

TRAILER ESTATES PARK & RECREATION DISTRICT

BOARD OF TRUSTEE WORKSHOP

November 21, 2022

Immediately following the 9:30 a.m. Board of Trustee Meeting

MARK'S HALL

1903 69TH AVENUE WEST

BRADENTON, FLORIDA 34207

1. Reoccurring Fire House Building Use Discussions (Lombardi)
2. Memorializing the History of TEFCD (Chandler)
3. Adding a TE History tab to the Website (Chandler)
4. Use Old Business Segment of Meeting to Track Issues Until Resolved (Nickels)
5. Review Signage (Nickels)
6. Pickleball – (Price)
7. Late Fees on Rental Accounts (Chandler)
8. PP40 Proposed Changes (Gregory)
9. Flash Drive to Replace Paper Copies (Dalton)
10. Canoe/Kayak Rack Lease Agreement – PP24 (Dalton)
11. Update Reservation for Function PP37 and Rules PP37A (Dalton)

RESIDENT COMMENTS

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Pursuant to Section 286.26, Florida Statutes, and the Americans With Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

TRAILER ESTATES PARK AND RECREATION DISTRICT

BOARD AGENDA ITEM FORM

PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Recurring Fire House building use discussions

For Upcoming Meeting—Date Oct. 3, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Discussion of possible uses for the building. _____


Costs/Estimated Costs: (Required if agenda item includes spending district money.) _____

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

Trustee Todd Lombardi

Date Submitted 9/20/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 11/14/2022 Initials 

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Memorializing the history of TEFCD

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Support the memorializing of TEFCD by identifying a space to hold a display

of historical items and fund the purchase of a display cabinet for that display

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

TBD based on items to be displayed,

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

Trustee Mary Chandler

Date Submitted October 30, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

11/7/2022 Postponed and moved to 11/14/2022 workshop.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Adding a TE History tab to the website

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Work with Big Fish to add a tab to our website to hold the history of TE.


Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) _____

Trustee Mary Chandler

Date Submitted October 29, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

11/7/2022 postponed and moved to the 11/21/22 workshop.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Use Old Business segment of meeting to track issues until resolved

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): Issues tend to lose focus unless the board is updated on status when they are being reviewed by legal council or being researched through other avenues. This should encourage the board to actively pursue issues or officially drop them instead of letting them fade away.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)

Trustee Nickels

Date Submitted 10/18/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials TA

11/7/2022 postponed and moved to 11/21/2022 workshop.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Review Signage

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**


Rationale (for workshops)/ MOTION (for board meetings): Remove conflicting signs and update signs to convey the intent more accurately.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
\$750

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Three pictures of existing signs.

Trustee Nickels

Date Submitted 10/18/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/31/2022 Initials 

11/7/2022 postponed and moved to 11/21/2022 workshop.

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Late Fees on Rental Accounts

For Upcoming Meeting—Date November 7, 2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

Approve revisions to PP22, PP23 and PP24 approved by District's council
related to the collection of late fees and actions for payments 30 days or more
past due as discussed at the workshop on October 17, 2022

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this

Agenda Item. Please list the attachments.) _____

PP22, PP23 and PP24

Trustee Mary Chandler

Date Submitted October 18, 2022

Chairman/Designee 

Office Manager/Designee: Date Posted 10/24³¹/2022 Initials 

11/7/2022 postponed and moved to 11/21/2022 workshop.

NOV 11 '22 AMB:G

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda PP40 proposed changes

For Upcoming Meeting—Date 11/21/22

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**


Rationale (for workshops)/ MOTION (for board meetings): _____
to discuss proposed changes and additions to PP40

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
none

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) _____
proposed version and adopted version are attached for comparison

Trustee Kathy Gregory

Date Submitted 11/11/2022

Chairman/Designee 

Office Manager/Designee: Date Posted 11/14/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT
ANNUAL APPLICATION FOR KEEPING OF EMOTIONAL SUPPORT/SERVICE
ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY

JAN 21 '20 447

PP40

PROPERTY ADDRESS: _____

DATE: _____

NAME: _____

NAME OF APPLICANT/RESIDENT WITH DISABILITY - NOTE: Applicant must be a registered, approved and bona fide resident of Trailer Estates Park and Recreation District.

