

Terms and Conditions



Click on links below to jump

[Building Rental Use Terms and Conditions](#)

[Highlands County Multi-Sports Complex
Terms and Conditions](#)



Building Rental Use Terms and Conditions

Click on links below to jump

Building Use Rules

Fee Schedules

Insurance Requirements

Bert J Harris Agriculture Civic Center

O.S. Sam Polston Auditorium

Conference 1, 2, 3

Desoto City Community Center

H.L. Bishop Park Clubhouse

Lorida Community Center

Venus Community Center

Highlands Parks Estates Clubhouse

Sun N Lakes of Lake Placid Clubhouse (Property-Owners Only)

Placid Lakes Community Center

Highlands County Building Rental Use Rules

FY 26-27

1. **Responsibility:** The responsibilities of the renter are not limited to inside the facility but extend to the surrounding County property.
2. **Reservations:** Reservations for use of the Ag Center, Desoto Community Center, Lorida Community Center, Venus Community Center, and the H.L. Bishop Park Clubhouse are made with the Parks & Facilities Management Office at 863-402-6758.
 - a. Reservations for use of the Highlands Park Estates Clubhouse, Sun N Lakes of Lake Placid Clubhouse or Placid Lakes Community Center are made with the Non-Ad Valorem Department at 863-402-6520.
 - b. Reservations may be made during normal business hours, from 8:00 am to 4:30 pm, Monday through Friday. Reservations may be made up to (1) year in advance but should be made no later than ten (10) days prior to the event. Reservations not made ten (10) days prior to the event must be paid with cashier's check, money order or cash. Reservations are on a first come first serve basis and cannot be confirmed until Use Agreement and payment is received. The responsible renter must be 21 years of age or older.
3. **Refunds:** Refunds will only be processed when reservations are canceled at least ten (10) days prior to the event. Exceptions to this policy require County Administrator approval. Key must be returned by the first business day after the event. There will be a \$10 per day charge for each day the key is turned in late.
4. **Usage Hours:** The hours for use, including set-up and clean-up, will be shown on the rental agreement. All private functions are limited to a total of 8 consecutive hours except by prior approval from the respective department. Government and non-profit seminars, classes, events, etc. will be exempt from this rule.
5. **Admission:** Except for approved non-profit organizations, County buildings shall not be used for events where admission is charged, or anything is sold for the personal gain of one or more persons or businesses. A Special Event permit may need to be filled out with the Highlands County Code Enforcement for use of food vendors or non-food vendors at the event, that will be set-up outdoors.
6. **Maintaining a Healthy Environment:** Renters are responsible for promoting healthy behaviors that reduce the spread of germs during their event(s).

Follow the Center for Disease Control and Prevention's considerations for Events and Gatherings posted on their website. Items include but are not limited to promoting hand hygiene, staying home when sick, practicing social distancing and respiratory etiquette and frequent cleaning and sanitizing prior to and during the event. Required personal protective equipment, cleaning supplies, garbage bags, etc. need to be part of your event plan.

7. **Alcohol:** Pursuant to Highlands County Ordinance 20-21-04, the consumption of alcoholic beverages is permitted at certain specified County facilities provided that the primary focus of the event is not children, and the proper insurance, indemnification and other requested documentation is provided to the County 10 days prior to the event. Any person convicted of violation of any of the provisions of this section shall be punished by a fine not to exceed \$500.00 or by imprisonment in the county jail for a period not to exceed 60 days, or both such fine and imprisonment for each such offense. For the use of alcoholic beverages at any event, a Special Event permit must be filled out with the Highlands County Code Enforcement at 501 S. Commerce Ave in Sebring; Phone number 863-402-6638.
8. **Fireworks:** Fireworks and explosives are not permitted on County property.
9. **Smoking:** Smoking and/or the use of smokeless tobacco or snuff are not permitted on County property.
10. **Animals:** With the exception of certified service animals as defined by ADA and Florida Law, no animals are permitted on County property.
11. **Decorations:**
 - a. **Ceilings** - Banners and bunting shall not be hung from the ceiling by any means, other than ceiling grid hangers (where ceilings have grids) specifically designed for this purpose. Tape, glue, pins, staples, nails, etc. may not be used. Any damage to the ceiling tiles or grids, regardless of hanging method, will be the responsibility of the renter.
 - b. **Walls** - Nothing shall be hung on the walls in any building by any method. At no time will any notices to the public be removed or covered obscuring them from attendees.
 - c. **Tables** - Table skirting may be fastened to tables by plastic clips or connectors specifically designed for this purpose. Tape, glue, pins, staples, nails, etc. must not be used.
 - d. **Confetti or glitter** - The use of confetti and glitter is not permitted on County property.
 - e. **Candles** - The use of candles or open flames is not permitted on County property.

