



**CITY OF FLORIDA CITY
APPLICATION FOR CITY DONATION AND/OR USE OF CITY FACILITIES**

SECTION 1 – TYPE OF REQUEST

(Check all that apply)

- City Donation**
- Fee Waiver / Reduction for Use of City Facilities**

Requested Date(s) of Event/Program: _____

Application should be submitted at least **30 days** prior to the event date or release of funds..

SECTION 2 – APPLICANT / ORGANIZATION INFORMATION

Name of Organization:

Contact Person:

Title/Role:

Mailing Address:

Phone: _____ **Email:** _____

Organization Type (check one):

- Non-Profit Organization (attach proof of non-profit status)
- Community Service Organization
- Government Agency
- For-Profit (for a bona fide community-service purpose)

Is the organization in good standing with the Florida Department of State, Division of Corporations?

- Yes No Not Applicable

Is the organization physically based in the City of Florida City?

- Yes No



If "No," briefly explain how the event/program will provide significant public benefit to Florida City residents:

SECTION 3 – EVENT / PROGRAM INFORMATION

Name of Event/Program: _____

Event Date(s) & Time(s): _____

Event Location (proposed): _____

Description of Event/Program:
(Attach additional pages if necessary)

Estimated Attendance: _____

Is the event open to the general public?

Yes No

Will an admission fee or other charge be collected?

Yes No

If "Yes," describe amount(s) and how proceeds will be used:

Does the event/program comply with the City's non-discrimination policy?

Yes No

Is the event in any way related to a political campaign, candidate, political party, political action committee, or ballot issue?

Yes No

(Events or organizations affiliated with a political party or political action committee, or used to support any candidate or political issue, are **not eligible** for City donations.)



SECTION 4 – CITY DONATION REQUEST

(Complete this section if requesting a City Donation)

Type of Donation Requested (check all that apply):

- Monetary donation – Amount requested: \$ _____
- In-kind donation of goods/services – Describe:

Explain how the requested donation will be used and how it will benefit Florida City residents:

Will the City of Florida City be publicly recognized for its support?

- Yes No

If "Yes," describe how (program, signage, announcements, etc.):

SECTION 5 – USE OF CITY FACILITIES / FEE WAIVER REQUEST

(Complete this section if requesting a facility fee waiver or reduction)

City Facility Requested: _____

Facility Use Date(s) & Time(s): _____

Set-Up Time: _____ **Break-Down Time:** _____

Describe how the City facility will be used:

Are you requesting:

- Full fee waiver
- Partial fee reduction



If requesting partial fee reduction, indicate the amount or percentage requested:

\$ _____ or _____%

Explain why a fee waiver or reduction is requested and how the event/activity is of significant value to the community or its residents:

Will any fees be charged to participants/attendees?

Yes No

If "Yes," describe fee(s) and how proceeds will be used. Indicate whether any portion of the proceeds will be provided to the City to offset costs:

SECTION 6 – INSURANCE, INDEMNIFICATION & COMPLIANCE

(For facility use, completion of this section and supporting documents may be required before approval.)

Can your organization provide a certificate of insurance or statement of self-insurance naming the **City of Florida City** as an additional insured, in a form acceptable to the City?

Yes No Not Applicable

Will your organization execute an indemnification and hold harmless agreement in a form acceptable to the City Attorney?

Yes No

Do you agree to take reasonable steps to minimize impacts to City facilities, programs, and residents, and to leave all City property in a clean and undamaged condition?

Yes No

Is your organization willing to provide volunteer efforts and/or materials in support of the City's Parks and Recreation Department or other City programs, where appropriate?

Yes No

SECTION 7 – ATTACHMENTS CHECKLIST



Please attach the following, if applicable:

- Proof of non-profit or corporate status (if applicable)
- Copy of event flyer, program, or promotional materials (drafts acceptable)
- Proof of good standing from Florida Department of State, Division of Corporations (if applicable)
- Certificate of insurance (if available at time of application)
- Any additional information supporting the request

SECTION 8 – CERTIFICATION & SIGNATURE

By signing below, I certify that:

1. The information provided in this application is true and correct to the best of my knowledge.
2. The organization and event/program are in compliance with the City of Florida City's non-discrimination policy.
3. The event/program will not be used to support or oppose any political candidate, political party, political action committee, or ballot issue, and the organization is not a political party or political action committee.
4. I understand that submission of this application does not guarantee approval of a donation or fee waiver and that the City Manager may impose conditions on any approval.
5. I understand that requests for donations in excess of \$1,000.00 and other matters, as determined by the City Manager, may be submitted to the City Commission for consideration.

Name of Authorized Representative (print): _____

Title: _____

Signature: _____ Date: _____

FOR CITY USE ONLY

Date Application Received: _____



Reviewed By (Staff): _____

- Donation Request Only
- Facility Fee Waiver/Reduction Only
- Both

City Manager Action:

- Approved as Requested
- Approved with Modifications/Conditions
- Denied

Conditions/Comments:

City Manager Signature: _____ **Date:** _____

- Forwarded to City Commission for consideration (if applicable)

City Commission Action (if applicable):

- Approved Denied **Date:** _____

EXHIBIT "A"
GUIDELINES FOR CITY DONATIONS

In an effort to provide support for organizations providing valuable community services, the following guidelines have been established.

