

**Ocala-Marion County
Veterans Memorial
Park**

**Operational Policies
and
Procedures**

December 7, 2004

Park Use

This park is designed strictly to honor our Veterans. The entire Park is open for visitation by any individual, group, association, or organization in accordance with Park policies. Some areas of the Park may be reserved for special events, exhibits, and meetings. The areas that may be reserved are the Main Monument, picnic areas, and the meeting rooms.

The Main Monument is considered the most hallowed ground and will only be used for special Veterans or Memorial events. The picnic areas cannot be reserved from noon to 1:00 p.m. The Park, main monument, picnic area, and meeting rooms may be reserved by any legitimate, registered group, organization or institution with proof of financial responsibility as outlined in Marion County Risk Management Policy #1B. All parties are responsible for keeping the area clean and presentable upon completion of their event. The request for use must be submitted 30 days prior to the event to the Veterans Services and must include the purpose or reason for use and proof of financial responsibility.

To better facilitate the use of the Ocala/Marion County Veterans Memorial Park a "Special Programs and Events Acknowledgement Form" must be completed prior to any scheduled program or event. This form is attached. Any questions should be directed to the Veterans Services Director.

Maintenance

The maintenance of the Park will be the responsibility of the Parks and Recreations Department and volunteers. The placement and sealing of the bricks, plaques and benches will be under the supervision of the Veterans Services Director.

OPERATION OF THE PARK BY VOLUNTEERS

The day to day operations of the park is the direct responsibility of the Marion County Veterans Services Director. The volunteers work under his supervision without compensation. On special occasions or special Park usage the volunteers may be asked for their assistance.

Volunteer Office Manager

The volunteer office manager will oversee all volunteers. This position reports directly to the Veterans Service Director or his/her appointee. When assuming this position the manager must make a complete inventory of all office equipment, vehicles, salable items, and materials and turn the report in within the first two weeks. Any office supplies, equipment, or other items necessary for the operation of the office may be obtained by a written request to the Parks and Recreation Department.

Duties and Responsibilities of the Office Manager

The office manager is responsible for:

1. The day to day operation of the Park office and museum
 - a. Accepting donations, and receiving funds for bricks, plaques, benches and other memorabilia.

- b. Keeping a running inventory of all salable items or items left for display.
 - c. Assuring sufficient supplies are available for the office or for sale.
 - d. Provide guidance and assistance to organizations utilizing the Park
 - e. Maintain a daily log of all activities including volunteer hours.
2. The coordination of the volunteer assistants
- a. Maintaining a list of volunteers' available name and phone.
 - b. Coordinating the volunteers on a rotating basis to assure two assistants are available each day and sending the monthly schedule to the Veterans Services Director.
3. The appearance and security of the Park and office
- a. Keep the grounds free of debris
 - b. Conduct a daily inspection of the park for damage or vandalism.
 - c. Report any unauthorized group gathering or other activities immediately.
 - d. Notify the Veterans Services Director of any maintenance or repair that may be required.
 - e. Ensure that all buildings, vehicles, and offices are properly secured after closing hours. Deliver any proceeds from donations to the Veterans Services Department.
 - f. Execute the Veterans Park Emergency Procedures when required.

DUTIES AND RESPONSIBILITIES OF THE PARK ASSISTANTS

Their duties will be assigned by the Volunteer Office Manager.

REVISIONS

Revisions may be made to these policies by majority rule of the Park Advisory Board with the approval of the BCC or at the direction of the BCC.

The purpose of the Ocala / Marion County Veterans Memorial Park is to:

1. Provide a lasting memorial to veterans of all wars who lived, fought, and died for the beliefs of individual freedom for all peoples and countries.
2. Teach a continuing factual history of all wars and the major battles of those wars.
3. Provide a place for display of veteran and war memorabilia
4. Provide areas for quiet meditation, reflection, and remembrance.
6. Provide a safe area for light exercise (walking, strolling) with numerous places for resting and meditation.
7. Provide a safe peaceful area for individual or small group to have a picnic.