12. **Tables & Chairs:** Tables and chairs are to be used inside the building only. Tables and chairs for use outside of the building must be privately procured by the renter. Some locations have tables and chairs available on roll carts; however, the renter is responsible for setting them up and properly placing them back on the cart at end of event. Absolutely NO sitting on tables. Set-up and tear-down is available at the O.S. "Sam" Polston Auditorium at the Bert J. Harris Agri Civic Center for an additional fee.
13. **Doors:** Doors are not to be propped open for any reason.
14. **Food:** If food is to be served and/or consumed inside the building, tablecloths must be used, and tables and chairs must be wiped down after use. If outdoor cooking equipment is used, such as smokers or grills, they must be set-up a minimum of 50 feet from the edge of any building rooflines. Authorization must be obtained to sell food prior to any event at all locations.
15. **Overnight Parking:** Overnight parking or use of camping equipment is prohibited.
16. **Housekeeping:** Cleanup is the responsibility of the renter, and all trash generated must be properly disposed of. **Renters must supply their own garbage bags and remove garbage from the building for proper disposal off premises or in County dumpsters where available.** Floors are to be left broom cleaned and no substances are to be placed on floors for any purpose, except at Placid Lakes Community Center, Sun N Lakes of Lake Placid Community Center, and Highlands Park Estates Community Center. The community buildings are not cleaned by county staff, so facilities must be left clean for the next renter. The deposit will be refunded only if the building and grounds have been cleaned and left in good condition and all rules have been followed. Failure to comply with any of the cleaning and/or rules will result in forfeiture of all or a portion of the deposit.

Any renter who leaves a building or grounds in a manner requiring damage repair or an extraordinary amount of clean-up will be charged an additional fee, as specified in the fee schedule. This amount will be deducted from the refundable damage deposit and overages will be billed.
17. **Physical Security:** Physical security for rented buildings is the responsibility of the renter. All doors and windows must be checked to ensure they are secured prior to the renter leaving the building. The A/C and all switches must be in the off position or adjusted as instructed/posted at each location. All waterspouts must be in the off position. Lock all doors and gates. Check kitchen and restrooms to be sure sinks are turned off and flush toilets to be sure they are working and not clogged or running. Walk around the outside of the building and facilities to ensure all outside spigots are off, trash is picked up and there is no damage to the building or screens.

18. **Proof of Liability Insurance:** Proof of insurance is required for every event. Insurance may be obtained by contacting a local insurance agency or online.

Highlands County Building Rental Fee Schedule

FY 26-27

Building	Hours Available for Rental	Capacity (approx.)	Damage Deposit Refundable	Private, Education, Civic, Religious, Non-Profit Rate (Per Day)	Additional Fees	Extraordinary Cleanup* (*held from deposit)
Ag Center Auditorium 4509 George Blvd. Sebring, FL 33875 863-402-6758	8 am to 12 am	346	\$350.00	\$250.00 plus tax*	Marquee- \$25 per day	\$25.00 per hour, plus tax*
Ag Center Conf. Room 1	8 am to 12 am	36	\$20.00	\$40.00 plus tax*	Marquee- \$25 per day	\$25.00 per hour, plus tax*
Ag Center Conf. Room 2	8 am to 12 am	54	\$20.00	\$40.00 plus tax*	Marquee- \$25 per day	\$25.00 per hour, plus tax*
Ag Center Conf. Room 3	8 am to 12 am	46	\$20.00	\$40.00 plus tax*	Marquee- \$25 per day	\$25.00 per hour, plus tax*
Desoto Community Center 6305 State Road 17A S Sebring, FL 33870 863-402-6758	8 am to 12 am	43	\$100.00	\$50.00 plus tax*	None	\$25.00 per hour, plus tax*

Building	Hours Available for Rental	Capacity (approx.)	Damage Deposit Refundable	Private, Education, Civic, Religious, Non-Profit Rate (Per Day)	Additional Fees	Extraordinary Cleanup* (*held from deposit)
Lorida Community Center 1909 Blessing Ave. Lorida, FL 33857 863-402-6758	8 am to 12 am	146	\$100.00	\$100.00 plus tax*	None	\$25.00 per hour, plus tax*
H.L. Bishop Park Clubhouse 10 Lake June Clubhouse Rd. Lake Placid, FL 33852 863-402-6758	8 am to 6 pm No Holidays	99	\$100.00	0-50 ppl \$100.00 plus tax* 51+ ppl \$130.00 plus tax*	After 6 pm an additional fee of \$20.00 per hour plus tax*	\$25.00 per hour, plus tax*
Venus Community Center 45 Clubhouse Road Venus, FL 33960	8 am to 12 am	98	\$100.00	\$100.00 plus tax*	None	\$25.00 per hour, plus tax*
Leisure Lakes Volunteer Fire Station 2836 Lake June Blvd Lake Placid, FL 33852	8 am to 12 am	40	\$100.00	N/A	None	\$25.00 per hour, plus tax*

*Florida sales tax will be waived with proof of tax exemption.

Note: Government entities are exempt from Rental Fees.

Additional Event Insurance required for all locations.

Highlands County Special Benefit Fee Schedule

FY 26-27

Building	Hours Available for Use	Capacity (approx.)	Damage Deposit Refundable	Special Benefit Property Owner (Per Day)	Non – Property Owner (Per Day)	Extraordinary Cleanup * (* held from deposit)
Placid Lakes Community Center 2010 Placid Lakes Blvd. Lake Placid, FL 33852 863-402-6520	8 am to 12 am	65	\$100.00	N/C	\$100	Vendor rate for cleaning*
Tobler Park Pavilion 1* Tobler Park Pavilion 2* 501 Catfish Creek Rd. Lake Placid, FL 33852 863-402-6520	Sunrise To Sunset	N/A	N/C	N/C	N/A	Vendor rate for cleaning*
Sun N Lakes of Lake Placid Community Center 440 S. Sun N Lakes Blvd. Lake Placid, FL 33852 863-402-6520	8 am to 12 am	200	\$250.00	N/C	N/A	Vendor rate for cleaning*
Sun N Lakes of Lake Placid Park* 440 S. Sun N Lakes Blvd. Lake Placid, FL 33852 863-402-6520	Sunrise To Sunset	N/A	N/C	N/C	N/A	Vendor rate for cleaning*

Building	Hours Available for Use	Capacity (approx.)	Damage Deposit Refundable	Special Benefit Property Owner (Per Day)	Non – Property Owner (Per Day)	Extraordinary Cleanup * (* held from deposit)
Highlands Park Estates Community Center 16415 Deerglen Blvd Lake Placid, Fl 33852 863-402-6520	8 am to 12 am	169	\$150.00	N/C	\$200	Vendor rate for cleaning*
Highlands Park Estates Park* 161415 Deerglen Blvd Lake Placid, Fl 33852 863-402- 6843	Sunrise To Sunset	N/A	N/C	N/C	N/A	N/A

*Park and Pavilions are first come first serve and cannot be reserved.

