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**DEPARTMENT RECOMMENDATION:**

**DEPARTMENT HEAD SIGNATURE** \_\_\_\_\_

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**DIVISION RECOMMENDATION:** Allow road closures and use of signs/barricades.

**DIVISION DIRECTOR SIGNATURE:** \_\_\_\_\_

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**COUNTY ADMINISTRATOR RECOMMENDED ACTION:**

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**ACTION TAKEN BY THE BOARD:**

**DATE:**



Sumter County Public Works Division Parks & Recreational Department 315 E Anderson Avenue Bushnell, FL 33513	Phone: (352) 703-0230 Fax: (352) 703-0247 Email: <a href="mailto:publicworks@sumtercountyfla.gov">publicworks@sumtercountyfla.gov</a> Website: <a href="http://www.sumtercountyfla.gov/publicworks/">www.sumtercountyfla.gov/publicworks/</a> Emergencies: (352) 302-0111 or (352) 305-4729
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**Special Event Application**  
(To be submitted along with a completed Facility Usage Application)

Event Name: <u>Royal Homecoming</u>	Event Sponsor: <u>Royal Library Association</u>
Event Location & Date/s: <u>Royal Park - 6/19 - 20/2010</u>	Event Co-Sponsor(s) (if applicable):

If this is a fundraising event, who or what entity will benefit from the proceeds? Royal Library Association  
 What fees or charges are required or associated with this event? parking & vendor fees

Attendance  
 General Information  
 Vendor Information

Minimum Anticipated Spectator Attendance: 500      Minimum Vendor Requirements: 250 cars  
 Maximum Anticipated Spectator Attendance: 6000      Maximum Parking Requirements: 3000 cars

Will there be any of the following (check all that apply)?  
 Musicians     Performers     Cooks/Chefs     Moonwalk/Dance Floors     Animal Rides  
 Tables/Chairs     PA System     Portable Stage     Petting Zoo  
 Other: \_\_\_\_\_

Will you be selling food, product, or services during the event, what is the Minimum & Maximum Anticipated Vendor Attendance? 20      Vendor Space/Size Requirements: parking space size

Check all vendor types that apply:  
 Food or Concession Carts     Crafts     Gift Baskets     Games     Beverage Carts/Stands  
 If I require that vendors be allowed to setup tents     Other \_\_\_\_\_

\*Alcohol is not allowed on County Property

We understand that it is my/our responsibility to advise ALL VENDORS of their obligation to have the appropriate operational licenses (if applicable) and to collect and pay all applicable state sales tax as required by the State of Florida. Failure to relay this information could result in fines to include vendor's participating vendor/s

Doreen Steele      5/24/10  
 Signature      Date

For Office Use Only

Does facility have ample parking?  
 Parking Options (if needed): \_\_\_\_\_  
 Transportation Options to/From Facility (if needed): \_\_\_\_\_

Does facility have ample restrooms and/or Port-a-toilets?  
 Number of additional Port-a-toilets required (if applicable) per SC DOH requirements: \_\_\_\_\_  
 If additional Port-a-toilets are required, who is the supplier? \_\_\_\_\_

Does facility have ample space for vendors and/or tents (if applicable)? \_\_\_\_\_

Comments from SC DOH: \_\_\_\_\_  
 Comments from Transit: \_\_\_\_\_  
 Comments (other): \_\_\_\_\_

Layout

Please provide a separate drawing and/or written description of how the event elements will be laid out during this event. for Saturday: Softball, Volleyball, Play area, Pavilion & for Sunday: Vendor in parking lot; Softball; Play area; Pavilion