Emotional Support Animal (only one) is identified/described as follows:

Species: (Check one) Dog or Cator Other: _____ (if Other, please identify)

Breed: _____

Color(s): _____

Size: _____ / _____ (height/length)

Weight: _____

Fully grown?: Yes No (Check one)

If not presently fully grown, state anticipated size and weight when fully grown:

_____ / _____ (height/length), Weight: _____

Pursuant to the Fair Housing Amendments Act of 1988, Applicant agrees to reside in mobile home with said Emotional Support Animal, as an accommodation for a disability, until residency on the property ceases for any reason, under the following conditions:

1. Said Emotional Support Animal shall be kept by Resident for companionship, and not for any commercial use or purpose.
2. Resident shall be required to present to the Board of Trustees competent written evidence of medical necessity for said Emotional Support Animal as an accommodation of Resident's disability. Upon termination of Resident's residency, the Emotional Support Animal shall be removed from Trailer Estates within fifteen (15) days.
3. In conjunction with each annual review, Resident shall be required to present to the Board of Trustees written evidence of continuing compliance with Manatee County's license/registration requirements for the animal.
4. Concerning the conduct/behavior of said Emotional Support Animal, Resident acknowledges and agrees that Resident's right to keep said Emotional Support Animal on the property if further conditioned upon the following matters:
 - a. Said Emotional Support Animal shall not become a nuisance or health hazard.
 - b. Said Emotional Support Animal shall not be permitted to bark, whine or cry for excessive periods.
 - c. Said Emotional Support Animal shall not bite any person or other pet animal in the District.
 - d. Said Emotional Support Animal shall wear a collar at all times, with appropriate current Manatee County license tag, Trailer Estates tag, and be kept on a leash at all times when outside Resident's home but inside Trailer Estates.
 - e. Said Emotional Support Animal's feces shall always be promptly picked up by Resident or by such other person in control of Resident's Emotional Support Animal at the time, and placed in a sealed bag and disposed of in an appropriate garbage receptacle.

Said Emotional Support Animal shall not be walked on the private property of any other owner in Trailer Estates. Said Emotional Support Animal shall not be walked, for the purpose of relieving itself, in the common areas of Trailer Estates. Said Emotional Support Animal shall not be allowed in the District's recreational or other common area facilities except those areas, if any, which may be specifically designated by the Board of Trustees for such purpose.

- f. Said Emotional Support Animal shall not be abandoned by the Resident.
- g. Resident shall observe all applicable laws and ordinances concerning the care and control of said animal.

TAG#

NOV 11 22 AM '07

JAN 21 '20 AM 7

**TRAILER ESTATES PARK AND RECREATION DISTRICT
ANNUAL APPLICATION FOR KEEPING OF EMOTIONAL SUPPORT/SERVICE
ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY**

PP40

TAG# _____

- h. Resident shall be required to maintain adequate homeowner's insurance coverages to protect against personal injury and property damages resulting due to actions of Resident's Emotional Support Animal.
- 5. No replacement Emotional Support Animal shall be brought onto or kept on the property by Resident without first reapplying to the Board of Trustees for permission to keep an Emotional Support Animal on the property.

The Board of Trustees of Trailer Estates Park and Recreation District requires that the Resident prove there is a genuine need for the keeping of an Emotional Support Animal in a no-pet section of the District. Such proof must be offered in writing by the Resident's attending physician or other qualified medical professional. Upon the demise or relocation of the occupant/resident, the Emotional Support Animal must be removed from the premises within fifteen (15) days.

ATTENTION: Initial application for a new support/service animal must include a written opinion on Physician/Qualified Medical Professional's or Mental Health Care Professional's letterhead or prescription pad. It must include:

- 1) Verification that letter/pad is from a Physician/Qualified Medical Professional or Mental Health Care Professional, including license information;
- 2) Confirmation that the resident is under the care of the Professional;
- 3) Confirmation that the resident has been diagnosed with a recognized disability;
- 4) the Professional's opinion that the support/service animal improves the effects of the disability.

