



Colliers International

600 2nd Avenue NE
St. Petersburg, Florida 33701
www.stpetpier.org
Telephone 727-822-Pier

Insert Date

RE: Private Instruction – St. Pete Pier

To Whom It May Concern:

It has come to our attention that you are operating a private instruction program within _____ (insert name of area i.e... Spa Beach Park) located at the St. Pete Pier. The city of St. Petersburg provides numerous opportunities for our citizens to participate in many life enrichment activities by enjoying our great weather and outdoor park facilities. Over the past few years, there has been an extreme growth in private fitness instruction in our parks that needed to be formally addressed with a Private Instruction in City Parks permit process.

A Permit and Use Agreement is required for any private or group instruction which takes place on the St. Pete Pier District (see attached Map for available locations). The fee for a Private Instruction permit is \$50 per month per park or \$600 per year. The permit allows you to conduct individual or group instruction depending on available space and the type of activity you are teaching. **You are not reserving a specific area of the park** but merely using what is available at the time designated for your class. Some of our more popular parks, especially those along our downtown waterfront, are in high demand for large events and may require you to relocate your private instruction class to another park to accommodate the events.

If more than 50 people are expected to attend, additional fees may be likely to pay for an event manager.

Here are the steps to follow:

1. To start the permitting process, please complete the attached Private Instruction in City Parks permit packet. This packet includes the permit application form, a list of applicable city ordinances, general rules and guidelines for city parks. Email or drop off the completed application to tyler.spencer@colliers.com or drop off at Pier Operations Office.
2. Once the registration items are approved, you will be notified to come in and pay for your permit and sign the Use Agreement.
3. Additionally, you will be required to provide a business tax certificate and proof of liability insurance - details will be included in your Use Agreement.
4. We will counter sign the Use Agreement once the above items have been provided. The executed Use Agreement will serve as proof that you are authorized to conduct private instruction in the Pier District.

Please feel free to contact us if you have any questions. We look forward to working with you.

Sincerely,

St. Pete Pier Management

GENERAL RULES AND GUIDELINES FOR PRIVATE INSTRUCTION IN CITY PARKS
PLEASE RETAIN THIS COPY FOR YOUR RECORDS AND INFORMATION

The St. Pete Pier is pleased that you have decided to conduct your privately instructed activity in a City park. The City's parks are for the benefit and pleasure of the public and every person may enjoy the privileges of City parks subject to compliance with the provisions of all applicable laws, ordinances, policies, and rules. Private Instruction Park Permits are issued in accordance with the "Standards for Issuance" as set forth in St. Petersburg City Code, Chapter 21.

1. Most City parks are available for use from 30 minutes before sunrise to 30 minutes after sunset depending on location and/or event. Parks are not open for use after hours except pursuant to the Parks & Recreation Director's approval. Gated park areas are governed by separate posted operating hours.
2. The application must be received by tyler.spencer@colliers.com at least **15 business days prior** to the Private Instruction activity, but no more than twelve (12) months prior. Large events open to the general public are encouraged to apply 30 days prior to the event.
3. **A non-refundable \$50 per month or \$600 annual permit fee, business certificate and insurance are required upon receipt of a Private Instruction Permit Application.** Receipt of the application **is not** a guarantee of park use or permit. All requirements and fees must be met **prior to the issuance of a Park Permit.** The application permit fee is applied to each park utilized.
4. **Clearly state on the Private Instruction Permit Application all planned activities for each park use scheduled monthly or annually. Final application approval does not reserve any portion of a park, but only recognizes that the applicant has permission to conduct private instruction activities in a specific City park, subject to its availability.**
5. All the above General Rules and Guidelines apply specifically to private instruction in City parks. Events which are open to the general public may require a separate Park Permit, Insurance and Risk Management approval and will require police security services which must be arranged with the St. Petersburg Police Department.

Noted above is only a partial list of rules and guidelines governing City Park Use, a complete list can be reviewed or obtained at the City of St. Petersburg website at www.stpete.org.

Terms – Fees are to be made payable to the **City of St. Petersburg** at the Pier Operations Office. Once this is received, we will countersign the Use Agreement.

Pier Operations Office –
Hours: Mon-Fri 8:30AM – 5:30PM
Address: 600 2nd Ave NE St. Petersburg, FL 33701
Phone: (727) 822-7437

CITY ORDINANCES

The St. Pete Pier is pleased that you have decided to conduct your privately instructed activity in a City park. The City's parks are for the benefit and pleasure of the public and every person may enjoy the privileges of City parks subject to compliance with the provisions of all applicable laws, ordinances, policies, and rules. Private Instruction Park Permits are issued in accordance with the "Standards for Issuance" as set forth in St. Petersburg City Code, Chapter 21.

