

**RESOLUTION R-26-047**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONER OF MANATEE COUNTY, FLORIDA; ADOPTING CHANGES TO THE NATURAL RESOURCES DEPARTMENT FEE SCHEDULE; PROVIDING FOR SEVERABILITY; AND PROVIDING EFFECTIVE DATES.**

**WHEREAS**, §125.01(1)(f), Florida Statutes, authorizes the Board of County Commissioners of Manatee County, Florida, as the legislative and governing body of Manatee County, to provide parks, preserves, playgrounds, recreation areas, and other cultural facilities and programs; and

**WHEREAS**, the Natural Resources Department's services are funded in part by user fees.

**WHEREAS**, Manatee County's parks and preserves are open to the public and any commercial or government use for construction or related projects requires the issuance of a Special Use Permit and corresponding fee managed in part by the Natural Resources Department; and

**WHEREAS**, Manatee County Code §2-24-12 provides that the Board of County Commissioners may, upon recommendation of the Director, Department Deputy Director, Deputy County Administrator, or County Administrator, adopt, modify, or rescind fees or fee ranges for access to various facilities or services offered by the County; and

**WHEREAS**, the County Commission has previously adopted various fees which have been made a part of the Natural Resources Department Master Fee Schedule, and

**WHEREAS**, the changes now recommended for adoption are based upon additional fees added for the Coquina Commercial Loading Dock.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Manatee County, Florida, that:

1. Natural Resource fee schedule R-26-047 adopts the changes below.
  - a. Page 1 – Adds new resolution number.

- b. Page 5 – Adds a Commercial Loading Dock category with a government rate of \$250/day and a non-government rate of \$500/day with option to negotiate long term (greater than 30 days) rates on a case-by-case basis.
- 2. Fee schedule established with changes and updates shall take effect as of May 5, 2026.

**BE IT FURTHER RESOLVED** that the provisions of this resolution are severable such that the invalidity of any one provision shall not operate to invalidate any other provision.

**PASS AND DULY ADOPTED** by the Board of County Commissioners of Manatee County, Florida, with a quorum present and voting, this 5<sup>th</sup> day of May, 2026.



**BOARD OF COUNTY COMMISSIONERS  
OF MANATEE COUNTY, FLORIDA**

By: *[Signature]*  
Chairperson

ATTEST: ANGELINA COLONNESO  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: *[Signature]*  
Deputy Clerk



Natural Resources Department

# *FEE SCHEDULE*

Charlie Hunsicker, Director

RESOLUTION R-26-047



## Natural Resources Department Fee Schedule

### FACILITY FEES

(All Rates Listed Do Not Include Tax)

Sales Tax shall be charged in addition to facility/service fees and equipment rentals where no exemption applies, and the tax has been imposed by law. (The organization must provide a tax-exempt certificate at time of payment to not be charged tax on these fees.)

\*There will be a 3% credit card fee assessed for all credit card and debit card transactions or a \$1 electronic check fee. \*

NO ALCOHOLIC BEVERAGES ALLOWED IN ANY COUNTY FACILITY  
UNLESS APPROVED BY THE DIRECTOR WITH APPROPRIATE INSURANCE

### DUETTE PRESERVE/HEADWATERS DAILY PASS

Duette Preserve/Headwaters Pass	Residents	Non-Residents
Daily vehicle access Pass ( <i>Price per vehicle</i> )	\$5.00 (includes tax)	\$5.00 (includes tax)
Annual vehicle access Pass	\$25.00	\$35.00

### RENTALS

Unless specified, fees pertain to all properties managed by the Natural Resources Department. Sales tax is added to all fees unless otherwise indicated. 5% Tourist Development tax is added to primitive and paddle-up camping rentals.

NO ALCOHOLIC BEVERAGES ALLOWED IN ANY COUNTY FACILITY  
UNLESS APPROVED BY THE DIRECTOR WITH APPROPRIATE INSURANCE AND SPECIAL EVENT PERMIT

### PRESERVE FACILITIES & PAVILIONS

#### All Preserves – Facility/Pavilion Rentals

#### Preserve Picnic Pavilions

Duette Picnic Pavilion \$40.00/day (8 a.m. – sunset)  
(Capacity Maximum: 40)

Emerson Point Picnic Pavilions \$40.00/day (8 a.m. – sunset)

(Capacity Maximums: Large (Classroom) – 25 / Canoe Launch – 20 / “The Point” – 20)

Robinson Picnic Pavilion – Screened w/Electric - \$65.00/day (8 a.m. – sunset)  
Pavilion #1, Pavilion #2, Pavilion #5  
(Capacity Maximum: 24)