In the case of a second or subsequent animal request, all of the above qualifications must be met plus the Professional must acknowledge in the letter/pad that the resident already has one (or more) support/service animal(s) and the second (or more) animal(s) improves a different effect related to the original disability or improves the effect of a newly diagnosed disability.

Signature of Resident Date: _____

Along with the above-mentioned letterhead/prescription pad, the following must also be completed:

To be signed by attending physician: I affirm that I have evaluated the individual listed above and it is my professional opinion (initial either YES or NO beside the following questions)

YES _____ or NO _____ 1) The person to use and live with the animal has a physical or mental impairment that substantially limits one or more major life activity and

YES _____ or NO _____ 2) the person making the request has a disability-related need for the above animal for assistance, it performs tasks or services for the benefit of the person above or it provides emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability.

Signature of Physician Date: _____

Physician's License # and State of Issuance

**TRAILER ESTATES PARK AND RECREATION DISTRICT
ANNUAL APPLICATION FOR KEEPING OF EMOTIONAL SUPPORT/SERVICE
ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY**

PP40

TAG# _____

RULING ON APPLICATION FOR EMOTIONAL SUPPORT ANIMAL

X _____ APPROVED OR DISAPPROVED Date: _____
For Board of Trustees (Circle One Choice Above)

Conditions or stipulations of Approval/
Explanation if Disapproved:

Schedule of Periodic Review: *Animal vaccination records must be submitted annually.*

2022 JAN 21 AM 6:42

2025-01-27 10:00 AM

INITIAL/ANNUAL APPLICATION FOR REGISTERING AND KEEPING AN EMOTIONAL SUPPORT ANIMAL AS AN ACCOMMODATION FOR RESIDENT'S DISABILITY

RESIDENT'S NAME _____ DATE _____

PROPERTY ADDRESS _____

NOTE: Individual who completes this form must be a registered, approved, and bona fide resident of Trailer Estates Park and Recreation District. Resident is required to complete this form for one emotional support animal.

Emotional support animal is identified/described as follows:

Species: (circle one) Dog Cat Other if other please identify. _____

Breed _____ Color(s) _____

Size (height/length) _____

Weight _____ Fully grown? (circle one) Yes No If not fully grown, then state anticipated weight when fully grown _____

Pursuant to the Fair Housing Amendments Act of 1988, resident agrees to reside in mobile home with said emotional support animal, as an accommodation for a disability, until residency on the property ceases for any reason, under the following conditions:

1. Said emotional support animal will not be used for any commercial use or purpose.
2. Resident shall be required to present to the Board of Trustees competent written evidence of medical necessity for said emotional support animal as an accommodation for resident's disability. Upon termination of resident's occupancy within the District, the emotional support animal shall be removed from Trailer Estates within fifteen (15) days.
3. In conjunction with this annual review, resident shall be required to present to the Board of Trustees written evidence of continued compliance with Manatee County's license/registration requirements for the emotional support animal.
4. Resident shall not abandon said emotional support animal.
5. Resident shall observe all applicable laws and ordinances concerning the care and control of said emotional support animal.
6. Resident shall be required to maintain adequate homeowner's insurance coverage to protect against personal injury and property damages resulting due to actions of resident's emotional support animal.
7. Concerning the conduct/behavior of said emotional support animal, resident acknowledges and agrees to the following conditions:
 - a. Said emotional support animal shall not become a nuisance or health hazard.
 - b. Said emotional support animal shall not be permitted to bark, whine or cry for excessive periods.
 - c. Said emotional support animal shall not bite any person or other animal in the District.
 - d. Said emotional support animal shall wear a collar at all times, with appropriate current Manatee County license tag, (Trailer Estates tag???), and be kept on a leash at all times when outside resident's home but inside Trailer Estates.
 - e. Said emotional support animal's feces shall always be promptly picked up by resident or by such person in control of resident's emotional support animal at the time, and placed in a sealed bag and disposed of in an appropriate garbage receptacle.

Said emotional support animal shall not be walked on the private property of any other owner within Trailer Estates. Said emotional support animal shall not be walked, for the purpose of relieving itself, in the common areas of Trailer Estates. Said emotional support animal shall not be allowed in the District's recreational or other common area facilities except those areas, if any, which may be specifically designated by the Board of Trustees for such purpose.