For Office Use Only

Lay out  was or  was not provided and is  Acceptable     Not Acceptable

Comments: \_\_\_\_\_

Electricity & Water	Will electricity be needed? <u>Yes</u> If so, for what and how many outlets are desired? <u>Concession Stand</u> Will more than standard electrical receptacles/outlets be required? <u>No</u> Will water be needed? If so, for what purpose?
For Office Use Only	Facility <input type="checkbox"/> does or <input type="checkbox"/> does not have electricity. Electricity <input type="checkbox"/> is or <input type="checkbox"/> is not sufficient for this event Temporary Pole: <input type="checkbox"/> will or <input type="checkbox"/> will not be allowed at applicant's expense Comments: Water <input type="checkbox"/> is or <input type="checkbox"/> is not available at this facility Comments:
Road Closing	Are you requesting permission for a road to be closed during this event? <u>Yes</u> Have you submitted this request in writing to the appropriate City, Sumter County Public Works or FDOT? <u>Yes, see attached</u>
For Office Use Only	Has request for temporary road closing been approved by appropriate agency? Comments from Sumter County Public Works: Comments from City of: Comments from FDOT: Comments from City Police or Sheriff's Dept: Comments (other): Date Approved: _____ Copy of Approved Request Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance	Does applicant/agency carry liability insurance to cover events such as this? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, what are the limits? Name of Insurance Carrier: _____ Phone: _____ <u>Acquiring Quotes from Mass Mutual + Delta Ins Co. will provide copies once completed.</u>
For Office Use Only	The acceptable liability limits is _____ The following entities must be listed as additional insured: _____ If not insured, where will the entity acquire insurance? Certificate of insurance received: _____ Date: _____ Insurance has been approved by Risk Management: Comments from Risk Management/Insurance Carrier:
Security	How many officers or personnel do you plan to have working this event? <u>See Lt. Notter</u> What time will security begin & end? Who is responsible for coordinating with security? _____ Phone: _____ Security will be used for: <input type="checkbox"/> Crowd Control <input type="checkbox"/> Traffic Control <input type="checkbox"/> Other:
For Office Use Only	Security confirmed with the City of Police Dept. or the County Sheriff's _____ Date: _____ Additional security concerns (if applicable): Comments from City Police or Sheriff's Department: Security confirmed and approved by: <input type="checkbox"/> City Police <input checked="" type="checkbox"/> County Sheriff <input type="checkbox"/> Other Law Enforcement
Clean Up	Who is in charge of cleaning up after the event? <u>Sumter</u> Who will actually be doing the cleanup? (Please check all that apply.) <input checked="" type="checkbox"/> Volunteers <input checked="" type="checkbox"/> Boot Camp <input type="checkbox"/> Work Squad <input type="checkbox"/> Other: When will they begin and finish cleaning up? <u>Monday, June 21, 2010</u> Phone: <u>Sgt. Hewett 303-0216</u>
For Office Use Only	Clean Up was inspected by: _____ Date: _____ Comments:

I hereby certify that the information provided in this application was not obtained from any other source. I understand that ALL equipment and materials used on this project shall be owned by the applicant. I understand that the applicant shall be responsible for the maintenance and repair of all equipment and materials used on this project. I understand that the applicant shall be responsible for the disposal of all waste materials generated during the project. I understand that the applicant shall be responsible for the safety of all workers and the public during the project.

I also acknowledge that I have received a copy of the contract and I fully agree to all the terms and conditions of the Facility Usage Agreement, including how to proceed in the event of any emergency requiring immediate attention during my event. I further affirm that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant:

*Dorely Steele*

Date:

5/24/2010

**Sumter County Public Works Division**  
**Parks & Recreation Department**  
 319 E Anderson Avenue  
 Bushnell, FL 33513

Phone: (352) 793-0240  
 Fax: (352) 793-0247  
 E-Mail: [bruce.root@sumtercountyfl.gov](mailto:bruce.root@sumtercountyfl.gov)  
 Website: [www.sumtercountyfl.gov/pw/parks/](http://www.sumtercountyfl.gov/pw/parks/)  
 Emergency: (352) 303-0116 or (352) 303-4729

**FACILITY USAGE APPLICATION**

Please complete this application to the address above via mail or in person.