Note: Additional event insurance required for all locations. Responsible party must obtain event insurance to have an organized event such as a baseball team practice, advertised event(s) such as a concert, use an inflatable bounce house/ slide or other similar activity.

Local Event Insurance Companies

Insurance Agency	Contact Person	Phone Number	Location
Popkin Insurance	Crescent Marriott	(863) 465-1632	68 Tower St., Lake Placid, FL 33852
First Insurance	Lisett or Lori	(863) 465-7000	311 W. Interlake Blvd., Lake Placid, FL 33852
LOI	Any Agent Can Assist	(863) 382-0030	3012 US Hwy 27 S. Ste 113, Sebring, FL 33870
Sebring Insurance		(863) 402-0603	3019 US Hwy 27 N., Sebring, FL 33870

Online Option			
Insurance Agency	Phone Number	Website	
HUB International Insurance Services Inc	(925) 609-6500	www.eventinsure.com	

Minimum Policy Limits:

General Aggregate (Total): \$1,000,000
 Personal & Advertising Injury: \$1,000,000
 Products/Completed Operations Aggregate (Total): \$1,000,000
 Damage to Premises Rented to You: \$100,000
 Medical Payments: \$1,000

NOTES

- **Quotes for HUB International**
Online quotes are available only in California at this time. Please give them a call at (925) 609-6500 for a quote.

***Facility Owner/Additional Insured is Required to be listed:

"Highlands County, a Political Subdivision of the State of Florida" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability."

Certificate Holder Should Be:

Highlands County Board of County Commissioners
 600 S. Commerce Ave.
 Sebring, FL 33870

Needs to be listed on Certificate of Liability:

Event Name

Attendance

Event Date(s)

Event Locations and Addresses (refer to page #2)

*****Event Insurance Certificates Need to be presented prior to receiving Facility Keys*****

Facilities Management Rentals

Ag Center Auditorium, 4509 George Blvd., Sebring, FL 33875

Ag Center Conf Room 1

Ag Center Conf Room 2

Ag Center Conf Room 3

DeSoto Community Center, 6305 SR 17 A S., Sebring, FL 33870

Lorida Community Center, 1909 Blessing Ave., Lorida, FL 33857

H.L. Bishop Park Clubhouse, 10 lake June Clubhouse Rd., Lake Placid, FL 33852

Venus Community Center, 45 Clubhouse Rd., Venus, FL 33960

Special Benefit District Rentals

Placid Lakes Community Center, 2010 Placid Lakes Blvd., Lake Placid, FL 33852

Sun N Lakes Community Center, 440 S. Sun N Lakes Blvd., Lake Placid, FL 33852

Highlands Park Estates Community Center, 16415 Deerglen Blvd., Lake Placid, FL 33852



Highlands County Multi-Sports Complex Terms and Conditions

Click on button below to jump

Rules and Regulations

Concessionaire and Vendor Information

Fee Schedule

Map of Fields



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

PARKS & FACILITIES MANAGEMENT

636 S. Fernleaf Ave., Sebring, Florida 33870

Office (863) 402-6758 Fax (863) 402-6782 www.highlandsfl.gov

Highlands County Athletic Field Rules and Regulations

Grants for multi-day games/events that generate overnight hotel stays, the Highlands County Tourist Development Council (TDC) may be able to provide financial assistance with an Event Grant. Information may be obtained at <http://visitsebring.com/grants/> or call 863-402-6909.

1) Softball Fields

Five adult, 305 ft. lighted fields
Concession with appliances
Ice machine
Announcers Booth, and scoreboards

- a) The use of softball fields can be used from 8:00 am to 11:59 pm. No overnight games.

2) Football and Green Fields

Football Field A is 160 x 360 ft. field - has bleachers, lights, and scoreboard.
Fields B and C are green fields that are 75x120 yds.
Field D is 110 x 216 yds.

Concession

Announcers Booth

No play on fields with no lights after dusk. No exceptions.

No overnight games.

- a) Use of football field A can be used from 8:00 am to 11:59 pm and green fields B, C and D can be used from 8:00 am to dusk. User of Football Field A will have first rights for use of concession.

3) Reservation and Deposit Requirements for Games, Tournaments or Events:

- a) Reservations are made online at <http://events.dudesolutions.com/community/highlandsFL> and will be approved upon receiving a field deposit of \$300 and/or another \$50 for concession deposit.
- b) Cancellations of 16 or more business days will receive deposit less Administrative Fee of \$25.00. Cancellations 11-15 business days will receive \$150.00, and cancellations less than 10 business days will not receive their deposit.