## Natural Resources Department Fee Schedule

Rye Picnic Pavilion (Capacity Maximum: 40)	\$40.00/day (8 a.m. – sunset)
Picnic Pavilion Refundable Security/Damage Deposit	\$100.00/rental
<b><u>Emerson Point Preserve</u></b>	
Classroom	\$50.00/hour
Classroom – Non-profits/community	\$25.00/hour
Classroom Extended Use Maintenance (3 or more days per week)	\$80.00/week
Outdoor Open Space Extended Use Maintenance (3 or more days per week)	\$30.00/week w
Septic Fee (All Extended Use Maintenance may be subject to this fee, at the discretion of staff)	\$200.00
<b><u>Robinson Preserve Mosaic NEST</u></b>	
NEST Grounds/Canopy Zone Closure	\$100.00/hour
Daytime Building Rental (includes County Host)*	\$100.00/hour (8 a.m. – 5 p.m.)
After-hours Building Rental (includes County Host)* (Building closes at 10 p.m. – All cleanup activities must cease by 11 p.m.)	\$150.00/hour (6 a.m. – 8 a.m.) & (5 p.m. – 11 p.m.)
Refundable Damage Deposit (No Alcohol)	\$100.00
Refundable Damage Deposit (With Alcohol)	\$500.00
Late Fee (Application within 30-days of event)	\$25.00
Cancellation Fee (Rental cancelled less than 2-weeks in advance)	\$100.00
Instructor Rental – Public Class (Classes conducted in partnership with Manatee County – <u>Insurance Required</u> )	\$25.00/hour
Meeting Rental (Community groups and non-profits) Building only, includes chairs and AV equipment	\$25.00/hour (M-F 8 a.m. - 5 p.m.)
*Minimum 2-hour rental for private events	



## Natural Resources Department Fee Schedule

### Mosaic NEST Equipment Rentals

Equipment Rental items are available with rental of The NEST at Robinson Preserve. All setup is the responsibility of the renter.

Full Set of Folding Chairs	\$50
Folding Table (72")	\$10.00/each
High-top Table (30" round)	\$10.00/each
Tablecloth	\$5.00-\$25.00/each
Audio/Video	\$25.00/hour
Other Rental Items	\$1.00 - \$25.00/each

### Open Space Instructor Rentals

Outside Open Space (Select preserves)	\$20.00/hour
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### Kayak/Canoe Temporary Storage Rentals

Kayak/Canoe Storage (1 – 5-year Rental Agreement)	\$40.00/month/rental tube
Storage fee for items left in tubes without current rental agreement	\$40.00/month

### CAMPING RENTALS

#### Primitive Camping – Duette Preserve, Rye Preserve\*, and Robinson Preserve\*\*

\*Restroom and shower available at Ranger Station.

\*\*Robinson Preserve by group reservation only. Reservation is exclusive/ for the whole campground

Individual site per night, up to 6 individuals (13 years and older) <i>(Children 12-years and younger not counted in occupancy)</i>	\$20.00
Group Rate per 25 total occupants <i>(Minimum of 1 adult over 21-years per every 10 children under 12-years)</i>	\$90.00

#### Primitive Paddle-Up Camping – Various Locations

Individual site per night, up to 6 individuals and 1 tent (No restroom or water facilities) <i>(Minimum of 1 adult over 21 years – <a href="#">See Policies for additional information</a>)</i>	\$10.00
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## Natural Resources Department Fee Schedule

### PERMITS & FEES

#### Abandoned Vessel Fee

Fee based on actual cost to County, plus 5% administrative recovery fee. Fee billed to registered owner at time of removal.

Commercial Shoot (Still, Video, Catalog)	<b>\$150.00/day</b>
Convention & Visitors Bureau	<b>No Cost</b>

#### Commercial Loading Dock

Coquina Commercial Loading Dock- Government	<b>\$250.00/day</b>
Coquina Commercial Loading Dock- Non-Government	<b>\$500.00/day</b>

#### Gopher Tortoise Recipient Fee

Gopher Tortoise Recipient **\$1,000.00 - \$8,000.00**/per tortoise

*(Fee based on market rate at the time of Reservation Letter generation. See Gopher Tortoise Recipient Fee Policy below for additional details.)*

Hunt Program – Duette Preserve	Resident	Non-Resident
Application/Annual Pass		<b>\$35.00</b>
Hunt Permit – Big Game <i>(Camping privileges included)</i>		<b>\$95.00</b>
Hunt Permit – Small Game <i>(Camping privileges included)</i>		<b>\$40.00</b>
Turkey Draw Entry		<b>\$15.00</b>
Turkey Permit <i>(Camping privileges included)</i>		<b>\$250.00</b>
Youth Hunt <i>(8 to 17-years old with adult holding permit, maximum 50 participants)</i>		<b>\$0.00</b>



## Natural Resources Department Fee Schedule

United Way Fundraising Hog Hunt  
 (Exact cash or check, paid morning  
 hunt)

\$10.00/day

### Preserve Closure Fee

Preserve Closing\*

\$500.00/half-day

\$1,000.00/full day

\*Robinson Preserve North and Robinson Preserve South "The Expansion" will each be charged separate closing fees.

### Special Regulated Watersports Area Permit

Operator Permit (3-year permit)

\$10.00

Replacement Card

\$6.00

Vessel Decal (3-year permit)

\$4.00/per vessel

Replacement Sticker

\$3.00/per vessel

### Preserve Special Event Permit

Approval of Special Events in preserves is contingent upon adequate parking, preserve capacity, and facilities. As these locations are designated for conservation, any activities that adversely impact the site will not be approved.

Except for trash placed in receptacles, everything brought in for an event must be removed by the end of the day.

Events may be required to have a staff member, code enforcement, or off-duty officer present and pay an additional fee per hour.