Name of Applicant: <u>Beverly Steele</u>		Name of Organization: <u>Royal Library Association</u>	
Mailing Address: <u>9569 CR 235</u>		City/Zip Code: <u>Wildwood</u>	E-Mail Address: <u>TheSteeleOrg@aol.com</u>
Phone (Day): <u>352-748-1536</u>	Phone (Night):	Phone (Cell): <u>352-603-3409</u>	Fax: <u>352-748-1536</u>
Contact 1 (if other than applicant): <u>Levi Solomon</u>		Phone (Day): <u>352-748-4210</u>	Phone (Night):
Contact 2 (if other than applicant): <u>Etta Huff</u>		Phone (Day): <u>352-748-4201</u>	Phone (Night):
Date/s of Use: <u>6/16-20/2010</u>	Day/s of Week: <u>Wed-Sun</u>	Start Time (including setup time): <u>8am</u>	End Time (including cleanup time): <u>8pm</u>
Anticipated Attendance (Minimum to/Maximum): <u>500-6000</u>		Is this a private event or is it open to the public? <u>open</u>	
Please check below what best describes your event:			
<input type="checkbox"/> Baby/Bridal Shower <input type="checkbox"/> Birthday Party <input type="checkbox"/> Church Function/Social <input type="checkbox"/> Clinic <input type="checkbox"/> Family Gathering/Reunion <input type="checkbox"/> Field Use (Games, Practices, Recreational and/or Tournament Play) <input type="checkbox"/> Meeting <input type="checkbox"/> Picnic <input type="checkbox"/> Political Function <input type="checkbox"/> Wedding or Reception <input checked="" type="checkbox"/> Other (describe): <u>Annual festival (out door)</u>			
Will electric be required for this event (if available)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what for? <u>Concession Stand</u>			
Will water be required for this event (if available)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, what for? <u>Concession Stand</u>			

**Meeting Rooms, Kitchens and Concession Stands**

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Lake Pan Rec Park – East Wing Meeting Room (Capacity 150+)        |
| <input type="checkbox"/>            | Lake Pan Rec Park – West Wing Meeting Room (Capacity 100)         |
| <input type="checkbox"/>            | Lake Pan Rec Park – Kitchen (Oven, Fridge, Ice Machine)           |
| <input type="checkbox"/>            | Lake Pan Rec Park – Concession Stand (Fridge)                     |
| <input type="checkbox"/>            | Lake Pan Community Building & Kitchen (Capacity 100)              |
| <input checked="" type="checkbox"/> | Royal Community Building & Kitchen (Oven & Fridge) (Capacity 100) |
| <input type="checkbox"/>            | Sumterville Community Building & Kitchen (No Oven) (Capacity 100) |
| <input type="checkbox"/>            | Wahoo Voting Precinct/Bldg (Capacity 100)                         |
| <input type="checkbox"/>            | Wahoo Kitchen Only (No Oven) (Capacity 15)                        |

We, fully understand that completion/submittal of this application does not confirm my request. In addition, I/we understand that ALL requests are subject to staff approval and are processed on a first come first serve basis and upon approval when deemed appropriate by Management. Upon review, a designated staff member will notify myself or one of my contacts regarding the status of this request and whether or not there is any additional information required.

I also acknowledge that I have received a copy, read, understand and fully agree to all of the items and terms outlined in the Facility Usage Agreement, including how to proceed in the event of any emergencies needing immediate attention during my event. I further affirm that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant: Beverly Steele Date: 5/24/10

## Pavilions and Shelters

*Usages on a First Come First Serve Basis*

Cherry Lake	Pavilion #1 Small (seats 24±)	Lake Miona Park	Pavilion #1 (Seats 40±)
	Pavilion #2-Large (Seats 100±)		Pavilion #2 (Seats 20±)
Lake Okahumpka Park	Pavilion Side #1 (Seats 80±)	Lake Pan Rec Park	Pavilion #3 & #4 (Both Seat 20±)
	Pavilion Side #2 (Seats 80±)		Pavilion (32± Capacity)
	Pavilion Both Sides (Seats 160±)	Royal Park	

Effective 10/01/08  
 Revised 09/30/08  
 Revised 10-19-09

**THIS PAGE FOR OFFICE USE ONLY**

Comments/Notes: \_\_\_\_\_

Date FUA Rcvd: \_\_\_\_\_ Approved or Denied \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Key Log**

Picked Up By: \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

\_\_\_\_\_

Print Name

Print Name

Returned By: \_\_\_\_\_ Date: \_\_\_\_\_ Staff: \_\_\_\_\_

\_\_\_\_\_

Print Name

Print Name

Intentionally left blank

Request must be submitted to Public Works a minimum of three week prior to date of request.