- 4) **Practice fields.** All fields must be scheduled. Fields can be scheduled Monday through Friday. Thursdays and Fridays are subject to be cancelled if a field is needed for an event. Only people covered under their organization's insurance that Parks & Facilities Management has on file, or on a softball roster for the current league season are allowed on fields.

- 5) **Field Preparations:** All field lining for games or events must be scheduled with the Greenskeeper Specialist for a date and time. Field markings, lines, logos, or the application of any type of paint is prohibited without prior approval of Parks Management. The use of any insecticides and/or herbicides are also strictly prohibited. If lightning is observed, the director, coaches and guests should leave the fields and immediately seek shelter. Participants may return to the fields twenty (20) minutes after the last sign of lighting.
- a) Softball:
- i) Line / drag fields prior to each tournament day. No additional maintenance is provided without additional cost and must be scheduled. There will be no reimbursement for unused fields that have been prepped and lined.
 - ii) If determined to be appropriate, cancel play in cases of extreme weather, whereby play might cause undue damage to the fields or potentially endanger the health of participants, spectators, and/or program-related personnel. If the determination is made that the fields are unplayable, Parks & Facilities Management may authorize the option to the tournament director to use Turface to continue the tournament. If the tournament director authorizes the use of Turface to continue playing and will be responsible for paying \$12.00 per bag.
- b) Football and Green Fields:
- i) Field lining for practice is prohibited.
 - ii) Organizations lining field(s) for games or events must be scheduled with the Greenskeeper Specialist for a date and time and to have their paint approved.
 - iii) No playing on fields during rain or immediately after.
- 6) **Field Lights.** Users must schedule lights when reserving online per field. If field is cancelled, you must contact the Greenskeeper to have them turned off.
- 7) **Fees:** Fees are applied as rates listed in the Highlands County Fee Schedule. All fees must be paid in advance prior to using the complex. Organizations with regular monthly schedule will be billed by the month and payment is expected by the last Wednesday of the month prior to use. If paying by check, payment is due ten business days prior to use and is made out to "HCBCC" or "Highlands County Board of County Commissioners". If paying online with credit card, payment is due three days before the event. Follow this link to make online payments. https://www.highlandsfl.gov/pay_now/index.php
- 8) **Admission/Gate Fees:** Admission fees may be charged, but not when there is more than one event going on at the same time. Licensees will need approval and coordinate with Parks & Facilities Management of dates they wish to charge a fee.
- 9) **Youth Coaches and Volunteers.** In accordance with Section 943.0438, Florida Statutes, all youth sports organizations are required to perform a level 1 background check on all coaches and volunteers in their organization.
- 10) **Field Breaks:** To be determined.
- 11) **Cleaning and Maintenance:** In agreement with the use of the premises, the user agrees to leave the premises in the state in which it was before use. This includes but is not limited to the restrooms, ball field(s), bleachers, dugouts, and parking lot. Maintenance for trash, restrooms, or softball fields is \$25 per hour per person and must be scheduled when making reservations.
- a) **Trash** - All trash receptacles need to be emptied and disposed of in the dumpster by the Maintenance Barn. Failure to do so may result in forfeiture of user's deposit. Users will

be responsible for paying landfill tipping fees for disposal of extra trash their event or game generates. (Trash that does not fit in the dumpster.)

- b) **Restrooms** – Users are expected to monitor restrooms for safety and cleanliness. Keep children under control and ensure they are following the rules. Please use supplies responsibly, don't leave a mess, and dispose of waste properly. Report any problems, such as clogged toilets or non-working light(s) to staff. Restrooms must be locked prior to leaving.
- 12) **Parking:** Park in designated parking areas only. Parking within the softball spoke, behind the football concession or on playing fields is prohibited. No overnight parking or camping is permitted. Vehicles parked illegally are subject to being towed at the owner's expense.
- 13) **Portable Toilets (Football and Green fields):** Should an event have more than 400 people playing and/or spectating, the event organizer must coordinate with a local vendor in obtaining portable toilets. The organizer will be responsible for payment to the vendor. Highlands County Parks & Facilities Management will not schedule or pay for portable toilets.
- 14) **Concession Use:** User of Football field A will have first rights to use concession by the football field. Concessionaires that are with and are covered under the organization's insurance must follow guidelines set forth in the Vendor and Concessionaire Guidelines. All documentation required to be submitted ten (10) days prior to the event.
- 15) **Food and Merchandise Vendors:** No person or vendors selling items from their vehicles are allowed unless requested by the Licensee and approved by Parks and Facilities Management no later than ten (10) days prior to the event. Please see Vendor and Concessionaire Guidelines for documentation needed. All documentation required needs to be submitted ten (10) days prior to the event.
- 16) **General Rules and Regulations.** Users must inform all participants and spectators:
 - a) No smoking or any other use of tobacco products. Tobacco products include any tobacco cigarette, pipe tobacco, smokeless tobacco, chewing tobacco or any other form of tobacco that may be used for smoking, chewing, inhaling or other means of ingestion.
 - b) Alcohol beverages: Pursuant to Highlands County Ordinance 21-22-13, the consumption of alcoholic beverages is permitted at certain specified County facilities provided that the primary focus of the event is not children, and the proper insurance, indemnification and other requested documentation is provided to the County 10 days prior to the event. Any person convicted of violation of any of the provisions of this section shall be punished by a fine not to exceed \$500.00 or by imprisonment in the county jail for a period not to exceed 60 days, or both such fine and imprisonment for each such offense.
 - c) Profane or derogative language, or unsportsmanlike conduct will not be tolerated.
 - d) No unsupervised children under the age of 18. A guardian must be present.
 - e) No temporary structure (i.e., tents, scaffolding) is not allowed without prior approval from Parks & Facilities Department and shows proof of coverage in the description on insurance.
- 17) **Prohibited Items.** For the safety of people and our environment the following is not permitted. Directors and organizers are fully responsible for communicating all complex rules, safety protocols, and code of conduct to parents and spectators.
 - a) Seeds with a shell
 - b) Illegal drugs
 - c) Weapons of any kind
 - d) Balloons
 - e) Grills. Use of grills is prohibited.
 - f) Pets or Farm Animals: With the exception of service dogs, pets and farm animals are prohibited on County property. Service Animals are defined by ADA and Florida law.

