

To: The Honorable Mayor and City Council
 From: Derrick Corker, Manager of Parks & Recreation *etc*
 Date: September 8, 2015
 RE: Request for Fee Waiver – Diaspo Cup

BACKGROUND

The City has received a formal request for use of North Miami Athletic Stadium and Showmobile for a combination soccer/concert event on November 1, 8, 15, 22 and 29, 2015. The promoter, Roland Jerome, has been hosting an event similar in scope to this one for the preceding six years. In the past, the City Council has waived the fee for this event.

The promoter has requested that the fee be waived in full for the following:

- North Miami Athletic Stadium - Special Event (8 am – midnight) \$2,000
- North Miami Showmobile (2 pm – midnight) \$1,240

When you deduct equipment charges and usage fees from the above expense, you are left with direct staff costs. Staff cost for the proposed event can be broken down as follows:

- North Miami Police staff (2 pm – midnight) \$1,800
- *off-duty* costs for the Diaspo Cup 2015:
 - 1 supervisor for 8 hours
 - 2 officers for 8 hours
 - 6 officers for 6 hours
- North Miami Showmobile staff (2 pm – midnight) \$ 800

The cost per event for the Diaspo Cup would be: \$5,840

In total, the City’s cost for the Diaspo Cup Event \$29,200

The promoter, Roland Jerome, has provided a certificate of liability insurance reflecting the National Soccer Coaches Association of D/B/A NSCAA as the insured. The event applicant, Diaspo Entertainment, Inc., is also active with the Florida Department of State Division of Corporations.



776 N.E. 125 Street, North Miami, Florida 33161

Council Report

Attachments

Resolution # R-2012-33

Community Event Application

Certificate of Liability Insurance

Florida Department of State Divisions of Corporations Certificate

Rental Fee Waiver Request Form

Diaspo Cup 2015

	Rental Rate	Showmobile	City Electricity	Police	
1-Nov	\$2,000	\$1,240	\$800	\$1,800	
8-Nov	\$2,000	\$1,240	\$800	\$1,800	
15-Nov	\$2,000	\$1,240	\$800	\$1,800	
22-Nov	\$2,000	\$1,240	\$800	\$1,800	
29-Nov	\$2,000	\$1,240	\$800	\$1,800	
Total	\$10,000	\$6,200	\$4,000	\$9,000	\$29,200

**FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS****Detail by Entity Name****Florida Not For Profit Corporation**

DIASPO ENTERTAINMENT, INC.

Filing Information

Document Number	N13000003840
FEI/EIN Number	N/A
Date Filed	04/22/2013
State	FL
Status	ACTIVE

Principal Address12010 NW 3RD CT
MIAMI, FL 33168

Changed: 05/28/2014

Mailing Address12010 NW 3RD CT
MIAMI, FL 33168

Changed: 05/28/2014

Registered Agent Name & AddressJEROME, ROLAND
550 NE 67TH STREET
MIAMI, FL 33138

Address Changed: 05/28/2014

Officer/Director Detail**Name & Address**

Title President

JEROME, ROLAND
550 NE 67TH STREET
MIAMI, FL 33138

Title VP

Jerome Jr., Serge
1884 DISCOVERY WAY



For office use only

Permit issued:# _____ Staff initials _____

COMMUNITY EVENT APPLICATION

Please return the completed application and detailed description of the event

**on your organizations letterhead and site map to:
NORTH MIAMI PARKS AND RECREATION DEPARTMENT
12300 NE 8 AVENUE, NORTH MIAMI, FL 33161**

ATTN: SPECIAL EVENTS DIVISION

Please fill out this application completely.

Are you requesting a fee waiver for City facilities and services? Yes No

Forms Required Checklist

1. Completed Application
2. Proof of Organization Identification-from the State of Florida
3. Detailed Description of Event (1 page) *Flyer from 2014 is about 2015 net date.*
ON BUSINESS/ORGANIZATION LETTERHEAD.
4. Proof of Insurance or quote for special event insurance.
5. Layout map-must be computerized (not handwritten)
6. Tent Permit (required for any tents larger than 10 x 10) application in the Building & Zoning Dept.
7. Map of cross streets and road closures.
8. Proof of liquor license (if serving alcohol) - this requires city council approval
9. Proof of Worker's Compensation (for organizations with 4 or more employees)

