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**City of Vero Beach**  
**Recreation Department**  
2266 14th Avenue, Vero Beach, FL  
32960 (772) 567-2144, fax (772) 778-6515

**REQUEST FOR THE USE OF  
VETERAN'S MEMORIAL ISLAND SANCTUARY**

The undersigned, on his/her own behalf or as authorized agent of \_\_\_\_\_ hereinafter "Applicant," respectfully requests the use of Veteran's Memorial Island Sanctuary.

**Date of Event:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

**Total Time Requested:** \_\_\_\_\_ - \_\_\_\_\_ (from set-up/event to clean-up/departure)

**Estimated Number of people to attend:** \_\_\_\_\_

Electricity Needed: **Yes** or **No** (Please circle one)

1. Veteran's Memorial Island Sanctuary has been designated as a park for the quiet contemplation of those who have given their lives in the service of this country. Any use of this park should observe solemnity of this special area. Weddings, receptions, running, ball playing, horseplay, or other inappropriate activity will not be allowed.
2. If preparation time is required for the event, this time should be included with the overall request for the use of this facility to avoid any schedule conflicts.
3. Parking for the applicant and his/her guests is allowed only in designated areas, parking in grass areas is not permitted. Vehicles are not permitted on Veteran's Memorial Island Sanctuary.
4. The applicant shall be responsible for the complete cleanup of the area after the event. This cleanup will include all foreign matter that has been transported to this area by the applicant, its guests, or other spectators.
5. There will be no digging, underground installations, tents, or temporary building installations, or pruning of foliage without prior specific permission of the City Manager or his designee. This authorization must be obtained in writing in advance of any action of the above on the part of the applicant. All authorized applicants must confirm the location of any underground facilities/ utilities by contacting Public Works, (772-978-4800), and Water & Sewer (772-978-4800).
6. If the applicant plans to decorate, all decorations must be removed on the same day.
7. No alcoholic beverages may be consumed on this property at anytime.
8. No loud music or other objectionable noise or amplification is permitted in this area.

9. Where practicable, this application should be submitted to the Recreation Department thirty (30) days prior to the event.

10. Special Requests:

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**The undersigned certifies that he/she has read and understands the foregoing, and that the undersigned certifies that he/she is an authorized signatory for the applicant.**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

APPROVAL AND RECOMMENDATION BY:

THE VETERANS SERVICE OFFICE OF INDIAN RIVER COUNTY:

\_\_\_\_\_  
(Signature) DATE: \_\_\_\_\_

THE VETERAN'S COUNCIL OF INDIAN RIVER COUNTY:

\_\_\_\_\_  
(Signature) DATE: \_\_\_\_\_

THE VETERANS MEMORIAL ISLAND SANCTUARY ADVISORY COMMITTEE:

\_\_\_\_\_  
(Signature) DATE: \_\_\_\_\_

APPROVAL BY THE CITY MANAGER:

\_\_\_\_\_  
(Signature) DATE: \_\_\_\_\_

*If you encounter any problems during your use of this location,  
please call the Supervisor on Duty at 538-1397, or  
the Vero Beach Police Department non-emergency*

## ATTACHMENT "A"

### VETERANS MEMORIAL ISLAND SANCTUARY AUTHORIZED USES AND MEMORIAL RULES

#### A. Purpose and Intent.

Pursuant to Section 54-31(e) of the City of Vero Beach Code of Ordinances ("Code"), the purpose and intent of these Authorized Uses and Memorial Rules ("Uses and Rules") for the Veterans Memorial Island Sanctuary depicted on **Exhibit "A"** attached hereto, and incorporated herein ("Sanctuary") is twofold:

(1) To create at the Sanctuary a quiet haven for reflection on the sacrifices made by the men and women of the Armed Forces of the United States of America; and

(2) To preserve the Sanctuary as a memorial to Indian River County's military heroes.

#### B. Definitions.

The following definitions shall apply to these Uses and Rules:

*Cenotaphs*: individual memorials for fallen veterans whose bodies are buried elsewhere or not recovered.

*Master Plan*: the plan guiding the management and development of Veterans Memorial Island Sanctuary adopted by the City Council of the City of Vero Beach pursuant to Section 54-31(e) of the Code, as more fully described and identified in **Exhibit "B"** attached hereto, and incorporated herein.