Large scale events may require the closing of a preserve depending upon parking availability, projected attendance, and facility availability and are subject to approval of the Director. Additional fees may also be assessed with the approval of the Board of County Commissioners.

Reimbursement will be processed once staff determine the facility is in the same condition as before the scheduled activity.

### Fee Based on Projected Attendance

Event Attendance of 1-50

\$200.00/day

Event Attendance of 51-150

\$250.00/day

Event Attendance of 151-300

\$300.00/day

Event Attendance of 301-1,000

\$400.00/day

Event Attendance of 1,001-2,500

\$500.00/day

Event Attendance of 2,501-5,000

\$700.00/day

Event Attendance 5,001 +

\$1,200.00/day

Late Booking Fee (Application within 30 days of event)

\$25.00 (non-taxable)

Cancellation/Reschedule Fee (Request received with less than 2-weeks' notice)

\$50.00 (non-taxable)



## Natural Resources Department Fee Schedule

Clean-up/Damage Deposit (refundable) <i>(Damage Deposit required with attendance of 100 or more.)</i>	<b>\$100.00</b> (non-taxable)
Large Event Deposit (non-refundable) <i>(For events involving a closure or attendance greater than 1,000 people, when applications are made more than 1-year in advance. These events may apply up to 2-years in advance.)</i>	<b>\$500.00</b> (non-taxable)
Large Event Cancellation Fee <i>(Large Event Deposit will be applied as a Cancellation Fee if the event is cancelled)</i>	<b>\$500.00</b> (non-taxable)
Sanitary Service Fee (extra dumpster pickup, etc.)	Fee based on actual cost to County
Preserve Wedding/Vow Renewal/Hand Fasting/Commitment Ceremony* Ceremony only (no receptions – no amplified music)	<b>\$100.00/hour</b>
<i>*Capacity Maximums for Ceremonies: (Very limited parking) Emerson Point Mound Plaza 25, The Point 25, Emerson Point Classroom Plaza 25, Robinson Pavilion Plaza 50</i>	
Robinson Preserve Parking Lot Shuttle Service (includes County driver) <i>(For large events, electric tram can be rented to shuttle attendees between parking lots and event area)</i>	<b>\$100.00/hour</b>
Electric Shuttle Transportation Fee (for shuttle transportation to sites other than Robinson Preserve)	<b>\$200.00/hour</b>

### RESALE ITEMS

<b>Native Live Christmas/Holiday Tree Donation Program Fee</b>	
Native Tree <i>(With commitment to replant at a County Park or Preserve)</i>	<b>\$5.00 - \$150.00/per tree</b>
Native Plant or Decoration	<b>\$1.00 - \$25.00/each</b>
Firewood Bundle	<b>\$5.00</b>
Various camping sundries (Resale Items: Insect repellent, lighters, marshmallows, etc.)	<b>\$1.00 - \$15.00</b>



## Natural Resources Department Fee Schedule

### MISCELLANEOUS FEES

#### Bench Naming

Bench Naming	\$1,500
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#### Staff Time

Staff Time – Beyond Operating Hours (minimum 2-hour shift)	\$25.00/hour
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#### Security/Law Enforcement

Security/Law Enforcement	Fee based on actual cost to County
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### JIGGS LANDING FACILITY FEES & RENTALS

#### Boat Ramp Access

Gate Access Card – One-time Purchase (Boat Ramp Patrons - nighttime access)	\$30.00/each
Gate Access Replacement Card	\$5.00/each

#### Cabin Rentals

Jiggs Landing cabins are water-front rentals, located on Evers Reservoir/Braden River. They are furnished with beds, nightstand, two chairs, window air conditioner, screened windows and door, electric ceiling light and fan, and Wi-Fi. There are no kitchens or bathrooms, but dedicated restrooms and locked shower facilities are available on the premises. Stays are single night or weekly. Stays are limited to one week and no more than six stays per year. If security deposit for cabin and keys are required, then the deposit will be returned once verification of no damage is confirmed. One Gate Access Card (nighttime access) provided with rental.

- Prices do not include tax and online Reservation Service Fee.
- Manatee County residents must show valid identification.

Single Night(s) – Manatee County Resident	\$80.00/per night
Non-Manatee County Resident	\$95.00/per night
Weekly – Manatee County Resident	\$540.00/per week
Non-Manatee County Resident	\$610.00/per week
Linens (Optional one-time additional fee)	\$15.00/per stay
Pet Fee (Animal may not exceed 20 pounds)	\$15.00/per day



## Natural Resources Department Fee Schedule

Security Deposit - Key	\$50.00
Pet Deposit	\$100.00
Security Deposit - Cabin	\$150.00
Lost/Damaged Gate Access Card	\$5.00

### Entertainment Fee

Entertainment	Free - \$50.00/per person
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### Pavilion Rental

Large pavilion with picnic tables/benches and grills are available for use by individual/private parties of up to 50 people. Please note extra tables, chairs, and activities that are open to the public require a Special Event Permit.

Large Pavilion	\$40.00 for up to a 4-hour time block
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### Watercraft Rentals

Jiggs Landing offers a variety of watercrafts for your recreational boating needs. Life vest and paddles provided with watercraft rentals.