Event Name: DIASPO COP

1. Requested Location: NORTH MIAMI STADIUM

Alternate Location (if requested location is not available): _____

2. Date: Nov 15 Rain-Out or Alternate Date (if date requested is not available): _____

If more than one (1) day please specify: Day 1: 1-8-15-22-29 Day 2: _____

3. Actual Event Start Time: Begin: 9 End: 12

4. Set-up Date: Nov 15 Set-up Time: 9:AM

5. Breakdown Date: 1-8-15-22-29 Breakdown Completion Time: _____

6. Estimated amount of people attending: 500-1,000

7. Type of Event: check all that apply

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Award Show | <input type="checkbox"/> Festival | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Fund-Raiser | <input checked="" type="checkbox"/> Sporting Event |
| <input type="checkbox"/> Concert / Performance | <input type="checkbox"/> Parade | <input checked="" type="checkbox"/> Other <u>CONCERTS MAX</u> |
| <input type="checkbox"/> Fair / Carnival | <input type="checkbox"/> Political | <u>TWO BANDS.</u> |

Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.

8. Number of times this event has taken place in the City of North Miami: _____

9. Was this event presented in other cities? Yes No
• If yes, what cities: North Miami

10. References:
Name: FRANIZ Espina Phone: 924 940-0519 Email: LEFRANIZ@YAFFOS.COM
Name: Nicole Payne Phone: 786 319-6495 Email: Nicole Payne US@YAFFOS.COM

EVENT

ORGANIZATION

What type is your organization: Please check all that apply.

For Profit Non Profit Governmental Neighborhood Association Other: _____

Name: DIASPO ENTERTAINMENT

Address: 11854 West D. Hwy

City: Miami State: FL Zip: 33161

Phone: 786-290-6166 Fax: _____ E-Mail: diastro@comcast.net

Contact persons name: FRANK EVERARD

Phone: (954) 940-0517 Cell: (954) 940-0517 E-Mail: frank@diastro.com

Alternate contact person: SENZO JEROME JR

Phone: (786) 229-2911 Cell: (786) 229-2911 E-Mail: Senzo.Jerome@yaho.com

Please provide the City of North Miami with a copy of one of these identifications:

Valid Florida Drivers License 501(c)(3) Business Identity.

11. Will you require road closure? Yes No

If yes, please describe what streets you want closed and the closing and opening dates / times.

• _____ Street (s) from: _____ to: _____

Closure date: _____ Time: _____

• Opening date: _____ Time: _____

12. Approximate number of vehicles anticipated: 200

A computerized map attached showing cross streets and location of proposed venue; along with staging set up and full logistical set-up must be included in your packet.

County roads require a permit from Miami-Dade County (305-375-2030). The Florida State Department of Transportation (FDOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with FDOT thirty (30) days prior to the event date. Please contact call 305-654-7163 to obtain the application for closing or use of state roads. The applicant may be required to contact residents or businesses along the closure route and have them sign a petition. Local roads will be closed with City Manager approval (Ord. 17--20).

13. Will you be securing your event with fencing? Yes No

14. Will you need trash removal? Yes No

• If yes, how many dumpsters? _____ How many pick ups? _____

Note: Hiring of City services for trash removal is required.

15. Are you requesting use of the City's Showmobile? Yes No

Use of Showmobile will require a non-waivable fee to cover cost of set up and breakdown. This fee cannot be waived.

16. Will you require temporary electrical work? Yes No

• If yes, please provide electricians name: ZIZINE

• Business Name: _____ Phone: _____

(Note: The electrician you hire needs to apply for a permit through the City of North Miami.)

LOGISTICS

17. Will you be erecting the any of the following?

	Yes	No	How Many	Size / Dimension
Tent	<input checked="" type="radio"/>	<input type="radio"/>	10	10x10
Ticket Booth	<input checked="" type="radio"/>	<input type="radio"/>	1	LOCATED AT FACILITY
Staging	<input type="radio"/>	<input type="radio"/>		
Dance Floor	<input type="radio"/>	<input checked="" type="radio"/>		
Other Temporary Structure	<input type="radio"/>	<input checked="" type="radio"/>		

Note: Tent permits are required for tents larger than 10' x 10'.

(Please include these items on your site map and provide the City a detailed floor plan for the event.)