- Most City parks are available for use from 30 minutes before sunrise to 30 minutes after sunset depending on location and/or event. Parks are not open for use after hours except pursuant to the Parks & Recreation Director's approval. **CITY CODE 21-40.** Gated park areas are governed by separate posted operating hours.
- Exercise caution to protect all park property, including plant material, electrical sources, sprinklers, and sod. Report all damage to park personnel (irrigation, etc.) so that repairs can be made.
- All equipment and structures placed in the park must be removed by the end of your Private Instruction activities. The Parks & Recreation Department is not responsible for any items left in the park.
- No selling or offer for sale of any goods or services, except pursuant to the fees collected for Private Instruction and/or St. Pete Pier Management approval, City Sponsored or Co-sponsorship. Posting any sign, banner or advertisement is prohibited. The use of loudspeakers, public address systems or amplifiers and portable gasoline- operated generators is prohibited except pursuant to a separate Park Permit being issued. **CITY CODE 21-34.**
- No inflatables (i.e., moonwalk or similar apparatus) allowed in parks without a Park Permit and insurance.
- No obstruction in any manner on any roadway, sidewalk, walkway, or path. **CITY CODE 21-37.**
- Sale, service dispensing, possession, use and/or consumption of alcoholic beverages on park property is prohibited except pursuant to City Ordinance, City Sponsored or Co-Sponsored events. **CITY CODE 21-38.**
- Refuse created on park property shall be properly discarded in containers provided. **CITY CODE 21-42.**
- No driving or parking of motor vehicles in parks except on approved roads and parking areas. **CITY CODE 21-51.**
- All dogs in the park must be on a leash under the control of the owner or agent; such leash shall not exceed the length of six feet. Nothing in this subsection 4-51(c) shall prevent dogs from running at large in parks or portions thereof, which are designated as "dog parks." No dogs allowed on beach or in water. **CITY CODE 4-51.**
- The public is governed by all applicable laws, ordinances, policies, and rules including the City's Noise Ordinance. **CITY CODE 11.** In addition, **Section 11-61** – Noise disturbance prohibited and **Section 11-64** – Loud, raucous, and unnecessary noises prohibited.
- Engaging in any activity in a negligent manner is prohibited. **CITY CODE 21-53.**
- City Ordinance prohibits any water craft(s) from being in designated swim areas. **CITY CODE 21-49.**

PLEASE NOTE: VIOLATORS OF THE ABOVE RULES WILL BE REQUESTED TO LEAVE THE PARK AND/OR CITED BY THE POLICE DEPARTMENT. FOR SAFETY REASONS, THE PARK WILL TEMPORARILY CLOSE SHOULD VEHICLE OR EVENT CAPACITY REACH MAXIMUM.

Some events may be exempt from the above listed items due to City Ordinance, Parks & Recreation Department Rules and Guidelines and City Sponsored and Co-sponsored guidelines. Noted above is only a partial list of laws and guidelines governing City Park Use, a complete list can be reviewed or obtained at the City of St. Petersburg website at www.stpete.org.



St. Pete Pier Management
600 2nd Ave. NE
St. Petersburg, Florida 33701
(727) 822-pier
Applications accepted:
Monday – Friday from 9 a.m. – 5 p.m.

Property Manager _____	Date _____
Special Events Manager _____	Date _____

APPLICATION FOR PRIVATE INSTRUCTION PERMIT ST. PETE PIER DISTRICT
(Original must be Submitted)

In accordance with St. Petersburg City Code, Chapter 21, the undersigned applicant hereby applies for a Private Instruction Permit for park use. The applicant provides the following information and represents that it is true and correct. The original application must be received at least 15 business days prior and no more than twelve (12) months in advance of the activity. Some high-use areas within the Pier District may not be available and class schedule may need to be adjusted for special events.

Policy: All Private Instruction offered in any of the City Parks must receive prior approval of the Parks & Recreation Department. All private instructors are subject to an annual background check and require a business certificate and insurance.

Name: _____
First Middle (Required for Background Check) Last

Address: _____ **ZIP:** _____
Street City State

Home Phone: _____ **Cell / Work Phone:** _____ **Email:** _____

Title of Program: _____

Description of Program: _____

Location Within Park: _____ **Days/Time** _____

List Program Equipment: _____

Attendance Check Box: 50 or Less people More than 50 people

Payment Terms Check Box: Monthly \$50 Annual \$600

Fees are to be made payable to the City of St. Petersburg at the Pier Operations Office. Once this is received, we will countersign the Use Agreement.

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I represent and warrant that the purpose of the proposed activity and conduct of the permittee and the participants shall conform to all requirements of law and all ordinances. I acknowledge that failure to observe such laws, ordinances or policies and procedures will result in an immediate revocation of the permit.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE PARKS & RECREATION DEPARTMENT POLICIES AND PROCEDURES PERTAINING TO USE OF PARKS AND THE RULES SET FORTH IN ARTICLE II, CHAPTER 21, OF THE ST. PETERSBURG CITY CODE, INCLUDING BUT NOT LIMITED TO THE INDEMNIFICATION AND INSPECTION OBLIGATIONS ASSUMED BY ME AND THE PERSON OR ENTITY ON WHOSE BEHALF THIS APPLICATION IS BEING MADE.

Signature of Applicant

_____ Date _____