Kayak – Single	\$35.00/4-hours	\$70.00/full day
Tandem	\$45.00/4-hours	\$85.00/full day
Canoe	\$45.00/4-hours	\$85.00/full day
Jon Boat w/trolling motor (3-passenger)	\$35.00/hour	
Jon Boat w/electric outboard (2-4 passenger)	\$50.00/hour	\$175.00/4-hours
Peddle Fishing Kayak	\$15.00/hour	
Pontoon Boat w/electric outboard (6-8 passenger)	\$190.00/2-hours (minimum)	\$340.00/4-hours
Duffy Vessel w/electric outboard (10-12 passenger)	\$150.00/2-hours (minimum)	\$250.00/ 4-hours
Life Vest (not in conjunction with watercraft rentals)	\$5.00/4-hours	



## Natural Resources Department Fee Schedule

Paddles (not in conjunction with watercraft rentals) \$5.00/4-hours

**Guided River Tours**

Discounts offer:

Eco Tour (1.5-hours)	\$25.00/per person	\$15.00/per child (under 10 yrs. old)
Sunset Tour (1.5-hours)	\$30.00/per person	\$15.00/per child (under 10 yrs. old)
Reservoir Tour (50-minutes)	\$25.00/per person	\$12.50/per child (under 10 yrs. old)
Linger Lodge/River Tour (2½ - 3 hours)	\$50.00/per person	\$40.00/per child (under 10 yrs. old)
Youth/School/County Organization Group (under 30-minutes)	\$5.00 - \$15.00/per person	
Private Tour (Boat Rental w/Captain)	\$50.00/hour + \$25.00/per person	
Guided Kayak Experiences (Water)	\$55.00 - \$75.00/per person <i>(Includes kayak, paddles, vests, and lunch.)</i>	
Guided Fishing Tours	\$55.00 - \$75.00/per person/per hour (3 hour minimum)	
Naturalist Kayak Tours (Water & Land)	\$55.00 - \$75.00/per person <i>(Includes kayak, paddles, vests, and lunch.)</i>	
Water Taxi	\$15.00 - \$50.00/per person/Round-trip based on distance <i>(On Braden River/freshwater side) PROGRAM FEES</i>	

(Fees are non-taxable unless otherwise noted below.)

### EDUCATION PROGRAMS

These programs provide nature-based educational opportunities to the general public and private organizations.	
Program	Fee
Education Programs, Public	Free - \$100.00/per person
Education Programs, Private <i>(Fees assessed based on materials cost, duration, impact, and additional staff required.)</i>	\$25.00/per staff member/per hour
Recreational Programs, Public (Staff and/or Contracted Instruction)	Free - \$100.00/per person
Recreational Programs, Private (Staff and/or Contracted Instruction) <i>(Fees assessed based on materials cost, duration, impact, and additional staff required.)</i>	\$25.00/per staff member/per hour



## Natural Resources Department Fee Schedule

Private Program Materials Fee

Free - \$100.00

**Note:** At the discretion of the Director or designee, private programming fees may be comped when appropriate if the group is willing to provide in-kind service in the form of volunteer hours.

Professional Development Training/Workshop

\$1.00 - \$500.00/per person/per day

*(Fees to cover workshop materials and/or resale of official training materials, staff time, and/or contractor time.)*

Wagon/Tram Tours, Public

Free - \$10/per person

Wagon/Tram Tours, Private (20 people per group)

\$100.00/per hour (with Interpretive Guide)

**Birthday Parties** *(Programs last up to 60-minutes. Does not include pavilion rental.)*

- Small Group (up to 10 children)

\$50.00 - \$250.00/per group  
\$5.00 - \$25.00/per person

- Medium Group (up to 20 children)

\$100.00 - \$500.00/per group  
\$5.00 - \$25.00/per person

- Large Group (up to 30 children)

\$150.00 - \$625.00/per group  
\$5.00 - \$25.00/per person

Additional Hands-on Activities or Guided Tours *(Does not include pavilion rental.)*

\$25.00/per hour

Scouts Programs: 2-hour badge or patch class (min. 5 children /max. 25 children)  
*(Additional fees for patches and/or additional participants may be applied.)*

\$5.00 - \$35.00/per person

Contracted Classes (70/30%)

\$5.00 - \$500.00

*(Approved Individually through Contract)*

### COMMUNITY EVENTS

Programs deemed special in nature and offered to the commu

Program	Fee
Preserve Events (including movies, concerts, and seasonal events)	Free - \$30.00/per person
Souvenirs and promotional items for events	Free-\$50.00/each

### Vendor Space Rentals for County-Sponsored Events

Event Exhibitor (no sales)	\$30.00/day
Event Vendor (sales)	\$40.00/day
Event Food Vendor	\$50.00/day



## Natural Resources Department Fee Schedule

### YOUTH CAMPS

These programs provide for the development, coordination, and monitoring of Summer and Holiday (Spring, Thanksgiving and Christmas/New Year) Camp programs.

Program	Fee
Outdoor Adventure Camps	\$45.00 - \$250.00/week

### DIRECTOR'S DISCRETIONARY AUTHORITY

The following discretionary authority is given to the Director in the administration of the Master Fee Schedule.