The City Manager or his/her designee may award a City donation if the applicant makes the request in writing and the appropriate criteria under one of the following categories are met:

1. Intergovernmental Cooperation

a) A City donation may be made when the applicant is another government agency and the event or program is related to municipal or governmental affairs.

2. Department Sponsored Program

a) A City donation may be made to an applicant for events and programs that are sponsored by the City's Parks and Recreation Department. The City Manager may choose to sponsor an event or program if he/she determines that all of the following criteria are met:

i) The co-sponsoring organization is a valid non-profit or community service organization;

ii) Appropriate recognition as co-sponsor of the event is provided for the City of Florida City and, where applicable, the City's Parks and Recreation Department on all promotional materials and at the event.

3. Non-Profit Organizations

a) The City Manager may make a City donation to a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:

i) The organization is a currently active, valid non-profit or community service organization in good standing with the Florida Department of State, Division of Corporations;

ii) The event or program is of significant value to the community or its residents;

iii) The organization is in compliance with the City's non-discrimination policy.

For all City donations, the following standards will apply:

- a) The organization/business/individual requesting the donation shall be physically based in the City or must demonstrate that the event or program will be of significant public benefit to City residents;
- b) A request for a donation in excess of \$1,000.00 shall be brought to the City Commission for action and must be sponsored by a Commissioner;
- c) Contributions of volunteer efforts and/or materials to the City's Parks and Recreation Department are encouraged from all users;
- d) The organization/business/individual requesting the donation shall not be affiliated with any political party or political action committee, and the event will not be used to support any candidate or political issue;
- e) The organization/business/individual requesting the donation must submit the request a minimum of thirty (30) days prior to the release of funds; and
- f) The City Manager may, at his/her discretion, place conditions on the donation to minimize costs to the City.

Appeals

All decisions of the City Manager may be appealed to the City Commission for review. The City Manager may, at his/her discretion, bring any request to the City Commission for review and a decision.

EXHIBIT "B"
FEE WAIVER GUIDELINES FOR USE OF CITY FACILITIES

In an effort to provide support for organizations providing valuable community services that the City would otherwise provide or is unable to provide, the following guidelines have been established for determining when fees for the use of City facilities may be waived or reduced, as follows:

1. Intergovernmental Cooperation

a) Facility use fees may be waived for City facilities when the applicant is another government agency or department and the use is for official business and related to the performance of its normal functions.

2. Department Sponsored Program

a) Facility use fees may be waived when the City's Parks and Recreation Department is a sponsor of the event or activity. The City Manager may choose to waive the facility use fee if he/she determines that the following criteria are met:

i) The co-sponsoring organization is a valid non-profit or community service organization;

ii) Appropriate recognition as co-sponsor of the activity is provided for the City of Florida City and, where applicable, the City's Parks and Recreation Department on all promotional materials and at the activity.

3. Non-Profit and For-Profit Organizations

a) The City Manager may waive facility use fees for a non-profit agency, community service organization, or, where appropriate, a for-profit organization conducting a bona fide community service activity, if he/she determines that all of the following criteria are met:

i) The organization is a currently active, valid non-profit, for-profit (for a valid community-service purpose), or community service organization in good standing with the Florida Department of State, Division of Corporations;

ii) The activity is of significant value to the community or its residents;

iii) The organization is in compliance with the City's non-discrimination policy;

iv) The City Manager determines that the proposed activity will have no significant adverse impact on departmental activities, or that any impacts that are created will be adequately mitigated by the organization providing volunteer services and/or materials or will be adequately offset by the public benefit provided; and

- v) If a fee is charged at the activity, the City Manager will determine whether proceeds, or a portion thereof, will be paid to the City to offset departmental costs; and
- vi) The request must be sponsored by a Commissioner.

For all facilities used under these guidelines, the following standards will apply:

- a) The organization/business/individual requesting the waiver shall be physically based in the City or must demonstrate that the event will be of significant public benefit to City residents;
- b) A certificate of insurance or statement of self-insurance identifying the City as an additional insured (depending on the scope and intensity of the proposed event) shall be provided, in a form acceptable to the City;
- c) An indemnification and hold harmless agreement waiving liability of the City shall be executed in a form acceptable to the City Attorney;
- d) Scheduling and use of facilities and events are subject to availability of the requested facilities;
- e) Reasonable steps shall be taken by the event organizer to minimize impacts to City facilities, programs and residents; and
- f) Contributions of volunteer efforts and/or materials to the City's Parks and Recreation Department are encouraged from all users.
- g) The organization/business/individual requesting the waiver shall not be affiliated with any political party or action committee and the event will not be used to support any candidate or political issue;
- h) The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event; and
- i) The City Manager may, at his/her discretion, place conditions on the award to minimize costs to the City.

Security Deposit

The City Manager may require a refundable security deposit, even for uses which fees have been waived.

Appeals

All decisions of the City Manager may be appealed to the City Commission for review. The City Manager may, at his/her discretion, bring any request to the City Commission for review and a decision.