*Veterans Memorial Island Sanctuary Advisory Committee*: the committee established pursuant to the Code to ensure the purpose, intent and preservation of the Sanctuary and to serve as an advisory committee to the City Council of the City of Vero Beach, ("Committee.")

*Veterans Memorial Island Sanctuary*: the geographic area including all of Spoil Island #31, hereinafter "Island," deeded to the City of Vero Beach on May 5, 1941, the bridge leading to the Island, and the entrance area lying immediately east of the bridge, including the traffic circle and its contents, excluding the roadway,

#### C. General Matters.

(1) The Sanctuary may not be sold, leased, traded, or given away by the City except as specified in Section 5.05 of the Charter of the City of Vero Beach.

(2) There shall be no charge for admission to the Sanctuary.

(3) Initial coordination of uses of the Sanctuary shall be coordinated through the Recreation Department of the City of Vero Beach.

**D. Rules and Policies.**

(1) Use of the Sanctuary:

(a) All uses shall be in keeping with the purpose and intent of the Sanctuary.

(b) All other uses shall be by permit only, issued by the City Manager and consistent with Section 54-31 (e) of the Code.

(c) Private memorial services held at the Sanctuary shall be limited to services for United States veterans for whom a Certificate of Release or Discharge from Active Duty (Department of Defense Form DD214), or equivalent, issued for reason other than dishonorable conduct, has been provided to the City of Vero Beach Recreation Department and verified by the Indian River County Veterans' Service Office. Scattering of cremains of such veterans is permitted in the waters surrounding the Island, however cremains shall not be scattered on the Island.

(2) The following uses shall not be permitted at the Sanctuary:

(a) General recreational activities.

(b) Weddings.

(c) Demonstrations, rallies or politically motivated gatherings.

(d) Fund raising events.

(e) Sporting events.

(f) Band concerts, except those related to military ceremonies or recognized holidays of special national or local significance in which patriotic music shall predominate.

(g) Camping.

(h) Alcoholic beverages.

(i) Bikes, skateboards, scooters, and skates.

(j) Kite flying or operation of model aircraft or model vehicles.

(k) Water activities such as, but not limited to, swimming, boating, fishing, and the like, except that fishing shall be permitted on the bridge leading to the Island so long as such fishing activity does not interfere with Island events that are allowed or permitted pursuant to the Uses and Rules.

- (l) Motor vehicles and other motorized conveyances, except those utilized in conveying persons with disabilities or utilized in maintenance or approved work by or for the City.
- (m) Dogs, except service dogs.
- (n) Commercial activity.

**E. Individual Memorials.**

(1) Cenotaphs have been used since the dedication of the Island. Cenotaphs shall be consistent in size and design with existing cenotaphs. Vietnam era veterans are honored with engraved granite memorials. Veterans of other conflicts are honored with granite memorials with bronze plaques. Bronze plaques shall be consistent with those of the conflict/era. Plaques shall contain name, date of birth, and date of death. Branch of Service and rank may be included, space permitting.

(2) Cenotaphs will honor the men and women of Indian River County who died while defending the United States of America and for whom a Report of Casualty Certificate (Department of Defense Form 1300), or equivalent, has been provided to the City of Vero Beach Recreation Department and verified by the Indian River County Veterans' Service Office. Any such qualifying veteran who died while defending our country and was a resident of Indian River County at the time of his or her initial entry into one of the services shall be eligible for recognition.

(3) No other individual memorials shall be allowed, except as set forth in Section H.

(4) Cenotaphs may be approved by the City Council after consideration of the recommendation by the Veterans Council of Indian River County and the Committee.

**F. Monuments.**

(1) Monuments have been part of the memorials to honor veterans since the dedication of the Sanctuary. The "Lest We Forget" monument established precedence. Honor is paid to the veterans of World War II, the Korean War, and the Vietnam War. In addition, monuments pay tribute to Pearl Harbor Survivors, Purple Heart recipients, Prisoners of War (POW), and those Missing in Action (MIA).

(2) Only veteran organizations sponsoring a monument may be recognized as part of the monument.