- The Director is authorized to create rental packages from two or more existing fees at a discounted rate which shall not exceed 40% from the packages created.
- The Director is authorized to discount individual fees up to 50% in instances where requesting organizations or persons propose a partnership with the county, returning a public benefit to the facility or activity. For discounts above 50%, Board approval must be obtained.
- The Director is authorized to discount individual fees up to 100% in instances where requesting organizations or persons propose a partnership with the county, which returns a public benefit documented in equivalent in-kind labor and/or services, valued in excess of the cost of the fee for the facility or activity.
- The Director has the ability to provide free programs for the public when offered for the benefit of the general population.
- The Director is authorized to allow a patron (facility user or renter) displaced from a facility, during a specified timeframe due to an unforeseen circumstance, to use another similar facility where the Facility Fee or Rental Fee may be higher, but the patron will not be charged the difference. For tracking and document backup purposes, department staff will send a detailed request by email, to the director, when a circumstance arises.

### POLICIES

#### A. GENERAL POLICIES

1. These policies are subject to such supplemental policies, rules, and interpretations as may be adopted or provided by the Board of County Commissioners.
2. The County Administrator or his designee is authorized to develop or approve procedures required to implement this fee schedule.



## Natural Resources Department Fee Schedule

3. All preserves will close at sunset, unless posted otherwise. Special exceptions will be considered due to the nature of the event. The Director is authorized to adjust park opening/closing hours.
4. All facility users shall abide by all rules and regulations provided in Manatee County Code of Ordinances Chapter 2-24 and as it may be amended, supplemented, or replaced, and the provisions of this resolution.
5. The County Administrator or his designee is authorized to apply for such licenses as may be required to obtain licenses from the State of Florida for the youth programs at the County's parks/preserves and to submit such information and affidavits as may be required to obtain such licenses.

### B. RESERVING FACILITIES AND SPECIAL EVENTS

1. **Facility Use Priorities:** The Manatee County School Board and other governmental agencies have first priority to use the facilities when not required for County use and may reserve facilities for use up to, but not exceeding, one (1) year in advance. All other requests shall be considered on a first come, first serve basis, and may reserve facilities up to, but not exceeding, one (1) year in advance unless otherwise specified in the fee schedule. Approval of a reservation may be withheld until the County schedule and School Board schedule have been set.
2. **Reserving Facilities:** Individuals or groups may submit requests for use of facilities in writing on approved forms to the Department. The Department reserves the right to review all requests for use of facilities and determine whether or not the request will be granted, or Special Event permitted in accordance with Section B.6. below.
3. **Requests to reserve picnic shelters for events,** including but not limited to family reunions and church functions, regardless of size, shall be considered a resident/social request and assessed the assigned fee; unless for commercial use, then the commercial fee will apply. Facilities shall not be reserved until the appropriate fee payment has been remitted to the County.
4. **Fees and Charges:** In addition to the fees provided for the specified facility, one or more of the following charges shall apply where applicable:
  - a. A minimum charge of two (2) hours will be assessed for a requested facility normally closed during the time requested.
  - b. The Department may require the presence of a building or event supervisor during the reservation period. An hourly wage rate will be charged to the user and included in the special event application form when necessary.
  - c. The Department may require a custodian for activities taking place where cleanup cannot be accomplished during regular business hours. An hourly wage rate will be charged to the user and included on the special event application form.
  - d. The Department may require the presence of security, code enforcement, or off-duty law enforcement officers for security during the activity at the sole expense of the user or group.
5. **Additional Conditions:**
  - a. Individuals or groups requesting facilities for any use that involves risks not normally encountered for the facility or facilities that are reserved by virtue of the number of people involved or the planned activities or for a Special Event shall be required to provide insurance to protect the County from liability as directed by the County's Risk Manager. In addition, such individuals or groups shall be required to indemnify the County in accordance with such forms as are provided or approved by the County Attorney.



## Natural Resources Department Fee Schedule

- b. Individuals or groups reserving facilities are responsible for cleaning the room(s) after use. This includes cleaning tables and countertops, mopping spills, depositing trash bags in dumpsters, and placing tables and chairs in the assigned storage area.
- c. Individuals or groups requesting the use of the facilities are responsible for providing their own materials and supplies.
- d. A Damage Deposit may be required for the use of any building, facility, and/or equipment which may potentially create any physical damage to the requested facility or equipment. In such cases, a Damage Deposit must be paid prior to the event or rental of equipment. Reimbursement will be processed if the facility supervisor determines the facility and/or equipment is in the same condition as before the scheduled activity.

### 6. Review of Requests to Reserve Facilities for Special Events

In deciding whether to grant a permit for a Special Event, the Director shall consider:

- a. Whether the use will interfere with previously scheduled activities or the use of previously reserved space or facilities.
- b. Whether the use will endanger the safety or property of any person.
- c. Whether the use will disrupt the performance of the regular duties of County employees.
- d. Whether the use is appropriate to a specific park/preserve or area of a park/preserve without unreasonably interfering with the use of facilities by others.
- e. Whether the Event is consistent with traditional events and uses of the facility.
- f. The availability of the facility and the adequacy of support facilities and services that will be furnished by the individual or group.

The Director may deny a request for a reservation for a Special Event permit that does not meet the above criteria.