The mission of the Ocala / Marion County Veterans Memorial Park is to:

1. Provide a continuing knowledge and presence of those who served and those who gave their life so that all peoples could be free.
2. Provide a place where veterans, veterans' family members and the public can visit and meditate.
3. Promote factual historical information without regard to ethnic, racial, or political influence.
4. Provide a continuous conduit for volunteerism and contributions.

DESIGN OF THE PARK

The Park has many reasons and purposes designed into it to inform and educate the public concerning the Armed Forces and members who served.

South Park Wall

The wall is designed to encompass the hallowed ground of the memorial park. On the outside of the wall are plaques of Veterans organizations and other groups denoting their contributions to the Park.

Starting on the inside of the southwest section of the wall is a sequential history of all wars, conflicts and battles starting with the Indian wars in 1628 and continuing to present. The east wall presents the history of the civil war with plaques and battles for both the union and the confederate armies which both were fighting for freedom in their own beliefs.

Pedestals, Bricks, Plaques and Benches

The pedestals contain commemorative red and granite bricks of veterans. Some pedestals display military and special events plaques. There are benches near these pedestals for moments of reflection and meditation. There are sidewalks continuously throughout the Park. All bricks and plaques will be positioned where they cannot be walked upon.

Congressional Medal of Honor Plaza

The Congressional Medal Of Honor Plaza has a center monument that lists the State of Florida recipients. At a later date there will be two pedestals listing all the other Medal of Honor recipients.

Main Monument

The main monument will honor all members who served in the Armed Forces, women who supported the Armed Forces and acted as a multi-purpose platform.

Museum

The museum is designed to exhibit veteran and war memorabilia, a kitchen, meeting room for small groups or veterans organizations, restrooms, and offices for park personnel and volunteers. (When Erected)

Picnic Areas

The picnic areas are for individual or group use during Park hours and may be reserved.

Park Office

The Park office will be manned by volunteers. This office has all applications for bricks, plaques, benches, and other contributions. Brochures and other memorabilia are available.

PARK ADMINISTRATION

The day to day operations of the park will be under the supervision of the County Veterans Services/Affairs Director with the help of volunteers.

1. The Park will be open to the public seven days a week year round from **DAWN TO DUSK**. The Park office will be open from 8:00 a.m. – 12: noon, Monday through Friday. Unless otherwise directed.
2. Possession and consumption of alcoholic beverages is strictly prohibited in the Park.
3. No roller skates, bicycles, or skate boards are allowed.
4. Any one caught defacing or damaging any part of the Park will be prosecuted.
5. No animals are allowed in the Park other than Seeing Eye, helper, or K-9 dogs.
6. Large groups or associations must notify the Park prior to visiting.
7. All visitors must discard their debris in the appropriate containers.
8. The Park will not be used for partisan political purposes.
10. All events must be approved by the Veterans Services Director.

OCALA/MARION COUNTY VETERANS MEMORIAL PARK

SPECIAL PROGRAMS AND EVENTS ACKNOWLEDGEMENT FORM

DATE _____

The Ocala/Marion County Veterans Memorial Park Office personnel are not responsible for setting up needed items for programs/events or restoring them. This form will be considered void if not totally completed.

In order to provide the best service to you this form should be completed 30 days prior to program/event. A copy of this form once completed will be given to the sponsoring entity.

Please print legibly.

1. Name of special event or memorial program you are sponsoring.

2. What is the date/time the program/event will occur?

3. Your organization or committee name.

4. Person in-charge of program/event and phone number.

5. What will you need for program/event?

6. Who is responsible for setting up needed items for program?

7. Who is responsible for restoring needed items for program?

8. Park Office personnel name who received special programs and events form.

9. Date office staff received form. _____

10. Name of person notifying Veterans Park Office Manager and Veteran Affairs Director of proposed program/event.

Veterans Park Office Manager signature and date.

Veterans Services Director signature and date.