18. Will your event include any of the following?

- Fireworks *NA* Games for children *NA* Mechanical / Amusement Rides *NA*

• If yes, please provide a detailed description: None

- Company Name: _____
 - Insurance Carrier: _____
- Agents Name: _____ Phone: _____

Note: All amusement rides must be approved by the state. All carnival, amusement or carnival type events shall provide the required insurance policy or policies as stipulates by the City of North Miami and must get proper permits from the City's Building and Zoning department.

19. Will music be played? Yes No If yes, what type?

Name of Sound Company: ZIPZINE

Address: _____ Phone: _____

(Foul language, offensive materials, strippers, erotic dancers or lewd or lascivious behavior is PROHIBITED.)

20. List the beverages to be served: Water, ~~alcohol~~, SOJAS, SOFT DRINKS

(Note: Beverages must be dispensed in soft containers. No glass containers or cans allowed.)

21. Will alcohol be served? Yes No

If yes, what type: _____

Sale and/or distribution of alcoholic beverages including beer and wine must be approved by the City Council. Upon approval, the organization must apply for a temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute 561.42. Contact the County office at 305.470.6783 for instructions on obtaining this License.

22. Will Food be served? Yes *NA* No If yes, what type? _____

SAFETY

Please note: Sanitary and food facilities shall be provided by the Licensee in accordance with applicable laws and regulations of the Department of Business and Professional Regulation (Form DBPR HR-7029, Division of Hotels and Restaurant Application for Temporary Event Vendor License). Licensee agrees to ensure that any and all grease remaining after the event by food vendors shall be properly disposed of in accordance with any applicable standards. In the event Licensee fails to properly dispose of the grease, the City will charge Licensee for the cost incurred by the City to do so.

CONCESSIONAIRE RIGHTS: Licensee shall have exclusive concessionaire rights within the permitted area.

23. You are required to hire City of North Miami police for your event.

The police Department determines how to staff the event with off-duty officers for crowd, traffic or other public safety concerns. The police department will inform you of the number of officers needed. Staffing is larger for events that serve alcohol and/or close roadways. Any event at a City facility that runs after 11:00 p.m. will require police. PLEASE CALL 305-891-0294 for more information on off-duty officers.

24. You may be required to hire EMS to be on-site at your event.

The City of North Miami Special Events Supervisor will advise you accordingly.

Prior to the commencement of any event, the City of North Miami requires organizers of the special event to provide the City with a valid certificate of insurance showing:

- General Liability Insurance:** \$1,000,000 minimum combined single limit for bodily injury and property damage.
- Liquor Liability Insurance:** \$1,000,000 minimum limit, if alcoholic beverages are being served or sold at the event.
- Workers' Compensation** Statutory coverage.
- Employers' Liability:** \$500,000 / accident / disease / policy limit.

Proof of workers' compensation coverage is required from employers with four (4) or more employees.

- All Certificates of Insurance shall include a description of the special event, event location and event date(s).
- All liability policies shall be issued by an "A" rated or better insurance carrier, endorsed by A & M Best and authorized to transact business in the State of Florida.
- **The City of North Miami must be named additional insured on all liability policies.**
- The issuing insurer shall endeavor to notify the City of any policy cancellation by mailing 10 days written notice to the City prior to issuance of a cancellation notice.
- All special event organizers shall indemnify and save the City harmless from any and all claims, suits, actions, damages or causes of action arising as a result of the special event.

Sign here to verify you have read the entire event application and conditions.

Roland Jerome

Print Name

[Signature]

Signature

07/2015

Date

revised 9/12/13 nmr

RISK

PLEASE NOTE
Forms 1 - 4 are mandatory upon submission of application.
Please also provide a detailed description of your event ON YOUR ORGANIZATIONS LETTERHEAD.



Rental Fee Waiver Request Form

Today's Date: 08/15/15

Facility Requested:

- Sunkist Grove Community Center (Capacity 100)
- Keystone Center (Capacity 45)
- Gwen Margolis Community Center (Capacity 200)
- Judson Community Center (Capacity 40)
- Enchanted Forest Elaine Gordon Park
- Cagni Gymnasium (Capacity 200)
- Griffing Community Center (capacity 75)
- Griffing Park
- North Miami Athletic Stadium
- Showmobile
- Portable Bleachers
- Joe Celestin Center (Capacity Multi 70 / Gym 250)

Fee Waiver Charge \$250.00 for Stadium and JCC Gym / \$100 for all other facilities.