Requests for Special Event permits that are not consistent with traditional events and uses that meet the criteria provided herein may be brought to the Board of County Commissioners for consideration.

## C. FEE SCHEDULE

1. The fees do not include sales tax. Sales tax shall be charged in addition to the fees where no tax exemption applies, and the tax has been imposed by law.
2. Program/rental fees expressed as a range are determined by the estimated administrative costs associated with an activity and may be adjusted by the Director based on the cost of personnel expenses, utilities, equipment, materials, and supplies where not otherwise indicated.
3. The Department may prorate fees based on actual time of participation.
4. There will be a 3% credit card fee assessed for all credit card and debit card transactions or a \$1 electronic check fee.

## D. REFUND/CREDIT POLICY

### 1. Refunds

- a. A written recommendation from a doctor (two or more absences) indicating that the individual youth or teen should withdraw from an activity or program shall be entitled to a full or prorated refund. No administrative fee will be assessed.
- b. In the event that an activity or program is cancelled by the Natural Resources Department, the individual or group would be entitled to a full or prorated refund or credit. No administrative fee will be assessed.
- c. Other refund requests will be considered on an individual basis by Department Director/Designee and may be subject to a twenty percent (20%) administrative fee of the total amount due, not to exceed \$10.00.



## Natural Resources Department Fee Schedule

- d. All refund requests must be accompanied by an original receipt or a copy of the cancelled check.

### 2. Credit

- a. Credits can be applied within thirty (30) days from one program/activity and used toward another activity within one (1) year from the original request.
- b. Credit requests may be provided in the absence of an original receipt or cancelled check if County records establish payment.
  - The Director or the Director's designees may grant refund/credit requests as provided above and waive any administrative fees.
  - The Director is authorized to consider and, pursuant to standards established by the Director, grant such refund requests, in whole or in part.

### 3. Credit Write-off

- a. Director has the discretionary authority for credits not used within one (1) year to be written off.

### 4. Disputed Charge

- a. Disputed credit card charges resolved to valid charges are subject to a \$25 dispute fee plus original fees and credit card service fees.

## E. SIGNS

The Director's authority to permit signs not in conflict with any law within preserves is limited to:

1. Those permanent and temporary signs related to the facilities and amenities within the park, park rules and regulations, and ongoing activities and programs.
2. Temporary signs by individuals and groups related to a scheduled or permitted use or Special Event at a facility within the preserve.

## F. CONTRIBUTIONS AND SPONSORSHIPS

1. The Director is authorized to solicit and accept co-sponsorships and contributions of cash, goods, and services from individuals, service clubs, groups, and businesses in support of County programs, events, and activities in the parks/preserves and provide acknowledgments in materials associated with the promotion and conduct of the program, event, or activity.
2. County contributions to any non-County Special Event, including fee waivers, must be approved by the Board of County Commissioners.



## Natural Resources Department Fee Schedule

### G. PROMOTIONS AND AWARDS

The Director is authorized to provide promotional materials such as t-shirts, water bottles, cups, and one of the Department's existing programs as awards and prizes for participants in programs, classes, or planned activities, and to volunteers. This resolution shall serve as authorization pursuant to Manatee County Resolution R-99-148.

### H. ROBINSON PRESERVE – PADDLE-UP CAMPING

- Camping is available Friday and Saturday nights only. Access is limited to paddle-up (canoe/kayak) only. Campers have no vehicle access to camp sites.  
\*A maximum of six people and two tents are permitted per site.
- Motorized vessels are not permitted within preserve waters.
- Camping Reservations are required and must be made 2 weeks in advance.
- Sites are suitable for tents and may accommodate a maximum of six people. A picnic pavilion, grill and garbage can is available within the campground.
- Persons under 18 years of age must be accompanied by someone over the age of 21.
- Pets are not permitted in camping areas.
- Campfires may be banned during drought conditions. Violators may lose future camping privileges and face penalties from the Florida Forest Service.
- Please do not cut limbs, or nail, hang, or tie anything to trees or shrubs.
- Be courteous to others. Quiet hours are from 10:00 p.m. until sunrise.
- Campers are not allowed to wander the Preserve during closed hours. They may walk to the bathrooms via path only (0.4 miles).
- Campers must have their registration receipt on site and produce it for verification by ranger staff.

**NOTE:** As a primitive camp, the sites have no electricity and no water. Preserve restrooms located near the entrance may be used but are located approx. 0.4 miles (0.8miles round trip) along a shell path.

### I. MOSAIC NEST RENTAL PARAMETERS & PROCEDURES

The Mosaic NEST at Robinson Preserve is available for rental by individuals and groups for a variety of different uses and purposes. The following describes the procedure for renting this space as well as the parameters set forth for rental eligibility. Due to this site's unique structure features, and interior, specific elements for rentals, such as the need for all rentals to carry event insurance have also been outlined below.