Sumter County Board of County Commissioners  
910 North Main Street, Bushnell, FL 33513  
Phone: (352) 793-0200 • Fax: (352) 793-0207

TEMPORARY ROAD CLOSING REQUEST

Requested Beverly Steele Date: 5/24/10  
Address: 9569 CR 235 Phone & Fax #: 352-748-1536 | 352-748-1536  
City, St, Zip Wildwood (Royal), FL 34785 Email Address: TheSteeleOrg@aol.com  
Organization: Royal Library Association  
Date(s) Requested: June 19, 2010  
\*Road(s) or Portion to be Closed: \_\_\_\_\_

\*If Parade - Detailed Route: CR 462 - East to CR 235A North to  
CR 222 West to CR 235 South  
end at Community Park - Royal

\*Attach map as applicable

Requested Time for Road Closure: parade times: 10am - 11am

Requested Assistance or Equipment from Public Works

Requested Assistance or Equipment from Public Works	Date:
<u>Road closure signage; officers</u>	<u>6/19/2010</u>
<u>traffic cones</u>	<u>6/19/2010</u>

We understand that any request approved will be upon the following terms and conditions:

1. We shall be responsible for all safety and maintenance requirements in connection with the event.
2. We shall indemnify and hold the County harmless as to any liability which may result from any aspect of the event.
3. We shall be responsible for clean-up work which may be required as a result of the event.
4. It is understood that any request approved by the County shall in no way be construed by us to allow our event to take place on a State Road, and that any request approved is limited to the portion of the County Road described.
5. We agree that we shall make every effort for all participants in the event to comply with all state and local laws, and that the County Road mentioned above will be closed to the public only the day and time mentioned above, but not in excess of 24 hours.

Our signature below indicates our agreement to these terms and conditions.

Beverly Steele Signature Beverly Steele Printed Name

This request was approved in open session of the County Commissioners meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Attest: Gloria R. Hayward  
Clerk & Auditor

Board of County Commissioners  
Sumter County

By:

Deputy Clerk

Chairman

Request must be submitted to Public Works a minimum of three week prior to date of request.

Sumter County Board of County Commissioners  
910 North Main Street, Bushnell, FL 33513  
Phone: (352) 793-0200 \* Fax: (352) 793-0207

### TEMPORARY ROAD CLOSING REQUEST

Requested: Beverly Steele Date: 5/24/10  
Address: 9569 CR 235 Phone & Fax #: 352-748-1536 | 352-748-1536  
City, St, Zip: Midwood (Royal), FL 34785 Email Address: TheSteeleOrg@aol.com  
Organization: Royal Library Association

Date(s) Requested: June 20, 2010

\*Road(s) or Portion to be Closed: CR 462: one way west to east; CR 222: one way east to west; CR 237 - one way south to North. Complete closure for CR 235

\*If Parade - Detailed Route: \_\_\_\_\_

\*Attach map as applicable

Requested Time for Road Closure: CR 235 - Noon; CR 462 - 3pm; CR 222 - 3pm

#### Requested Assistance or Equipment from Public Works

Requested Assistance or Equipment from Public Works	Date:
<u>Road closure signage; officers</u>	<u>6/20/10</u>
<u>traffic cones</u>	<u>6/20/10</u>
<u>partial paths;</u>	<u>6/20/10</u>

We understand that any request approved will be upon the following terms and conditions:

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Beverly Steele Signature      Beverly Steele Printed Name

This request was approved in open session of the County Commissioners meeting, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