- g) No fireworks or explosives
- h) No overnight camping or RVing is allowed.
- i) Glass bottles or containers are not allowed on the premises.
- j) No loud music is allowed.
- k) Riding toys such as skates, skateboards, hoverboards, bicycles or similar devices are not allowed.
- l) No off-road vehicles: The use of ATV's, dirt bikes or similar vehicles is prohibited in the park.
- m) No motorized rides, mechanical bulls, and water apparatus.

18) **Damage or Vandalism.** Damage to the facility, structures or playing surface determined to stem from the rental activity will be billed to the renter or to the Tournament Director. Damage and replacement costs are to be determined by the County and/or its staff or designated agent. Major damages will be reported to the Police Department and to the County.

19) **Option to Terminate.** At any time, the County shall have the right to terminate the use of fields at any time a group or individuals violate their Use Agreement or Rules and Regulations.

20) **Insurance:** User and all vendors shall secure and maintain a policy of commercial general liability insurance from a carrier satisfactory to Highlands County Office of Risk Management, providing coverage for claims arising from or in connection with the damage or loss suffered by any person, thing, or interest with a minimum of not less than One Million Dollars (\$1,000,000) and is due no less than 10 days prior to event for approval.

- a) IMPORTANT - Highlands County Board of County Commissioners shall be named as "Additional Insured" on all policies and MUST add the following verbiage to the certificate: "Highlands County, a Political Subdivision of the State of Florida".
- b) The Certificate Holder must be Highlands County Board of County Commissioners, 600 S. Commerce Ave., Sebring, FL 33870.

21) **IT IS UNDERSTOOD & AGREED** that I (21 years or older) represent that I have the complete and unrestricted legal capacity and authority to execute this Agreement. I acknowledge and agree that there are certain risks associated with sponsoring and holding the function at the County Facility, including but not limited to the following risks: (a) exposure to or contraction of an infectious disease such as corona virus/COVID-19 by the Attendees or other persons present at the Function or in, on or about the County Facility for any reason; (b) the increase in the risk to such exposure or contraction caused by or resulting from the intentional or negligent acts or omissions to act (whether passive or active) of HCBCC employees, staff members, volunteers, representatives, agents or by other Attendees or individuals present at the Function in, on or about the County Facility for any reason; (c) the risk of property damage, personal injury, disability, death or other loss of any kind or nature to the Attendees or other persons present at the Function or in or about the County Facility for any reason, which is caused by or results from exposure to or contraction of an infectious disease such as the novel corona virus/COVID-19 and (d) the risk of property damage, personal injury, disability, death or other loss of any kind or nature to Attendees or other persons present at the Function or in, on or about the County Facility for any reason which is unrelated to the novel corona virus/COVID-19 (including risks which are caused by or result from the intentional or negligent acts or omissions to act (whether active or passive) of HCBCC employees, staff members, volunteers, representatives, agents or by other Attendees or individuals present at the Function or in, on or about the County Facility for any reason).

Notwithstanding my acknowledgement and understanding of the above-described risks, Applicant desires to rent and occupy the County Facility for the purpose of holding the Function and, in consideration thereof: (a) Applicant voluntarily and willingly assumes sole and complete

responsibility for the above-described risks and any other risks which may be encountered by any Attendee or other person present at the Function or in, on or about the County Facility for any reason; and

Licensee agrees to have direct knowledge of, have read and understand the guidelines and protocols which have been issued by the Centers for Disease Control and Prevention, the Florida State Department of Health, the Executive Orders of the Governor of Florida and the Highlands County Department of Health, for decreasing the risk of an infectious disease such as the corona virus/COVID 19 transmission, including the wearing of masks, hand washing, sanitization of facilities and social distancing. Tournament Director recognizes that the guidelines change frequently and are subject to modifications and revisions and understands the increased risk to Attendees and other persons attending the function or otherwise present in, on or about the County Facility of contracting an infectious disease such as the novel corona virus/COVID-19 and;

Licensee additionally agrees by signing this request and using the requested County property, that as a condition of that use, the Licensee shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses (including economic losses), costs, including attorneys' fees and all cost of litigations, and judgments of every name and description arising out of or incidental to the use of the requested County property pursuant to this request. Any cost or expenses, including attorneys' fees (including appellate and bankruptcy counsel fees), incurred by the County to enforce this agreement shall be borne by the Tournament Director. This indemnification agreement shall also cover all claims brought against the County, its elected officials, employees, agents, or volunteers by any officer, director, member, employee, guest, invitee or permittee of the Licensee, any subcontractor, or anyone directly or indirectly employed by any of them. The Tournament Director's obligation under this indemnification agreement shall not be limited in any way to the Tournament Director's limit of, or lack of, sufficient insurance protection.