#### Requirements for all Mosaic NEST Rentals

- Each rental, regardless of the amount of time requested on site, will carry insurance naming Manatee County as additionally insured. This requirement is intended to protect and preserve the integrity and high value of the site.
- A refundable damage deposit of \$100, or \$500 for events with alcohol, will be obtained for each rental. The County reserves the right to adjust damage fees, if necessary, upon site evaluation after rental.
- Requests for alcohol on site must be made in the initial proposal for the event. Additional insurance to be provided by the renter will be required for events with alcohol.
- Any vendors, including caterers, those bringing in tables, chairs, tents, entertainment, etc. will provide the County with certificates of insurance naming the County as additionally insured.
- Animals beyond standard service animals are not allowed within the building, except for staff managed Animal Ambassadors.
- Events are subject to limitations on number of participants and availability depending upon the Department's previously established calendar of events.



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- Birthday parties and other social events will not include exclusive usage of the Canopy Zone or grounds. Weddings may reserve the Canopy Zone or grounds for an additional hourly fee.
- Rentals of the Mosaic NEST are handled in the same manner as pavilion and other structure rentals in the preserves. Rentals for the NEST are either for the building only or include the grounds in which case the renter must also fill out the Special Event Permit Application and pay the appropriate additional fee.
- Rental fees incurred will include any necessary time before and/or after the event for set up and tear down. For instance, if an event requires an hour lead time for set up, this time will be billed at the standard rate and must be indicated on the rental application.
- Fire and open flames are not permitted within the building except for sterno and chafing dishes.
- All renters are required to provide a site plan within the building describing any elements they plan to bring into the site including tables, chairs, arches, etc. The County reserves the right to refuse permission to use any item that is deemed one that might harm the interior of the building.

### Mosaic NEST Rental Procedure

- Individual contacts Manatee County Natural Resources requesting to rent the NEST.
- Rentals of the NEST fall into two categories: either a rental of just the building or a rental that would require use of the surrounding property as well.
  - If the rental is just for the building, the individual will fill out the building rental application.
  - If the rental also requires use of the grounds, more parking than is available at the site, additional elements such as more bathrooms, or is larger than 50 people, the individual is provided with a special event permit application.
- The individual then fills out the appropriate form/s and submits it to the Education and Volunteer Division.
- Staff in the Division will review the application, send it to the review committee, and will verify that the following elements are met:
  - The building and/or site is available at the time requested.
  - The proposed event is feasible at the site, taking into consideration the building's capacity, availability, etc.
  - The proposed event does not have a negative impact on the preserve's ecosystem.
  - Any questions raised by the review committee are sufficiently addressed.
- Once the event application is approved, staff will invoice the requestor with the fees for the event.
- Fees for all rentals must be paid within two weeks of the event or the renter will forfeit the space reservation. Cancellations will include a \$100 cancellation fee (the damage deposit will not be returned) to address staff time spent coordinating the rental.
- Once an event is scheduled, an appropriate staff member will be assigned to attend the event and serve as the County's host. Staff will follow the Mosaic NEST Rental Management Procedure to host the event.
- Staff will attend the event and will assist with opening the site, preparing it as necessary within reason, monitoring the building during the event to ensure its safety, and closing of the site after the event.
- Once the event is completed, staff will verify that the site is undamaged. Once site conditions are inspected and approved, staff will approve the refund of the damage deposit.
  - If the site is damaged, staff will take detailed notes in the event application packet and will also take photos of the damage to provide to the renter. These will be kept on file and the damage deposit will not be returned.
  - If use of the site exceeds the time rented, the damage deposit may be withheld to account for the additional staff time required.
- Any damage to the site will be reported to the Department Director and the damage deposit will be utilized to cover the costs incurred. If the building receives severe loss the County Attorney's Office will be contacted to pursue the event insurance to cover damages.



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### J. GOPHER TORTOISE RECIPIENT FEE POLICY

The following is a descriptive policy regarding Gopher Tortoise Recipient Fees for Gopher Tortoise Recipient Sites permitted within Manatee County Natural Resources Department managed lands.

1. All revenues (i.e., fees collected) received by and through the Manatee County Gopher Tortoise Recipient Site Program for gopher tortoise relocations shall be placed into an account dedicated for the staffing, management, maintenance, and monitoring mandated by the Florida Fish and Wildlife Conservation Commission ("State") Gopher Tortoise Recipient Site Permit (GTLR-23-00009) (Application No. 96483).
2. The Natural Resources Department will implement the State-approved, Gopher Tortoise Recipient Site Habitat Management Plan to the extent the designated account allows. Staffing shall include an Authorized Gopher Tortoise Agent ("GTA") retained by Manatee County and Resource Management personnel and/or contracted personnel to perform various management activities in perpetuity (temporary enclosure fencing, mowing, prescribed burning, tortoise marking, monitoring, etc.).
3. Each Manatee County gopher tortoise recipient site shall be managed and monitored in accordance with the aforementioned permit and consistent with the most current FWC Gopher Tortoise Permitting Guidelines <https://myfwc.com/license/wildlife/gopher-tortoise-permits/permitting-guidelines/guidelines-revisions/>
4. Unless directed otherwise by FWC, Manatee County's gopher tortoise recipient sites shall only accept gopher tortoises being relocated from development projects (i.e., donor site) occurring within the approved geographic region defined as fifty miles north or south and from west coast to east coast of the permitted gopher tortoise recipient site to which the gopher tortoise(s) will be relocated.
5. Gopher tortoises shall be accepted at Manatee County's permitted gopher tortoise recipient sites from both public agency development projects and private entity development projects within the approved geographic region defined above. However, a minimum of 25% of the total number of tortoises accepted at any individual recipient site shall be reserved for Manatee County infrastructure projects (e.g., public works, utilities, facilities, etc.), 25% of the total number of tortoises accepted shall be reserved for other public entities (e.g., Florida Department of Transportation, Manatee County School Board, etc.), and the remaining 50% of the total number of tortoises accepted shall be reserved for private entities.
6. A designated Manatee County Natural Resources representative shall maintain a ledger tallying gopher tortoise vacancies at each permitted recipient site. The ledger shall be audited annually by an authorized GTA.
7. Upon a gopher tortoise relocation inquiry from a potential donor site, the Manatee County Natural Resources representative shall review the recipient site ledgers for available carrying capacity. If a recipient site is available to accommodate the estimated number of gopher tortoises anticipated from the donor site, the Manatee County representative shall send a Reservation Letter to the donor site, including a Reservation Agreement and Deposit Form.
8. The Gopher Tortoise Recipient Fee shall be calculated based on the market rate at the time of the Reservation Letter generation, as follows:

Donor Site	Cost per Tortoise
Manatee County Infrastructure Projects	Market Rate -20%
Donor Sites (Private Entities)	Market Rate
Donor Site (Public Entities)	Market Rate -10%

9. Market rate shall be assessed on a quarterly basis by averaging the fees for a minimum of three long-term recipient sites within the Southwest Region.
10. The Gopher Tortoise Recipient Fee covers costs to staff Manatee County Authorized GTA(s), management of the gopher tortoise reservation system, installation and maintenance of temporary enclosure fencing for relocated gopher tortoises, marking, tracking, and monitoring of relocated gopher tortoise(s), and long-term management and maintenance activities associated with the Duette Preserve Long-term Gopher Tortoise Recipient Site(s).
11. A nonrefundable administrative fee equal to 5% of the calculated Gopher Tortoise Recipient Fee is required upon return of the executed Reservation Agreement. This fee covers the administrative costs and equipment costs associated with the management of the recipient sites. Upon receipt of the administration fees, Manatee County Natural Resources Department will



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provide the necessary reservation letter which will allow the applicant to utilize the reserved capacity on the donor site permit application with FWC.

12. Tortoises with a carapace less than 130 mm will not be charged the full Gopher Tortoise Recipient Fee. Instead, the administration fee will be used for authorized agent administration and receiving activities.
13. The donor site (i.e., GTA or FWC approved designee) shall be responsible for transport of all donor site gopher tortoises to the Manatee County recipient site's designated transfer location to be provided to the permittee upon issuance of the donor site relocation permit.
14. Once received at the recipient site, relocated gopher tortoises shall be weighed, measured, assessed for health, and marked by a Manatee County Authorized GTA using a unique identifying number (ID). The unique ID will be used to inventory gopher tortoises in the credit ledger and will be provided to the FWC for permit compliance tracking.
15. The Manatee County Authorized GTA reserves the right to deny receipt of any unhealthy tortoises delivered to the recipient site.
16. After a relocation is complete, the donor site is responsible for paying the Gopher Tortoise Recipient Fee balance in accordance with the Reservation Agreement.
17. Payment to the County will be made by the Donor in compliance with Chapter 218, Florida Statutes, also known as the "Local Government Prompt Payment Act" upon receipt of an invoice from the County.
18. Failure to promptly pay invoices may result in the application of late fees, cancellation of the Reservation Agreement, and/or denial of future Reservations.



## Natural Resources Department Fee Schedule

### DEFINITIONS

Words defined in Manatee County Code of Ordinances Chapter 2-24 and used in this fee schedule shall have the meaning provided in Manatee County Code of Ordinances Chapter 2-24. The following words shall have the meaning below.

**“Adult”** – Person 18 years of age or older.

**“Bradenton Area Convention & Visitors Bureau”** – This also pertains to the Bradenton Area Convention & Visitors Bureau when a participating sports team has received incentive money from the sports budget of the Bradenton Area Convention & Visitors Bureau, regardless of the team’s profit or non-profit status in an effort to promote economic development in Manatee County.

**“Commercial”** – Any individual or group that requests use of County facilities for the purpose of publicity, advertising, sales, or for any other for-profit purpose.

**“Director”** – The person or persons designated by the County Administrator to assume the responsibilities outlined in this resolution.

**“Facility”** – Any designated area within a park/preserve or park/preserve building.

**“Family”** – Family members within same household; limit 4 persons.

**“Group”** – Any legally established organization or entity.

**“Program” or “Class” or “Planned Activity”** – A planned activity organized by County to meet the needs, interests, and desires of the general population.

**“Resident”** – Evidence of residency can be provided by a current government issued form of photo identification such as a current driver’s license, individual identification card listing an address within Manatee County.

**“Social”** – Any not-for-profit organization utilizing a County facility, for the purpose of raising funds for community support or maintenance of the group itself. This would include any individual or not-for-profit, civic, fraternal, charitable, educational, artistic, literary, scientific, or religious organization within Manatee County renting facilities for an organizational function.

**“Youth”** – Children 17 years of age and younger.