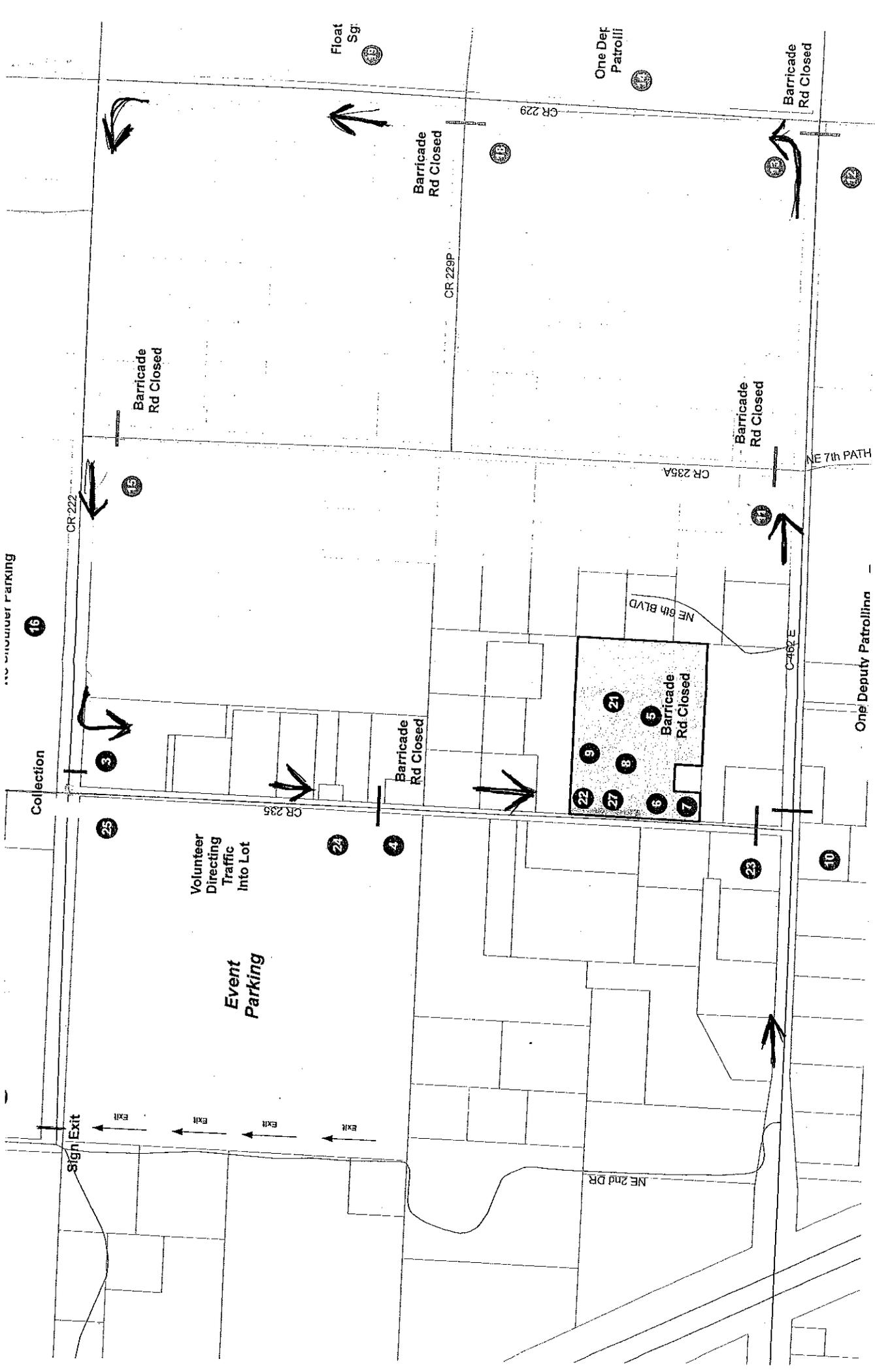
Attest: Gloria R. Hayward  
Clerk & Auditor

