



Community Services Department

Fee Schedule FINAL
June 2025



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Rental Information:

Amenities and meeting rooms are available to the public on a first come, first served basis, as available. There are rental fees to users for reserved exclusive use based on the following categories:

Category 1: *Any individual renting facilities for a private function or a recreational class or a not-for-profit organization renting facilities for an organizational function, to raise funds for charity, or for the maintenance of an organization.*

Category 2: *Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales, or any other for-profit purposes.*

Damage Deposits:

A \$100.00 security deposit is required for rentals of over 30 people and/or use of alcohol (Facility Rentals Only). The deposit will be required and must accompany the returned contract. This deposit is fully refundable after a facility inspection.

Insurance Requirements:

Reserving any facility, pavilion or open space within Charlotte County Community Services is a contractual agreement and may require insurance. The specific type and amount of insurance required is dependent upon the nature of the activity, program, or event that will be occurring. If required, a Certificate of Liability Insurance must be submitted a minimum of two (2) weeks (14 days) prior to the first booking date of the rental agreement.

All space and facility rentals in which the renter will be supplying alcoholic beverages require a Certificate of Insurance listing Charlotte County as an additional insured. The Certificate must include an alcohol provision and receipt of the insurance must be confirmed by Charlotte County.

Alcohol Policy:

The consumption of alcoholic beverages is prohibited in any County parks and recreation facility located within a Community Redevelopment Area AND between sunset and sunrise in all other parks and recreation facilities, except where alcohol consumption is expressly authorized by the terms of a county lease, outdoor festival license, or other similar county event or temporary use permit.

Payment Policy:

The full payment for all types of rentals is required a minimum of two (2) weeks (14 days) prior to the first booking date of the rental agreement.

Cancellation and Refund Policy:

Written notice for cancellation of use of *the Charlotte Sports Park and the Port Charlotte Beach Recreation Center* must be submitted to the Community Services Department at least five (5) weeks prior to the beginning of the term in order to receive a full refund. If such notice is not provided but said usage is cancelled, then the County will retain 25% of the rental total and return the remainder of the paid rental. In the event that the usage is cancelled less than two (2) weeks prior to the beginning of the term then the County shall retain all of the rental total. County may terminate any rental agreement, with or without cause, upon a thirty (30) day written notice to the renter. In the event that the County cancels a rental agreement, all monies shall be refunded to the renter, but the County will not be liable for any additional damages of any kind.

Written notice for cancellation of use of all other Community Services facilities must be submitted to the Community Services Department at least two (2) weeks prior to the beginning of the term in order to receive a full refund. If such notice is not provided but said usage is cancelled, then the County will retain 25% of the rental total and return the remainder of the paid rental. If the usage is cancelled less than one (1) week prior to the beginning of the term, then the County shall retain all of the rental total.

Definition of a Family:

A family is a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family. Beginning with the 1980 Current Population Survey, unrelated subfamilies (referred to in the past as secondary families) are no longer included in the count of families, nor are the members of unrelated subfamilies included in the count of family members. The number of families is equal to the number of family households; however, the count of family members differs from the count of family household members because family household members include any non-relatives living in the household.

Rental Type 1: Outdoor Buildings

Outdoor building rentals encompass group picnic shelters, gazebos, and the outdoor classroom/amphitheater.

Rental rates are determined based on the following square footage:

Size 1	400-1500 square feet
Size 2	1600-2500 square feet

Category 1

Size 1	\$10.00 per hour (4-hour minimum)
Size 2	\$20.00 per hour (4-hour minimum)

Category 2

Size 1	\$20.00 per hour (4-hour minimum)
Size 2	\$40.00 per hour (4-hour minimum)

Full payment is required to issue a Rental Permit for Outdoor Buildings. Please refer to the Insurance Requirement and Payment Policy for more info.

Two (2) weeks (14 days) advanced notice is required for all outdoor rental contracts.

Note:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 2: Open Space/Parking Lot

Open Space

Open Space rentals encompass parking lots, decks, and any other large open areas that will be used exclusively for activities, programs, events, or services.

Category 1

Open Space Fee

100 or less people	\$ 15.00 per hour (minimum 2 hours)
101 – 500 people	\$ 30.00 per hour (minimum 2 hours)
501 – 2000 people	\$ 65.00 per hour (minimum 2 hours)
2001 – 5000 people	\$100.00 per hour (minimum 2 hours)

Category 2

Open Space Fee

100 or less people	\$ 30.00 per hour (minimum 2 hours)
101 – 500 people	\$ 60.00 per hour (minimum 2 hours)
501 – 2000 people	\$130.00 per hour (minimum 2 hours)
2001 – 5000 people	\$200.00 per hour (minimum 2 hours)

Parking Lots

Parking Lot (if part of a facility rental)	\$150.00 per day
Parking Lot (if use is the entire rental)	\$450.00 per day

Two (2) weeks (14 days) advanced notice is required for all outdoor rental contracts.

Note:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 3: Building Rental

Excludes the rental of gymnasiums, the Charlotte Sports Park, or the Charlotte Harbor Event and Conference Center.

Rental rates are determined based on the following square footage.