Any Renters, who have fees waived, full or partial, are still required to fill out a rental contract and pay the security deposit designated for the specific facility.

Requesting Party: DIASPO. ENTERTAINMENT Date Requested: 1-8-15-22-29 *Not*

Person Responsible for Event: Roland Jerome Email: coachroland@yahoo.com

Time of Event: Begin 9 AM am/pm End 11:00 am/pm Set up Time: 8 AM am/pm - am/pm

Address: 11854 W. D. HWY City: Miami, FL Zip: 33161

Home Phone: (786) 290-6166 Work Phone: (786) 290-6166 Cell Number: (786) 290-6166

Is the Organization in or does it serve the City of North Miami: Yes No

Background: we have been in city 10 years

For Parks and Recreation Use Only

Current Rental Fees: \$ _____ Equipment: \$ _____

Cost: \$ _____ Overhead and Administration: \$ _____

Labor: \$ _____ Contractual/Other Reimbursement: \$ _____

Recommendations: See City Manager

Please check for availability first

Date Available? Yes No Name of staff confirming availability: ERNIE RAMOS

[Signature] 8/14/15 Approved Not Approved

Recreation Supervisor [Signature] Date 8/17/15 Approved Not Approved

Parks and Recreation Manager _____ Date _____

For City Manager's Office Use Only

Date Waiver Approved: ___/___/___ Approved By: _____

Full Waiver Approved: ___ Yes ___ No Partial Waiver Approved: ___ Yes ___ No

If partial waiver, amount waived \$ _____ amount to be paid \$ _____

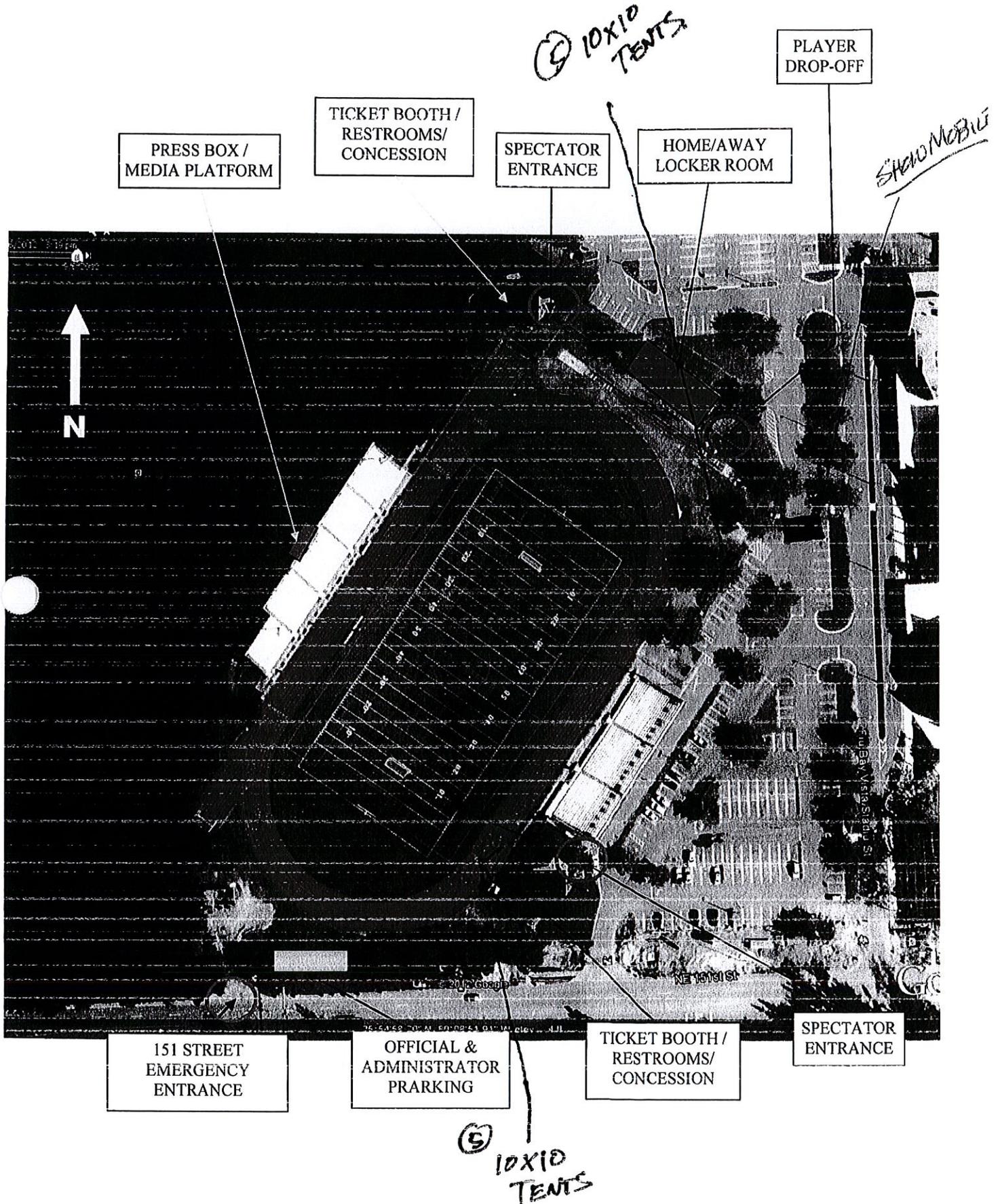
City of North Miami contact person:

Name: _____ ext. _____ E-mail address: _____

PLEASE RETURN FORM TO PARKS AND RECREATION DEPARTMENT

12300 NE 8 Avenue, North Miami, FL 33161
(305) 895-9840

DIASPO CUP 2015



Permit Contract

City of North Miami
 12300 NE 8 Avenue
 North Miami, FL 33161
 Phone: (305) 895-9840
 FAX: (305) 892-8639
 Email: recreation@northmiamifl.gov

Permit #3711, Approved

Aug 13, 2015 4:05 PM



Company: Diaspo
 1359 NE 127 Street #209
 North Miami Beach, FL 33162

Customer Type: Commercial
 Prepared By: Shenell Cooper

Agent: Roland Jerome

Home: (786) 290-6166

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$0	\$0	\$0	\$0	\$500.00	\$0	(\$500.00)	\$0	\$0

RESERVATIONS

Event	Resource	Center	Notes		
Diaspo Cup Type: Soccer Attend/Qty: 200	Stadium North Miami Field	NORTH MIAMI ATHLETIC STADIUM 2555 NE 151 Street North Miami, FL 33181 (305) 895-9840x2452	--		
Day	Days Requested Date	Event Begins	Duration	Event Ends	Notes
Sunday	Nov 1, 2015	4:00 PM	8 hours	Nov 2, 2015 at 12:00 AM	
Sunday	Nov 8, 2015	4:00 PM	8 hours	Nov 9, 2015 at 12:00 AM	
Sunday	Nov 15, 2015	4:00 PM	8 hours	Nov 16, 2015 at 12:00 AM	
Sunday	Nov 22, 2015	4:00 PM	8 hours	Nov 23, 2015 at 12:00 AM	
Sunday	Nov 29, 2015	4:00 PM	8 hours	Nov 30, 2015 at 12:00 AM	
Total Number of Dates: 5					--
Total Time: 40 hours					

DEPOSITS

Deposit	Resource	Amount	Tax	Total	Refund	Balance
Diaspo Cup #3711	Stadium North Miami Field	\$500.00	\$0	\$500.00	\$0	\$0

Payments and Refunds

Payment/Refund	Date	Type	Resource	Amount
1025845.002	Aug 13, 2015	Deposit	Stadium North Miami Field Diaspo Cup #3711	\$500.00

City of North Miami
 12300 NE 8 Avenue
 North Miami, FL 33161
 Phone: (305) 895-9840
 FAX: (305) 892-8639
 Email: recreation@northmiamifl.gov

Receipt #1025845.002

Aug 13, 2015 4:05 PM



ROLAND JEROME
 1359 NE 127 STREET #209
 NORTH MIAMI BEACH, FL 33162

Prepared By: Shenell Cooper
 Customer ID: 4303

Home phone: (786) 290-6166, Work phone: --

Payment Summary				
Check:	\$500.00	Check # 3659	Cash:	\$0
Credit Card:	\$0		Memo:	\$0
Account:	\$0		Gift Card:	\$0
Financial Aid:	\$0			
Total Received:	\$500.00		Total Payments:	\$500.00
			Payment Plan:	\$0