Board of County Commissioners  
Sumter County

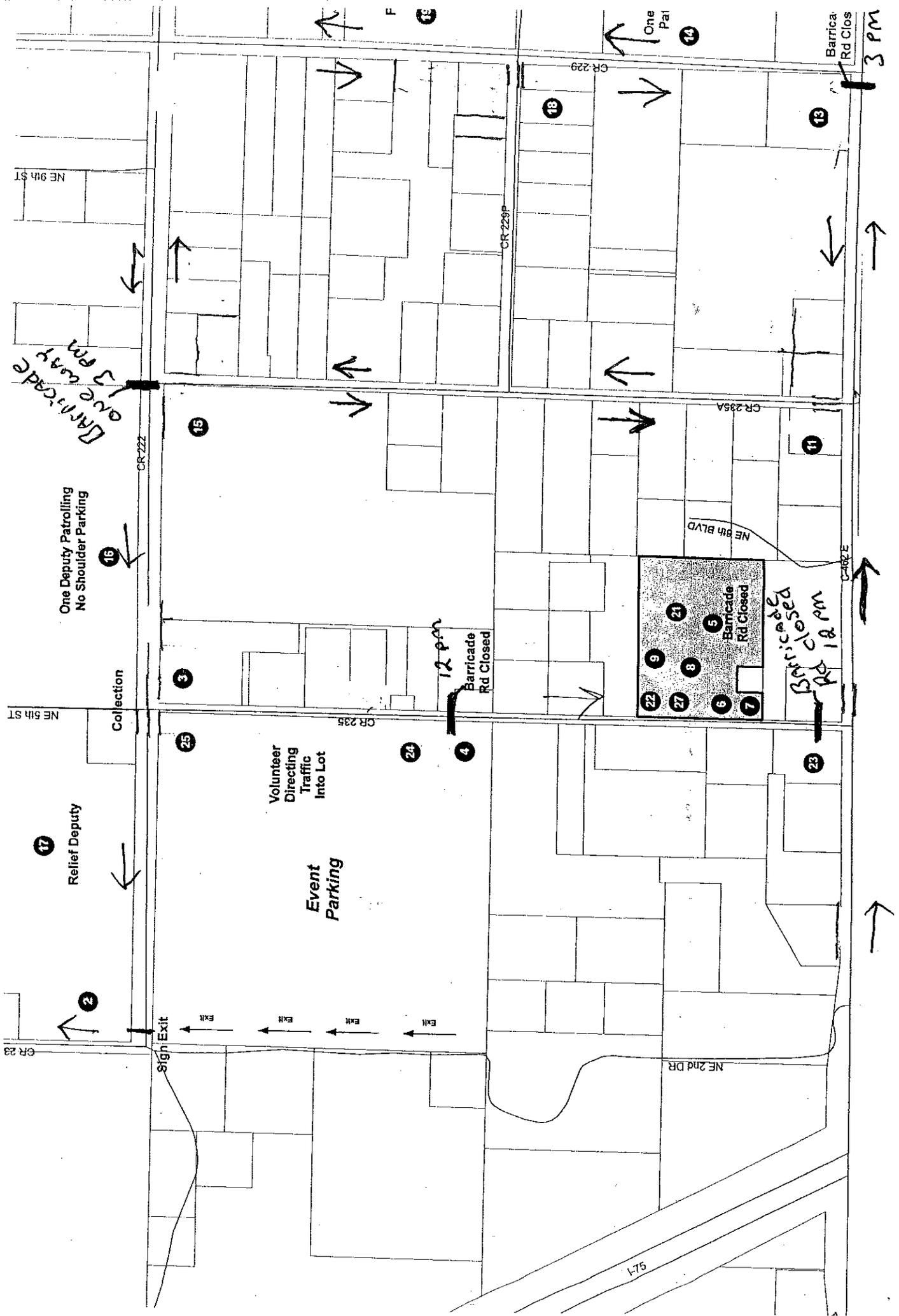
By: \_\_\_\_\_

Deputy Clerk

Chairman



PARADE ROUTE



# FATHERS DAY EVENT

3 PM

→

ROYAL  
HOMECOMING  
JUNE 20, 2010

		PARKING IS ON CR 235	EXITING ON CR 222 AT CR 237		
		ASSIGNMENTS NOON UNITS			
DEPUTY	POS	LOCATION	JOB DESCRIPTION	BARR.	SUPRVS
HAWORTH	21	COMM. CTR IN PARK	MONITOR BALLGAMES AND BUILDING	N	SHAW
NORRIS	22	IN FRONT OF F.D.	MONITOR FOOT TRAFFIC	N	SHAW
HALES	23	462/CR 235	RD CLOSURE NB 235 EXCEPT VENDORS	Y	SHAW
HAVENS	24	CR 235 NORTH OF F.D	FOOT TRAFFIC ONLY/ PARKING ENTRY	Y	SHAW
WILSON	25	CR 222/ CR 235	TRAFFIC CONTROL	N	SHAW
FUJIMOTO	26	C-462 FROM 229 TO I-75	PATROLLING NO SHOULDER PARKING	N	SHAW
SGT. SHAW	27	COMM CTR BY GATE	SGT./ MONITOR VENDOR AREA	N	
CLARK/ K-9	28	CR 235 AT PKNG ENTRY	GUIDE VEHS. INTO PRKING	N	SHAW
NORDLE	29	COMM CTR	INCIDENT COMMANDER	N	
		1500 HRS UNITS			
ISAACS	1	CR 237/C-466	BARRICADE INTER. NO SB TRAFFIC ON CR 237	Y	BREEDEN
FARFAGLIA	2	CR 237/CR 222	NO EB TRAFFIC OR SHOULDER PARKING	Y	BREEDEN
BROOKS	3	CR 222/ CR 235	ASSIST UNIT "25" AT COLLECTION POINT	N	BREEDEN
WILKINSON	4	CR 222/CR 235A	TRAFFIC CONTROL	N	BREEDEN
BROWN	5	COMM. CTR INSIDE PARK	MONITOR BALLFIELDS ASSIST UNIT "21"	N	BREEDEN
MULLINS	6	COMM CTR S END OF PARKING	MONITOR CROWD	N	BREEDEN
BURKES	7	COMM CTR S END OF PARKING	MONITOR CROWD	N	BREEDEN
REEVES	8	COMM CTR BY GATE	MONITOR VENDOR AREA	N	BREEDEN
THOMAS	9	IN FRONT OF F.D.	ASSIST UNIT "22". MONITOR CROWD	N	BREEDEN
RAPPLEYEA	10	462/CR 235	CLOSE 462 EB TRAFFIC ONLY	Y	BREEDEN