INITIAL APPLICATION REQUIREMENTS FOR KEEPING AN EMOTIONAL SUPPORT ANIMAL:

1. The initial application for a new emotional support animal must include a written opinion on a Physician/Qualified Medical Professional's or Mental Health Provider's letterhead or prescription pad and include the following information:
 - a. Confirmation that the resident is under the care of the professional;
 - b. Confirmation that the resident has been diagnosed with a recognized disability;
 - c. And it is the professional's opinion that the emotional support animal provides an accommodation or lessens the effects of the resident's disability.
2. Resident completes the information on the top of this form (PP40) and signs the form.
3. Resident's Physician/Qualified Medical Professional or Mental Health Provider completes the Physician/Qualified Medical Professional or Mental Health Provider section on this form (PP40).
4. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40);
 - b. Written opinion from Physician/Qualified Medical Professional or Mental Health Provider;
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
5. The application will be reviewed by a trustee. Resident will be informed if application has been approved or provided an explanation if disapproved.
6. In the case of a second or subsequent emotional support animal request, all of the above must be met plus the Physician/Qualified Medical Professional or Mental Health Provider must acknowledge in the letter or on prescription pad that the resident already has one (or more) support animal(s) and the additional animal improves a different effect related to the original disability or improves the effect of a newly diagnosed disability.

ANNUAL APPLICATION REQUIREMENTS:

Once the above standard has been completed, residents are required each year to complete the following:

1. Resident completes the resident section of this form (PP40) and signs the form.
2. Resident's Physician/Qualified Medical Professional or Mental Health Provider completes the Physician/Qualified Medical Professional or Mental Health Provider section on this form (PP40).
3. Resident submits to the Trailer Estates office the following:
 - a. Completed application (PP40)
 - b. A copy of the original written opinion from resident's Physician/Qualified Medical Professional or Mental Health Provider on letterhead or prescription pad
 - c. Written evidence of Manatee County's license/registration and current vaccine records.
4. The application will be reviewed by a trustee. Resident will be informed if annual application has been approved or provided an explanation if application is disapproved.

RESIDENT SIGNATURE _____ DATE _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38**

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Flash Drive to Replace Paper Copies

For Upcoming Meeting—Date 11-21-2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To discuss
producing flash drives to distribute from the office rather than paper copies
of the items on the website under the "About Us" tab.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**
Minimal. First batch of flash drives already purchased.

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** I will distribute example flash drives at the workshop

Trustee Lori Dalton

Date Submitted 11/11/2022

Chairman/Designee

Office Manager/Designee: Date Posted 11/14/2022 Initials

TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM PP 38

DUE IN OFFICE 10:30 A.M. MONDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Canoe/Kayak Rack Lease Agreement - PP24

For Upcoming Meeting—Date 11-21-2022

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): To review the changes approved to PP24 on November 7, 2022. I believe the dollar amount of \$100 per 30 days is too excessive for Canoe/Kayak Rack Leases.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.) Draft of PP24 - 11-21-22

LD

Trustee Lori Dalton

Date Submitted 11-07-2022

Chairman/Designee *[Signature]*

Office Manager/Designee: Date Posted 11/14/2022 Initials *[Signature]*

TRAILER ESTATES PARK AND RECREATION DISTRICT CANOE/KAYAK RACK LEASE AGREEMENT PP24

Trailer Estates Park & Recreation District, P.O. Box 6298, Bradenton, Florida 34281, Lessor, hereafter known as Trailer Estates does hereby lease unto:

LESSEE'S NAME: _____, PHONE NUMBER: _____

ADDRESS: _____

LESSEE, CANOE/KAYAK RACK NUMBER _____, TRAILER ESTATES BEACH

Commencing the first day of _____, _____ under the following terms and conditions:

1. Trailer Estates agrees to make the aforesaid canoe/kayak rack available to lessee for the sole purpose of storing the following described canoe/kayak, to-wit:

MAKE: _____
LENGTH _____
FLORIDA REGISTRATION NUMBER: N/A 16' and under or no motor _____
Lessee agrees to notify Trailer Estates in the event renter replaces canoe described with another Canoe/Kayak

2. Lessee agrees to pay the current District Rental Fee for said space annually. This space is meant to be for storage between uses and **not as permanent storage**. Rents remaining unpaid for fifteen (15) days past the due date will be charged 10% late fee of amount due. Rents more than thirty (30) days past due will be assessed an additional late charge of 10 percent (10%) and result in the termination of the Lease.