0 - 600 square feet	Room size 1
601 - 1500 square feet	Room size 2
1501 - 2800 square feet	Room size 3
2801 square feet or more	Room size 4

Category 1

Room 1	\$ 9.50 per hour
Room 2	\$25.00 per hour
Room 3	\$47.00 per hour
Room 4	\$62.50 per hour

Category 2

Room 1	\$ 18.75 per hour
Room 2	\$ 50.00 per hour
Room 3	\$ 93.75 per hour
Room 4	\$125.00 per hour

Room Set up / Clean up (Category 1 and 2)

Room 1	\$15.00
Room 2	\$30.00
Room 3	\$45.00
Room 4	\$60.00

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Note:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 4: Instructional Program and Activity Rental

All fees for instructional programs and activity rentals are determined based on the square footage of each location as listed below and availability at each particular facility.

0 - 600 square feet	Room Size A
601 - 1500 square feet	Room Size B
1501 - 2800 square feet	Room Size C
2801 square feet or more	Room Size D

All newly contracted instructional programs and activity rentals will be charged an introductory rate discount for the initial 90 days of the program/activity. Rates listed below are applicable at all Community Services facilities except the Charlotte Sports Park (see Page 13 for the rental fees at this location) and libraries.

Room A	\$ 4.00 per hour
Room B	\$ 8.00 per hour
Room C	\$13.00 per hour
Room D	\$16.50 per hour

All recurring contracted instructional programs and activities rentals will be charged a standard rate discount throughout the duration of their program/activity. Rates listed below are applicable at all Community Services facilities except the Charlotte Sports Park (see Page 13 for the rental fees at this location) and libraries.

Room A	\$ 8.00 per hour
Room B	\$16.00 per hour
Room C	\$26.00 per hour
Room D	\$33.00 per hour

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Note:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply to any rental based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 5: Gymnasium

Gymnasiums are multipurpose facilities and may be used for a variety of activities.

Two (2) different rates are charged for the gymnasium usage. A gymnasium used for a purpose other than an athletic activity (for example, an Auditorium, Banquet Room, or Meeting Space) is charged the special rate listed below when compared to a gymnasium used for athletic activities.

Category 1

Full Gym/Athletics Activity	\$25.00 per hour
Full Gym/Special Activity (other than athletic)	\$35.00 per hour
Half Gym/Athletics Activity	\$15.00 per hour
Half Gym/Special Activity (other than athletic)	\$20.00 per hour

Category 2

Full Gym/Athletics Activity	\$50.00 per hour
Full Gym/Special Activity (other than athletic)	\$70.00 per hour
Half Gym/Athletics Activity	\$30.00 per hour
Half Gym/Special Activity (other than athletic)	\$40.00 per hour

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Note:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 6: Aquatics

Pool Admissions

	<u>Adult (18+ years)</u>	<u>Child (2 - 17 years)</u>
Daily	\$ 3.00	\$ 2.00
Annual Pass	\$100.00	\$75.00
Six Month Seasonal Pass	\$ 60.00	\$38.00
Annual Family Pass	\$230.00 (4 members) plus \$30.00 for each additional child	

Pool Rentals

\$25.00 rental per hour plus \$24.00 per hour per County lifeguard

A minimum of two (2) lifeguards is required for any pool rental.

Collegiate Swimming Fees

Long Course	\$13.00 per lane per hour
Short Course	\$10.00 per lane per hour
Entire aquatic facility rental**	\$100 per hour (minimum of 2 hours)

The full facility rental will include all competitive lanes, deck space and locker rooms.

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Note:

- ✓ Additional staff labor fees of \$24.00 per hour per person with a four (4) hour minimum and \$34 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 7: Athletics**Without Lights****With Lights****Field & Court Rentals**

\$10.00 per hour

\$20.00 per hour

- Outdoor Basketball Court
- Outdoor Volleyball Court
- Softball/Baseball Field
- Football/Soccer Field
- Disc Golf
- Outdoor Tennis/Pickleball Court

Field Preparation

\$15.00 per court or field rental

Tournaments

- Field Rental \$100.00 per day per field
- Field Preparation \$10.00 per preparation per field
- Field Lights \$20.00 per hour per field
- Additional Restroom Cleanings \$100 per day per restroom building (includes restocking of supplies)

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Notes:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.
- ✓ Organizations that fulfill the requirements for membership within the Youth Sport Council will receive complimentary or discounted fees for usage of athletic facilities for practices, games and tournaments (based upon availability).
- ✓ Any rental of an athletic facility by a for-profit organization will be charged the approved usage fees.

Rental Type 8: Arena (Horse, Remote Control Cars and Hockey)

Category 1

\$15.00 per hour

\$150.00 maximum per day

Category 2

\$30.00 per hour

\$300.00 maximum per day

Lights

\$10.00 per hour

Field preparation

\$10.00 per hour

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Note:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services and based upon current staffing levels.