Transactions						
--------------	--	--	--	--	--	--

Customer	Description	Item	Unit	Qty	Fee	Charge
Roland Jerome 1359 NE 127 Street #209 North Miami Beach, FL 33162 Home phone: (786) 290-6166 Email: -- ID: 4303 For: Diaspo	Created Permits #3711 Action: Permit Permit # 3711					
Roland Jerome 1359 NE 127 Street #209 North Miami Beach, FL 33162 Home phone: (786) 290-6166 Email: -- ID: 4303 For: Diaspo	Diaspo Cup #3711 Action: Paid on Account Balance ¹ Location: Stadium North Miami Field at NORTH MIAMI ATHLETIC STADIUM Permit # 3711	Deposit	Each			\$500.00

Total Charges \$500.00
Total Payments \$500.00
Balance \$0

¹ Payment Schedule for Original Balance of \$0

Current Balance	\$0
Due Now	\$0

CITY OF NORTH MIAMI
DEPARTMENT OF PARKS AND RECREATION
776 N.E. 125 STREET
NORTH MIAMI, FLORIDA 33161

NO 68845

\$ 500.00

DATE 7/20/2015

RECEIVED FROM Roland - Diaspo Cup
Five Hundred

DOLLARS NM Athletic Dept

- TENNIS MEMBERSHIP
- SWIMMING MEMBERSHIP
- GRIFFING DUES
- SPORTS
- OTHER
- RENTAL FEES
- GYMNASTICS
- CAMPS
- AFTER-SCHOOL

Nov 1st, 8th, 15th, 22nd, 29th 2015

deposit

- CASH
- CHECK OR M.O. 3659



BY Shenell Cooper

TITLE

EXHIBIT B

Fee Waiver Guidelines for Use of City Equipment and Services

Fees charged for the use of City equipment and/or staff may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

1) Intergovernmental Cooperation

- Fees may be waived for equipment and/or staff 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

Fees may be waived for equipment and/or staff when the Parks & Recreation Department is a sponsor. The City Manager may choose to waive the fee for equipment and/or staff if he/she determines that the following criteria are met:

- The co-sponsoring organization is a valid non-profit or community service organization;
- Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.

3) Non-Profit and For Profit Organizations

The City Manager may waive equipment and/or staff fees for a non-profit agency or community service organization if he/she determines that all of the following criteria are met:

- The organization is a currently active, valid non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
- The activity is of significant value to the community or its residents;
- The organization is in compliance with the City's non-discrimination policy;
- The City Manager determines that the proposed activity will have no significant impact on departmental activities, the organization will provide volunteer services and/or materials to mitigate any financial impacts created by the activity or the impacts that are created will be adequately offset by the public benefit provided; and
- If a fee is charged at the activity, the City Manager will determine if proceeds will be paid to the City to offset department costs.

For all uses, the following standards will apply:

- 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;

EXHIBIT B (cont'd.)

- 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);
- An indemnification and hold harmless agreement waiving liability of the City;
- Scheduling and use of facilities and events are subject to availability of requested facilities;
- Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- 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;
- The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager; and
- The City Manager may, at his/her discretion, place conditions on the use to minimize impacts to facilities or costs to the City (i.e., staff) or to restore facilities used to a pre-use condition.

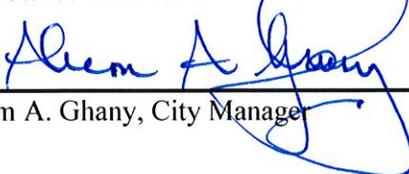
Security Deposit

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 Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

This is to certify that _____ has satisfied all requirements as stated in the Fee Waiver Guidelines for Use of City Equipment and Services and in accordance with North Miami Resolution R-2012-133.

 09/3/15

Aleem A. Ghany, City Manager Date

EXHIBIT C

Fee Waiver Guidelines for Use of City Facilities

Fees charged for the use of City facilities or for a special event held on or impacting public right-of-way may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

1) Intergovernmental Cooperation

- Fees may be waived for events or uses 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

Fees may be waived for events and programs that are sponsored by the Parks & Recreation Department. The City Manager may choose to sponsor an event or program if the following criteria are met:

- The co-sponsoring organization is a valid non-profit or community service organization;
- Appropriate recognition as co-sponsor of the event is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the event.