3. If fees are more than thirty (30) days over due the canoe or kayak will be removed to a storage area and space will be leased to next applicant. A storage fee of \$100 per each 30 days or portion thereof will be assessed until full payment is received.

4. Lessee agrees to keep this area clean and neat and to place trash in proper containers. Only designated vessel will be stored on the rack. No other items will be permitted to be stored on or around this area with the exception of a canoe dolly supplied by the Trailer Estates Canoe/Kayak Club.

5. Trailer Estates will not be responsible for the care or protection of Lessee's vessel, or for any loss or damage whatsoever.

6. Lessee shall not change, alter or add to this rack in any way.

IN WITNESS WHEREOF, the undersigned has read and understands the terms of this agreement.

Lessee Signature Required:

X _____ Date: _____

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM/POLICY PP 38**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item Update Reservation for Function PP37 and Rules PP37A

For Upcoming Meeting—Date 11-21-2022

Type of Meeting (check one): Workshop Board Meeting *

***It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): To review
proposed updates to the Reservation for Function - PP37 and their rules

PP37A.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)
None.

Attachments: (Please attach any diagrams or pertinent information concerning this
Agenda Item. Please list the attachments.) PP37 (current and proposed) and PP37A
(with revisions)

LD

Trustee Lori Dalton

Date Submitted 11-08-2022

Chairman/Designee 

Office Manager/Designee: Date Posted 11/14/2022 Initials 

TRAILER ESTATES PARK AND RECREATION DISTRICT RESERVATION FOR FUNCTION

PP37

NAME OF FUNCTION: _____

DATE(S): _____

Include Day(s), Month(s) and Year

PLACE of Function: (check all that apply)

<input type="checkbox"/> Large Hall (front)	<input type="checkbox"/> Large Hall (back)	<input type="checkbox"/> Small Hall	<input type="checkbox"/> Craft Room II (beside stage)	<input type="checkbox"/> Beach Pavilion
<input type="checkbox"/> Activity Center Craft Room	<input type="checkbox"/> Heron Room (Card)	<input type="checkbox"/> Pelican Room (Wii)	<input type="checkbox"/> Eagle Room (Billiard)	<input type="checkbox"/> Bocce Court
				<input type="checkbox"/> TE Property

Complete Time Place is Needed (include setup, etc.): From: _____ To: _____

Event Starts at: _____ **Doors Open at (Optional):** _____ **# People:** _____

KITCHEN No Yes - Large Kitchen

Will Kitchen Be Used? Yes - Small Kitchen

f No, skip Kitchen section

Are you inviting the general public No Yes If yes, do you want the fobs disabled? No Yes

If yes to disable fobs, from _____ to _____ **DO NOT PROP DOORS OPEN** (per PP37A)

Will An Outside Caterer/Vendor Be Used? No Yes Are you obtaining a temporary event license? No Yes

(May NOT prepare food in Trailer Estates' kitchen)

Application Letter Attached License Attached

Trustee/Designee Signature/Date received

Trustee/Designee Signature/Date received

EQUIPMENT NEEDS:

# _____	Card Tables	# _____	Banquet Tables	# _____	Round Tables
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Will you need the Grill? No Yes

Attachment With Additional Dates/Comments/Needs (can be written on the back)? Yes

NOTES:

****BY SUBMITTING THIS FORM, I ACKNOWLEDGE I HAVE READ THE RULES FOR RESERVING FUNCTIONS AND AGREE TO THEIR TERMS (PP37A)****

Name of Resident Making Reservation

Phone #

Confirmation Preference: Paper Copy Phone Call

E-mail: _____

APPROVED BY: _____ DATE: _____

TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

PP37

NAME OF FUNCTION: _____

DATE(S): _____
Include Day(s), Month(s) and Year(s)

- PLACE of Function: (check ALL that apply)
- | | | |
|---|---|---|
| <input type="checkbox"/> Large Hall (front) | <input type="checkbox"/> Large Hall (back) | <input type="checkbox"/> Mark's Hall |
| <input type="checkbox"/> Beach Pavilion | <input type="checkbox"/> Craft Room II (beside stage) | <input type="checkbox"/> Pelican Room (Wii) |
| <input type="checkbox"/> Heron (card) | <input type="checkbox"/> Activity Center Craft Room | <input type="checkbox"/> Eagle Room (Billiards) |
| <input type="checkbox"/> Bocce Courts | <input type="checkbox"/> TEN Property | |

Complete Time Place is needed: From: _____ To: _____ Event starts at: _____
(include setup, clean up, etc.)