- 22) **Default of Licensee.** It is agreed that if Licensee should fail, neglect and/or refuse to keep and perform any of the covenants, conditions or agreements contained in this Agreement, Highlands County may cause this agreement to be terminated, without liability to Highlands County, and without releasing User from its liability to the full amount of rent or fees provided herein.

Highlands County Multi-Sports Complex Vendor and Concessionaire Requirement and Guidelines

If you plan to have a vendor(s) or concessionaire at your event(s) the following must be provided to the County's Parks & Facilities Department ten (10) days prior to the event for approval.

Without the proper documentation and approval from Highlands County, vendors and concessionaires are not permitted to do business or be at the Complex and will be asked to leave.

Concessionaires that are with the organization and covered under their insurance.

- Copy of Food Managers Certification

Food vendors using the concession or truck/trailer must provide the following.

- Copy of Annual Food Permit
- Copy of Food Managers Certification
- General Liability Insurance, listing Highlands County as additional insured.

Merchandise Vendors must be in relation to the event. (*i.e., football, softball, or soccer products*).

- Copy of Business License
- General Liability Insurance, listing Highlands County as additional insured.

Florida law requires all public food service establishments to provide proof of food manager certification upon request. User shall provide a copy of the concessionaire's Food Managers Certificate. These documents must also be provided if inspected by any division inspection by the State.

Insurance Requirements...

User shall secure and maintain a policy of commercial general liability insurance from a carrier satisfactory to Highlands County Office of Risk Management, providing coverage for claims arising from or in connection with the damage or loss suffered by any person, thing, or interest with a minimum of not less than One Million Dollars (\$1,000,000) and is due no less than 10 days prior to event for approval.

IMPORTANT - Highlands County Board of County Commissioners shall be named as "Additional Insured" on all policies and MUST add the following verbiage to the certificate: *"Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees and Volunteers."*

Certificate Holder:

Highlands County Board of County Commissioners
600 S. Commerce Ave
Sebring FL 33870

Guidelines:

VENDORS (1 thru 9)

CONCESSION RENTAL (6 thru 13)

- 1) Pop-up tents must be weighted down – no pegs can be used. If using rope with your weights, roping will need to be covered to prevent trips and falls.
- 2) Electrical Services: Vendor must supply their own electricity. They cannot use any electrical outlets at the sports complex for any reason.
- 3) Vendor can only set-up in designated area only set forth by the Greenskeeper Specialist. (Outside entrance gate to the fields).
- 4) Vendor agrees to return event site space utilized, including areas of ingress and egress, to Highlands County Parks & Facilities Department in an "As Was" condition. Event Organizer shall be responsible for cost of repairs for damages to the event site caused by the Vendor before and during the event, and until fully vacated (including, but not limited to turf and vegetation, facilities, irrigation, electrical, water, etc.).
- 5) Food Truck is required to have absorbent rugs under the entire serving window and kitchen exit to catch grease/oil spills, as well as cardboard under the engine.
- 6) Vendor/concessionaire must properly dispose of all liquids: grease, oil, water, etc. Do not dump any liquids in planters or down any surface drains. Grease and oils must be removed from the Sports Complex by the vendor/concessionaire.
- 7) Products in glass containers are not allowed.
- 8) All trash must be disposed of in the dumpster by the maintenance barn.
- 9) Helium and other combustible materials need to be 50 feet from any building or structure.
- 10) Must ensure that its employees, volunteers, and independent contractors are not listed on the FDLE Sexual Offender/Predator database, located at www.fdle.state.fl.us, or on the United States Department of Justice, National Sex Offender Public Website located at www.nsopw.gov.
- 11) The concession must be clean before leaving.
- 12) All food must be removed.
- 13) All counter space and sinks must be left cleaned.

**Highlands County Sports Complex
216 Sheriff's Tower Rd
Sebring, Florida 33870**

FY 26-27

Deposit

Event	\$300.00
Concession*	\$50.00

*Concession damage & cleaning deposit refundable after inspection of facility. No frying oil is supplied with rental. Foods for sale are prohibited when concession building is rented. Weekly rental of softball concession is Monday thru Thursday to coincide with local league play.

Cancellation Deposit Refund

Less than 10 business days' notice*	\$0
11 to 15 business days' notice	\$150.00
16 or more business days' notice	\$300.00
Administrative Fee (if cancelled 16 or more business days)	\$25.00

*Business Days are Monday-Friday and the first day after the cancellation is counted as the first business day.

Softball Tournaments

	Event Pricing*	Tourism Event
Field Rental **	\$80.00/Field	\$265.00/Field
Field Rental with Lights**	\$125.00/Field	\$395.00/Field
Field Elements	\$12.00/Bag/Turf	\$12.00/Bag/Turf
Additional Maintenance Fee	\$25.00 per hour	\$25.00 per hour

*Event pricing includes Self-organized, local, and non-profit organizations.

**Includes Use of lined softball field, concession, and restrooms from 8:00 a.m. – 11:59 pm. Does not include officials, or maintenance other than initial lining & dragging at beginning of tournament.