Rental Type 9: Charlotte Sports Park

Boardwalk and Boardwalk Restrooms as a sole rental (Category 1)	\$400 per day
Boardwalk and Boardwalk Restrooms as a sole rental (Category 2)	\$800 per day
Cash Room	\$250 per day
Commercial Filming	\$150 per hour
Concession Revenue	\$25 Day Practice Field / \$50 Day Stadium
Concourse as a sole rental (Category 1)	\$450 per day
Concourse as a sole rental (Category 2)	\$900 per day
Damage Deposit	Equal to base rental not including additional amenities
Field Preparation	\$15 / Occasion / Field
Guest Services	\$250 per day
Hospitality Suite Level - Lobby	\$125 per day
Hospitality Suites (total of 5)	\$250 per day per suite
Open Space (Category 1)	
100 or less people	\$ 15 per hour (2 hour minimum)
101-500 people	\$ 30 per hour (2 hour minimum)
501-2000 people	\$ 65 per hour (2 hour minimum)
2001-5000 people	\$100 per hour (2 hour minimum)
Open Space (Category 2)	
100 or less people	\$30 per hour (2 hour minimum)
101-500 people	\$60 per hour (2 hour minimum)
501-2000 people	\$130 per hour (2 hour minimum)
2001-5000 people	\$200 per hour (2 hour minimum)
Outfield Bar, Boardwalk and Boardwalk Restrooms (Category 1)	\$500 per day
Outfield Bar, Boardwalk and Boardwalk Restrooms (Category 2)	\$1000 per day
Parking Lot	\$900 per day
<u>Parking Lot Lighting (Category 1)</u>	\$200 per day
<u>Parking Lot Lighting (Category 2)</u>	\$400 per day
Practice Field	\$100 per field per day
Press Level - Lobby	\$125 per hour
Restrooms (as a sole rental)	\$250 per day
Special Event Set-up/Tear Down Days	One-half of the total daily fee
Stadium Rental (Category 1)	\$1500 per day
Stadium Rental (Category 2)	\$3000 per day
Stadium Field (as a sole rental)	\$500 per day
Stadium Field Lighting	Demand Fee = \$650; Usage Fee \$125 per hour

Staff Labor	\$20 per hour per person (4 hour minimum)
Staff Labor Overtime	\$30 per hour per person (4 hour minimum)

Two (2) weeks (14 days) advanced notice is required for all rental contracts.

Notes:

- ✓ Additional staff labor fees of \$20.00 per hour per person with a four (4) hour minimum and \$30 per hour per person for overtime with a four (4) hour minimum may apply based upon the nature and size of the event. These labor fees will be solely determined by Community Services, based upon current staffing levels and discussed with the organizer prior to any event.
- ✓ A Stadium Rental (either Category 1 or 2) *includes* all concourses, seating areas, stadium outfield, boardwalk, restrooms, and the main stadium parking lot. It *excludes* any existing food service concession locations inclusive of the Commissary and any facility lighting (stadium and main parking lot). All other locations stated on this Fee Schedule are available for rental at the additional cost as indicated.
- ✓ The Stadium Field (as a sole rental) includes one (1) upper and one (1) lower bowl seating area, one (1) men's restroom, one (1) women's restroom, and two (2) family restrooms with all access through one (1) designated entrance gate.
- ✓ Any ticketed event opened to the public at the Charlotte Sports Park will require additional security services for entrance gate operations, crowd control, etc. along with contracted law enforcement officers through the Charlotte County Sheriff's Office for traffic management and other on-site requirements. All requirements for security/law enforcement operations, parking operations, cleaning operations, rentals, and other operational necessities will be discussed with the organizer prior to any event and paid by the organizer.

Rental Type 10: Concessions

Food and beverage concessions will be handled exclusively by the Charlotte County Community Services Department. If exclusivity is waived at the discretion of the Director or designee and concessions are handled by an outside vendor, Charlotte County will receive the following fees:

Daily	\$ 25.00
Weekly	\$ 75.00
Monthly	\$190.00

Other Fees

Parking Fees (does not include sales tax)

Parking fees are charged at beach parks and boat ramps.

Hourly	\$.75
Annual Pass	\$50.00
3-Month Pass	\$25.00
6-Month Pass	\$35.00

Open Gym/Drop-in Admissions (includes sales tax)

	<u>Adult (18+ years)</u>	<u>Child (2 - 17 years)</u>
Per Occasion	\$ 2.00 per person	\$ 2.00 per person
6-Month Pass	\$40.00 per person	\$25.00 per person
Annual Pass	\$75.00 per person	\$40.00 per person

Program Fees (includes sales tax)

Fees will be charged for many Community Services programs. All fees will be determined and set by the County Administrator or his/her designee.

Example of Program Fees:

Water Aerobics	\$ 3.00 per class
Swim Lessons	\$45.00 per 8 lessons

Library Fees

Non-cardholder computer usage	No charge
Prints and copies	\$0.20/page; \$0.50/color print
Nonresident Library Card	
Annual	\$35.00
3-Months	\$10.00
6-Months	\$20.00
Overdue Materials and Fines	
All Adult Items	\$0.25/day
All Children's Items	No Fines
Maximum fine per item	\$10.00
Lost/Damaged Items	Cost of item

Food for Fines Library will waive up to \$1.00 in fines for each donated food item.