(3) Plans for construction of monuments shall require approval by the City Council after consideration of the recommendation by the Veterans Council of Indian River County and the Committee.

(4) All monuments shall be consistent with the Master Plan and no development shall occur that is not consistent with that plan.

### **G. Service Memorials.**

Monuments commemorating the branches of the United States Armed Services, i.e. the Army, the Navy, the Marines, the Air Force, and the Coast Guard have been constructed consistent with the Master Plan. Any changes to the existing monuments shall be consistent with the Master Plan and shall require approval by the City Council after consideration of the recommendation by the Veterans Council of Indian River County and the Committee.

### **H. The Gold Star Family Grove.**

A "Gold Star Family" refers to a family of a veteran who was killed or died in military service while on active duty, from causes other than dishonorable. The Gold Star designation was prominent beginning in World War I to distinguish families that had suffered the loss of a loved one in the Great War. The tradition continues today with the legacy of the Gold Star to note those families that have also borne the cost of war.

The Sanctuary Gold Star Family Grove consists of the Grove Plaque and the ten (10) Green Buttonwood trees and their memorials. The plaque is located with the "Heroes All" Plaque on the Cenotaph Square pedestal. Five (5) trees flank the east side and five trees flank the west side of the Square. The Grove is created to provide honor, hope & healing to those families coping with the loss of loved ones. Upon recommendation to the Veterans Memorial Island Sanctuary Committee by the American Gold Star Mothers Association Inc. (AGSMA) Indian River Chapter a memorial may be approved for a veteran family member of Indian River County who has given his or her life in service to the United States while on active duty, from causes other than dishonorable, and is not otherwise recognized by a cenotaph. The memorial is a nonpermanent memorial. Upon deterioration of the wooden pedestal the bronze plaque will be returned to the AGSMA Indian River Chapter (AGSMA) for disposition. The tree may be afforded another Gold Star Family or extended again to the same family at the discretion of the AGSMA. Funds for the memorial are provided under the auspices of the American Legion Felix Poppell Post #39, Vero Beach, FL.

# VETERANS MEMORIAL ISLAND SANCTUARY



INDIAN RIVER



## LEGEND

- A ENTRANCE MAP
- B LEST WE FORGET
- C VETERANS MEMORIAL WALK
- D ALEX MACWILLIAM MEMORIAL
- E MEMORIAL SQUARE
- F NATIONAL FLAG MEMORIAL
- G HONOR GUARD WALK
- H CENOTAPH SQUARE
- I WWII 50 YEAR MEMORIAL
- J SUN DIAL
- K HONOR GUARD CIRCLE
- L DRINKING FOUNTAIN
- M HONOR PORTAL
- N MEMORIAL WALK
- O POW/MIA MEMORIAL
- P MEMORIAL SANCTUARY FIELD
- Q SERVICE MEMORIALS (MEDITATION AREAS)
- R PURPLE HEART MEMORIAL
- S PEARL HARBOR SURVIVORS MEMORIAL
- T HEROES ALL MEMORIAL
- U KOREAN WAR MEMORIAL
- V VIETNAM VETERAN'S MEMORIAL
- W HISTORICAL MARKER
- X GOLD STAR GROVE
- Y WORDS FROM WAR MONUMENT

### CONTACT INFORMATION

#### VETERAN CEREMONIES AND HONORS:

VETERANS COUNCIL OF INDIAN RIVER COUNTY  
 VETERANSCOUNCILIRC.ORG  
 (772) 410-8520

#### RULES AND RESERVATIONS:

VERO BEACH RECREATION DEPARTMENT  
 VETERAN'S MEMORIAL ISLAND SANCTUARY AT COVB.ORG  
 (772) 567-2144

#### OVERSIGHT AND STEWARDSHIP:

VETERANS MEMORIAL ISLAND SANCTUARY ADVISORY COMMITTEE  
 ADVISORY BOARDS AND COMMISSIONS AT COVB.ORG  
 (772) 978-4700

DEVELOPED WITH FINANCIAL ASSISTANCE PROVIDED BY THE  
 FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 THROUGH THE FLORIDA RECREATION DEVELOPMENT  
 ASSISTANCE PROGRAM

WORDS FROM WAR  
 MONUMENT

Words From War  
 Monument