Athletic & Event Program Fees

	Event Pricing*	Tourism Event
Daily Event Fee (Tournaments, Field Days, etc.)	Field A ***\$110.00 Field B, C, D \$70.00 / field	Field A*** \$355.00 Field B, C, D \$230.00 / field
Daily Event Fee with lights (tournaments, Field Days, Etc.)	Field A \$130.00	Field A \$410.00
Adult Softball (10 game)	\$385.00/Team**	
Senior Softball (10 Weeks)	\$200.00/Team (no officials or lights)	
Softball Field Rental	\$20.00 per hour /\$25 per hour with lights	
Portable Pitching Mound or Fencing	\$25.00 Day	\$25.00 Day
Vendor (Sundries)	\$50.00/ Vendor/ Day	\$50.00/ Vendor/ Day
Food Vendor	\$90.00/ Vendor/ Day	\$90.00/ Vendor/ Day
Individual User Card	\$25.00 pp annual / \$15.00 pp partial year	
Multi-Use Field A	\$20.00 practice 1-3 hrs.	
Multi-Use Field A with Lights	\$35.00 practice 1-3 hrs.	
Multi-Use Fields B, C, D	\$15.00 practice 1-3 hrs.	

*Event pricing includes Self-organized, local, and non-profit organizations.

**Fee includes 10 games, sanctioning fee (annual fee) and a final tournament. All subsequent registration fees will be \$360.00.

***Lessee of Field A has first rights to rent Youth Concession Building.

All fees quoted do not include applicable taxes. Taxes will be added unless a tax exemption certificate is provided at the time of reservation of fields.

Note: Individual user cards are \$25.00 per person, per year (renewable January 1), and \$15.00 for a partial year. They are needed to use softball fields only, Monday thru Friday from 8:00 am

to 4:30 pm. Green spaces are open to the public at no charge subject to availability, Monday thru Friday from 8:00 am to 4:30 pm.

All tournament organizers provide equipment, goals, balls, and other items as needed. Tournament organizers shall provide liability insurance coverage naming Highlands County Board of County Commissioners as additional insured 10 days prior to the event.

Highlands County Fee Schedule - Introduction

This document offers a compilation of the user fees which Highlands County charges to customers for funding of the services provided. The fees have been divided into the specific departments responsible for the services. However, the fees imposed for public records requests, dishonored checks, credit card payment, and notary services are uniform throughout the County. Specific questions regarding requirements for issuance of permits, inspections, etc., shall be directed to the appropriate department. In each department schedule we have included the address and telephone number, for additional information. Also provided is a list of facilities available for public rental.

Dishonored Check Service Fee

FY 24-25

Any item not exceeding \$50	\$25.00
Items exceeding \$50 but not exceeding \$300	\$30.00
Items that exceed \$300	\$40.00 or 5% of face value (whichever is greater)

- Per F.S. 832.08 & F.S. 125.0105

Credit Card Payment Service Fee

FY 24-25

A Service Fee will be charged by the provider to all credit card payments.

Public Record Service Fee

FY 24-25

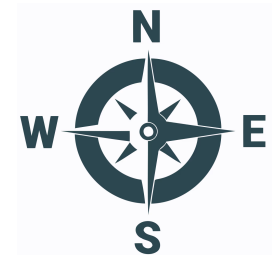
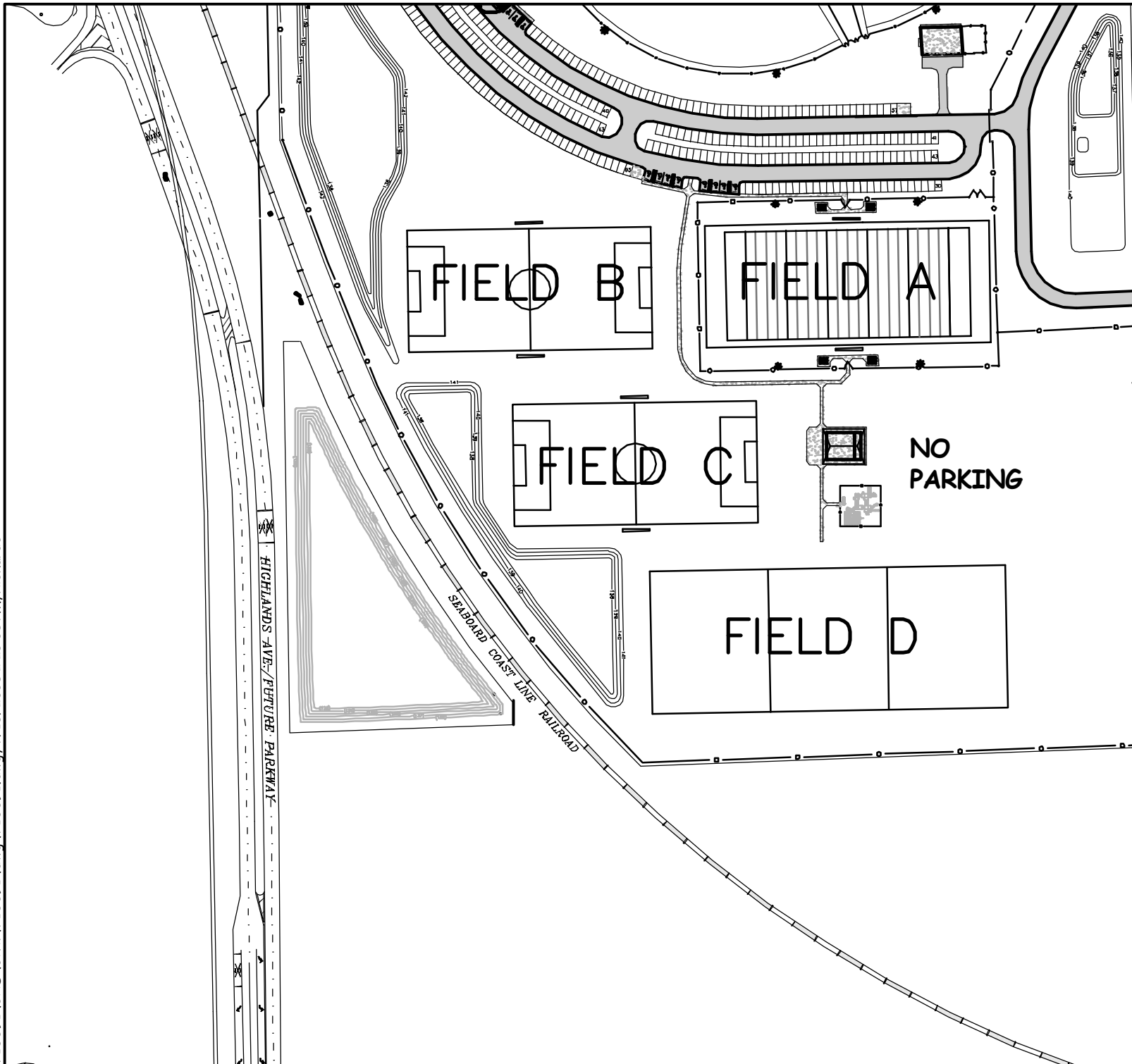
Computer Disc – CD-R	\$5.00
DVD	\$5.00
Copies – 1 sided	\$0.15
Certified Copies	\$1.00
Copies – 2 sided	\$0.20

