

Policy Provision regarding Use of County Facilities and Staff Support for Non-Profit Corporations

Purpose:

This policy is designed to provide guidance on the use of County facilities as set forth in the Alachua County Fee Schedule by non-profit corporations and provide level of staff participation during those events.

Policy:

A non-profit corporation may rent the County Facilities but must pay the required fees as set forth in the Alachua County Fee Schedule.

There is an active Volunteer Leave policy in place that allows County employee's to take leave to support non-profit corporations.

Definition:

A non-profit corporation is one that is active and registered with the Florida Department of State, Division of Corporations.

Procedure:

A non-profit corporation may rent the County Facilities by completing a [Rental Application](#) with the Parks and Recreation, Division of Public Works. Due to the limitations of the County budget, non-profit corporations must pay the required fees as set forth in the Alachua County Fee Schedule.

An employee must take volunteer leave to support a non-profit event, in accordance with the Employee Policy Manual, policy no. 7-11, and the Administrative Procedures Manual, regulation number 03-04.

Special Events:

There are events that are subject to special conditions for rental of the Alachua County Fairgrounds: the Alachua County Youth Fair, the Alachua County Fair, and a campground during the Gatornationals race or for Gator home football games.

Approved by _____

Date _____

County Manager