields) \$16.24  
Each additional hour per field \$10.42  
Lights (per field, per hour) Note time of year  
• Baseball/softball field \$4.88  
• Soccer/football/multi purpose field \$8.64

Lining fields (check w/park staff if already lined or lining is needed.)  
**(Only Sports fields are to be lined.)**

- Baseball/Softball- \$10.56  
(Jessica Clinton, Lyngate, Sandhill Crane, Sportsmans, Whispering Pines)
- Soccer/football/rugby/lacrosse/etc. \$64.74  
(McChesney, Jessica Clinton, Sportsmans West, Whispering Pines)

**SPECIAL ACTIVITIES PLANNED**

Bounce House, Pony Rides & other entertainment uses MUST be identified at time of reservation. After confirmation such uses will only be considered if policy requirements can be met in the time frame specified. \* Personally owned non-commercial items are PROHIBITED.

**SPECIAL ACTIVITIES LIABILITY REQUIREMENTS**

(Bounce Houses and Ponies)  
• Completed Hold Harmless Agreement, which MUST include company name & item being rented.  
• Liability Insurance listing the City of Port St. Lucie as additionally insured. (Compliance within not less than four (4) days **prior** to reservation date or by Wednesday 5:00 p.m. for a weekend reservation).  
NOTE: Failure to provide required documentation will be cause to deny the special activities.

**PERSONALLY OWNED AMUSEMENT ITEMS**

Use of customer’s or friend’s personally owned non-commercial operated amusement items is **STRICTLY PROHIBITED.**

**PAYMENT OF FEES**

- Single Date Reservations: Payment is due in full on confirmation.
- Multiple Date Reservations:
  - a. Payment due for all dates on day of confirmation.
- Failure to pay fees as specified will be cause to cancel remaining reservation date(s).

**TOURNAMENT FEES**

The Parks Administrator or his designee must approve all tournaments, and a facility request form must be completed before the reservation can be confirmed.

**HOLIDAY RESERVATIONS: 50% increase**

Reservations made for official City Holidays add 50% to fees. Holidays are as follows:  
Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, including city official holidays. \*Reservations are NOT accepted for New Years Day, Thanksgiving Day, & Christmas Day.

**ALCOHOL BEVERAGE CONSUMPTION PERMIT - \$29.67 Community Parks ONLY**

- This does not permit sales. Ask staff regarding state sales license.
- Requires additional liquor liability insurance. **Policy must state the following:** Host liquor liability coverage, with the City of Port St. Lucie named as the additionally insured for the date of event, park name and customers name on reservation.
- May require police officer per current policy.

**RENTAL AMENITIES**

Big unit of bleachers used with stage.

**ADDITIONAL EMPLOYEE MANNED FACILITIES**

300+ attendance requires confirmation by Administration and additional service charge may be required.

**UNMANNED FACILITIES**

- There will be NO alcoholic beverages or petting zoo allowed.

**FREE USERS**

Non-profit groups, fundraising or special event groups may request a fee waiver by writing the Administration, detailing the cause for consideration and providing proper documentation.

**RESERVATIONS REQUIRING A POLICE OFFICER**

Some reservations (based on attendance and/or alcohol use) are required to secure and pay for an off-duty city police officer(s) to be at the park on the day of the reservation. See office staff for requirements of current policy. Must be a separate check made out to Port St. Lucie Police Department.

**NOISE ORDINANCE #91-43**

Noise levels (i.e. music, etc.) could be in violation of this ordinance. Customer is responsible to obtain this permit through the Police Dept. prior to the event’s scheduled date as directed.

**REFUND GUIDELINES - Customer Service must be notified at (772) 878-2277.**

NOTE: Refunds not considered without customer notice to Customer Service Desk  
15 days 50% refund –prior to event; 14 days or less NO REFUND  
Extenuating circumstances will be considered on a case-by-case basis.

**RESCHEDULING GUIDELINES** Once at no additional charge if:

- Request to reschedule is made **14 days prior** to the reservation date. **(Not including date reserved)**
- Staff had to cancel the event due to a site situation or condition.  
Customer may not reschedule without additional fees if:
  - a. Team/group members could not make it or did not show up in time without notice.
  - b. Assumed it was raining at the park.Note: If customer asks to reschedule a second time for the same event, customer will be charged the full amount of the new reservation, unless there are mitigating circumstances requiring approval from the Administrator of Parks.

**WEATHER CONDITIONS –Rainout, lightening storms or high winds (25mph or more)**