3) Non-Profit and For Profit Organizations

The City Manager may waive fees for a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:

- The organization is a currently active, valid non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
- The activity/event is of significant value to the community or its residents;
- The organization is in compliance with the City's non-discrimination policy;
- The City Manager determines that the proposed event will have no significant impacts on the facilities or departmental activities, that the organization will provide volunteer services and/or materials to mitigate any impacts created by the event or that the impacts that are created are adequately offset by the public benefit provided by the event; and
- If a fee is charged at the activity/event, the City Manager will determine if proceeds will be paid to the City to offset department costs.

For all uses, the following standards will apply:

- 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;

EXHIBIT C (cont'd.)

- 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);
- An indemnification and hold harmless agreement waiving liability of the City;
- Scheduling and use of facilities and events are subject to availability of requested facilities;
- Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- 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;
- The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager; and
- The City Manager may, at his/her discretion, place conditions on the use to minimize impacts to facilities or costs to the City (i.e., staff) or to restore facilities used to a pre-use condition.

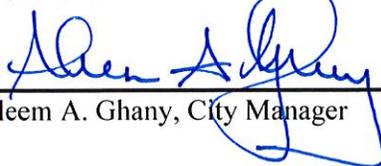
Security Deposit

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

Appeals

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

This is to certify that _____ has satisfied all requirements as stated in the Fee Waiver Guidelines for Use of City Facilities and in accordance with North Miami Resolution R-2012-133.


Aleem A. Ghany, City Manager

9/3/15
Date

EXHIBIT D

Fee Waiver Guidelines for Use of the City Showmobile

Fees charged for the use of the Showmobile may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

1) Intergovernmental Cooperation

- Fees may be waived for the Showmobile 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; and
- The Showmobile may be used by an adjoining and contiguous municipality provided the use is for a city event/activity.

2) Department Sponsored Program

Fees may be waived for the Showmobile when the activity is sponsored by the Parks & Recreation Department. The City Manager may choose to waive the fee if it is determined that the following criteria are met:

- The co-sponsoring organization is a currently active, valid non-profit or community service organization;
- Appropriate recognition as co-sponsor of the activity is provided for the City of North Miami Parks and Recreation Department on all promotional materials and at the activity.

3) Non-Profit and For Profit Organizations

The City Manager may waive the Showmobile fees for a non-profit agency or community service organization if the City Manager determines that all of the following criteria are met:

- The organization is a currently active, valid, non-profit, for-profit for valid community service purpose; or community service organization in good standing with the Florida Department of State Division of Corporations;
- The activity/event is of significant value to the community or its residents;
- The organization is in compliance with the City's non-discrimination policy;
- The City Manager determines that the proposed event will have no significant impacts on the facilities or departmental activities, that the organization will provide volunteer services and/or materials to mitigate any impacts created by the event or that the impacts that are created are adequately offset by the public benefit provided by the event; and
- If a fee is charged at the activity/event, the City Manager will determine if proceeds will be paid to the City to offset department costs.

EXHIBIT D (cont'd.)

For all uses, the following standards will apply:

- 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;
- 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);
- An indemnification and hold harmless agreement waiving liability of the City;
- Scheduling and use of facilities and events are subject to availability of requested facilities;
- Reasonable steps shall be made by the event organizer to minimize impacts to City facilities, programs and residents;
- Contributions of volunteer efforts and/or materials to the Parks & Recreation Department are encouraged from all users;
- 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;
- The organization/business/individual requesting the waiver must submit the request a minimum of thirty days prior to the scheduled event unless otherwise waived by the City Manager;
- Except as provided above, use of the Showmobile is restricted to City of North Miami city limits unless approved by City Council;
- Only trained City personnel will be allowed to transport and operate the Showmobile; and
- The City Manager may, at his/her discretion, place conditions on use of the Showmobile to minimize the financial impact 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 Council for review. The City Manager may, at his/her discretion, bring any request to City Council for review and a decision.

This is to certify that _____ has satisfied all requirements as stated in the Fee Waiver Guidelines for Use of the City Showmobile and in accordance with North Miami Resolution R-2012-133.

Aleem A. Ghany 9/3/15.
Aleem A. Ghany, City Manager Date