Will KITCHEN/GRILL be used? NO YES-Large Kitchen YES - Small Kitchen GRILL

If you are inviting the general public, do you want fobs disabled? NO YES - From: _____ To: _____

DO NOT PROP DOORS OPEN

TECHNOLOGY/EQUIPMENT NEEDS (costs may be incurred if maintenance must come in to support technology for your event): _____

ROOM SETUP: Dinner Dance Meeting Other Approximate Number of People: _____
SETUP MAP ATTACHED: NO YES

BY SUBMITTING THIS FORM, I ACKNOWLEDGE I HAVE READ THE RULES FOR RESERVING FUNCTIONS AND AGREE TO THEIR TERMS; (INCLUDING PP37A)

Name of Resident Making Reservation Phone Number

Confirmation Preference: Paper Copy Phone Call Email at: _____

APPROVED BY: _____ Date: _____



TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

PP37

Large Hall – Front & Back
Max. 54 banquet/32 round
616 row seating
432 tables & chairs
240 with dance floor

Large Hall – Front
24 banquet/18 round
200 row seating
192 tables & chairs

Large Hall – Back
24 banquet/18 round
200 row seating
192 tables & chairs

Mark's Hall
14 banquet/12 round
130 row seating
112 tables & chairs

	<p>Circle desired layout, list number of tables needed and the number of chairs to be placed at each table Describe any special instructions: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

DRAFT

_____ Round Tables/ _____ Chairs ea.	_____ Banquet Tables/ _____ Chairs ea.	_____ Chairs (row seating)

Setup Fees:	Banquet Tables: 1 – 15 for \$75.00 16 – 54 add \$4.00 ea.	Round Tables: 1 – 12 for \$60.00 13 – 32 add \$4.00 ea.
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TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION (RULES) PP37A

Rules and Regulations – For all one day only requests which may include persons or groups who are not residents or property owners, a deposit of \$100.00 for meeting rooms, Mark's small hall and \$200.00 for large hall must be submitted at the time of the reservation request and will be returned if the room reserved is left in the same condition it was when reserved. Any damages in excess of the deposit will be charged to the person, club or organization making the reservation.

****ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS.**** Discretion is given to the trustee and/or designee to approve requests that are submitted with less than 7 days advance notice.

If a property owner/renter reserves the room and it is necessary for maintenance to clean up after the function, the resident submitting the request will be billed for maintenance's time required to perform clean up (this applies to non-routine clean up).

When reserving for a weekend or holiday, residents must set-up and break down their own tables and chairs or pay to have this done. Check with Maintenance for access to correct number of tables.

MAINTENANCE COORDINATION – contact Maintenance with set-up needs seven (7) days before the function. Use of sound system, projector, TV, technology must be identified at this time. Costs may be incurred if Maintenance must come in during your event for technology support. Setup maps are recommended for Maintenance to follow. They are on the back of Reservations for Functions - PP37.

~~Please inform maintenance of set-up needs two (2) days before the function.~~

Refer to Rules & Regulations, Part B for additional Rules Governing Use of Facilities. If using an outside caterer/vendor, a temporary license may be necessary. If so, attach a copy of the approved license.

Residents: Please bring the approved reservation form to the office 24 hours before the function to receive keys for the hall and kitchen. The office is open Monday – Friday.

DO NOT PROP DOORS OPEN – Complete the disable FOB portion of PP37. Requestor will be responsible for the security of the hall while FOBs are disabled.

Delivery Method: Either e-mail electronic copy to secretary@trailerestates.com (be sure to put "PP37" somewhere in the subject) or submit completed paper copy to the office.

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