TOMPKINS	11	CR 235A	NO SHOULDER PARKING ON CR 235A	N	BREEDEN
COLDEN	12	C-462/ CR229	CLOSE C-462 NO WB TRAFFIC/ LOCALS ONLY	Y	BREEDEN
BALMER	13	C-462/ CR 229	CLOSE C-462 NO WB TRAFFIC/ LOCALS ONLY	Y	BREEDEN
WASSON	14	229 FROM 462 TO 222	PATROLLING/ TRAFFIC FLOW	N	BREEDEN
E.BISHOP	15	C-462/ CR 235A	TRAFFIC CONTROL/ EB ONLY ON 462	Y	BREEDEN
LEDFORD	16	222 FROM 229 TO 237	PATROLLING/ NO SHOULDER PKG	N	BREEDEN
CAPPS	17	PERIMETER	GIVE BREAKS TO UNITS	N	BREEDEN
FENDER	18	CR 229/ CR 222	TRAFFIC CONTROL	N	BREEDEN
BREEDEN	19	PERIMETER	FLOATING SGT.	N	

ROYAL  
 HOMECOMING  
 JUNE 20, 2010

PEOPLE CLAIMING TO LIVE IN THE RESTRICTED AREA SHALL BE ALLOWED TO PASS YOUR POINT.		
THIS EVENT DEMANDS PATIENCE FROM EVERYONE WORKING IT. ARRESTS		
SHOULD BE THE LAST RESORT. IF YOU ARREST I HAVE TO FILL YOUR POSITION WITH SOMEONE ELSE.		
YOU ARE MORE IMPORTANT AT THE EVENT THAN AT THE JAIL. DO NOT ABANDON YOUR POST		
UNLESS INSTRUCTED TO DO SO. ONCE WE LOSE THAT POST IT WILL BE HARD TO REGAIN.		
PERIMETER UNITS WILL RESPOND TO SGT. BREEDEN. INTERNAL UNITS RESPOND TO SGT. SHAW.		
IF YOU HAVE AN INCIDENT YOU SHOULD RESPOND WITH YOUR ID # AND POSITION.		
EXAMPLE: 186 COMMAND. NEED EMS AT POS. 6 REF. MEDICAL. COMM CENTER HAS MAP OF ASSIGNMENTS		
COMMAND TRAILER WILL BE AT T AND D CONCRETE ON CR 228 WITH A DISPATCHER ASSIGNED. EVENT		
WILL RUN ON TAC 3. NOON PERSONNEL SHOULD EXPECT TO WORK TILL 2100 HRS OR LATER.		
1500 HRS UNITS SHOULD EXPECT TO WORK TILL 2300 HRS.		
FENDER	169	SAT. UNITS
E. BISHOP	206	SAT. UNITS