Flash Drives and Other Electronic Medium	\$5.00
--	--------

Pre-payment is required before any copies are made. To avoid the spread of viruses no outside computer discs may be used. Citizens requesting a copy in electronic format must purchase a new, unused DVD or CD from the county. The public has the right to inspect copyrighted documents. However, copyrighted documents may NOT be copied by the public without permission from the copyright holder. This includes architectural plans, photographs and any written (copyrighted) information. All county publications must be sold at cost, not as a revenue making project. County departments will not fax responses to public records requests. Responses will be mailed with a return receipt to ensure that all responses are received at the appropriate address. Public record fees are revised during the annual budget cycle each fiscal year.



Green field Map



Highlands County Sports Complex
216 Sheriff's Tower Rd
Sebring, Florida 33870

FY 26-27

Deposit

Event	\$300.00
Concession*	\$50.00

*Concession damage & cleaning deposit refundable after inspection of facility. No frying oil is supplied with rental. Foods for sale are prohibited when concession building is rented. Weekly rental of softball concession is Monday thru Thursday to coincide with local league play.

Cancellation Deposit Refund

Less than 10 business days' notice*	\$0
11 to 15 business days' notice	\$150.00
16 or more business days' notice	\$300.00
Administrative Fee (if cancelled 16 or more business days)	\$25.00

*Business Days are Monday-Friday and the first day after the cancellation is counted as the first business day.

Softball Tournaments

	Event Pricing*	Tourism Event
Field Rental **	\$80.00/Field	\$265.00/Field
Field Rental with Lights**	\$125.00/Field	\$395.00/Field

Field Elements	\$12.00/Bag/Turf	\$12.00/Bag/Turf
Additional Maintenance Fee	\$25.00 per hour (two hour minimum per person)	\$25.00 per hour (two hour minimum per person)

*Event pricing includes Self-organized, local, and non-profit organizations.

**Includes Use of lined softball field, concession, and restrooms from 8:00 a.m. – 11:59 pm. Does not include officials, or maintenance other than initial lining & dragging at beginning of tournament.

Athletic & Event Program Fees

	Event Pricing*	Tourism Event
Daily Event Fee (Tournaments, Field Days, etc.)	Field A ***\$110.00 Field B, C, D \$70.00 / field	Field A*** \$400.00 Field B, C, D \$255.00 / field
Daily Event Fee with lights (tournaments, Field Days, Etc.)	Field A \$130.00	Field A \$470.00
Adult Softball (10 game)	\$360.00/Team**	
Senior Softball (10 Weeks)	\$200.00/Team (no officials or lights)	
Softball Field Rental	\$20.00 per hour /\$25 per hour with lights	
Portable Pitching Mound or Fencing	\$25.00 Day	\$25.00 Day
Vendor (Merchandise)	\$50.00/ Vendor/ Day	\$50.00/ Vendor/ Day
Food Vendor	\$50.00/ Vendor/ Day	\$50.00/ Vendor/ Day
Individual User Card	\$25.00 pp annual / \$15.00 pp partial year	
Multi-Use Field A	\$20.00 practice 1-3 hrs.	
Multi-Use Field A with Lights	\$35.00 practice 1-3 hrs.	
Multi-Use Fields B, C, D	\$15.00 practice 1-3 hrs.	

*Event pricing includes Self-organized, local, and non-profit organizations.

**Fee includes 10 games, and a final tournament. All subsequent registration fees will be \$360.00.

***Lessee of Field A has first rights to rent Youth Concession Building.

All fees quoted do not include applicable taxes. Taxes will be added unless a tax exemption certificate is provided at the time of reservation of fields.

Note: Individual user cards are \$25.00 per person, per year (renewable January 1), and \$15.00 for a partial year. They are needed to use softball fields only, Monday thru Friday from 8:00 am to 4:30 pm. Green spaces are open to the public at no charge subject to availability, Monday thru Friday from 8:00 am to 4:30 pm.

All tournament organizers provide equipment, goals, balls, and other items as needed. Tournament organizers shall provide liability insurance coverage naming Highlands County Board of County Commissioners as additional insured 10 days prior to the event.