

City of Gainesville Policies and Procedures
Special Events Fee Waivers and Support

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1.0 Policy

It is the policy of the City of Gainesville to exercise its discretion to waive or reduce fees and/or provide support for certain non-profit 501(c)(3) organizations and government agencies that hold special events on City property and that advance the City's goals, core programs and services. Requests for waiver or reduction of fees and/or for support must comply with the guidelines and procedures set forth below.

2.0 Philosophy and Background

Non-profit 501(c)(3) organizations and government agencies often approach the City to support their proposed special events at City facilities on the basis that they benefit the community and have limited funding. Some of these events (such as music concerts, art festivals, theater performances, sport events, health fairs, job fairs, etc.) further the City's goals, core programs and services. The City finds it in the public interest to provide support for certain special events of non-profit 501(c)(3) organizations and government agencies that are held on City of Gainesville property and that in a substantial way advance the City's goals, core programs and services.

3.0 General Provisions and Criteria

The City shall have full and sole discretion to determine the facilities, scheduling, applicable fees, eligibility, award/approval, and amount of fee waiver or reduction and/or support provided pursuant to this policy.

To qualify under this policy:

- (a) The organization seeking to hold the special event must be a non-profit 501(c)(3) organization or government agency whose mission and proposed special event must not conflict with, and must significantly advance the City's goals, core programs and services.
- (b) The organization and event shall not have a religious or political purpose; shall not promote the use of alcohol, tobacco products, illegal drugs or activities, gambling, or a sexually oriented business; or involve obscene or sexually explicit materials or content.

- (c) The special event shall be free and open to the public and shall not involve or allow discrimination on the basis of race, color, gender, age, religion, national origin, marital status, disability, gender identify or sexual orientation.
- (d) There shall be no fund-raising activities associated with the special event. Any exception must be in alignment with the City's goals, core programs and services and approved in advance by the City Manager or designee.

4.0 Partial Reduction of Fees

An organization and event meeting the general criteria in Section 3.0 above may, in the City's sole discretion, be granted a 50% reduction in application permit, rental and related application fees.

- 4.1 The organization is responsible for all other fees including security/damage deposits, general liability insurance, police coverage, player/team fees, electrical fees, lights, overnight security, concessions, restroom/trash service agreements, fencing, and any other additional fees or permits pertaining to the special event.
- 4.2 Any fee reductions for athletic facility permits are limited to youth or senior events based in the City of Gainesville and primarily serve Gainesville residents. The organization is responsible for any security/damage deposit, light fees, direct staffing costs and other needed support services.
- 4.3 At the City's option, the organization shall allow the City an information booth at the event at no cost to the City.

5.0 Full Waiver of Fees

An organization and event may, in the City's sole discretion, be granted a full waiver of certain application, permit, rental and related application fees, if, in addition to meeting the general criteria in Section 3.0. above, the event promotes the beneficial use of the City's facilities and/or public space; and the organization and event substantially advance the City's goals, core programs and services.

- 5.1 The organization is responsible for all other fees including security/damage deposits, general liability insurance, police coverage, player/team fees, electrical fees, lights, overnight security, concessions, restroom/trash service agreements, fencing, and any other additional fees or permits pertaining to the special event.
- 5.2 At the City's option, the organization shall clearly recognize the City as a supporter (including logo and message approved by the City) on materials and announcements associated with the special event and allow the City to display its banners and have an informational booth at the special event at no cost to the City.

6.0 Additional Support

This is the highest level of City support under this policy. The City has a limited in-kind budget each

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year to actively support special events. Non-profit 501(c)(3) organizations and government agencies may apply annually for City funding to help cover the cost of City provided in-kind services necessary to support their special events. An organization and event may, in the City's sole discretion, be provided City in-kind services in support of the event if, in addition to meeting the general criteria in Section 3.0. above, the event promotes the beneficial use of the City's public spaces; the organization and event strongly supports the City's core programs, mission and goals; and the organization and event demonstrates community pride and involvement.

6.1 Priority will be given to special events that support or positively impact youth and seniors.

6.2 At the City's option, the organization shall clearly recognize the City as a co-sponsor (including logo and message approved by the City) on materials and announcements associated with the event and/or allow the City to display its banners and have an informational booth at the event at no cost to the City.

7.0 City of Gainesville/Government Agency Events

7.1 If a City department or government agency supports an event for an external organization, the primary organization must apply for City support.

7.2 If a City department or government agency is the primary organizer or supporting the event, generally the City will be a co-sponsor.

7.3 Where the City department or government agency is the primary organizer or supporting the event, the City department or government agency is responsible for all other costs associated with the event and must arrange for, pay and prepare any documents required for logistics for needed services such as security, clean-up, portable toilet/trash agreements, site/race diagrams, police support, deposits, fencing, parking plan, etc.

7.4 The City department or government agency holding the event shall clearly acknowledge the City as a co-sponsor on written materials associated with the special event. The City will be able to display its banners and have an informational booth at the event at no cost to the City.

8.0 Procedures

8.1 The process for requesting a Partial Fee Waiver is as follows. At the time of applying for the special permit, the applicants shall include:

- A copy of the required proof of non-profit 501(c)(3) or government agency status.
- A cover letter indicating how the organization/agency meets the criteria in 4.0.
- City staff shall review the request and make a recommendation to the City Manager or designee, who may approve the request if it meets the criteria in Section 4.0 of this policy, and based on the City Manager/designee's ultimate determination and discretion.

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8.2 The process for requesting a Full Waiver of Fees or for Additional Support is as follows. The Parks, Recreation and Cultural Affairs Department (PRCA), will administer an annual process and organizations and government agencies shall submit an Additional Support Application with a cover letter during the annual application period each year by March 1st for events planned for the following October 1st through September 30th.

- City staff shall review the request and make a recommendation to the City Commission as part of the annual budget process. The City Commission may approve requests if it meets the criteria in Sections 5.0. and 6.0. respectively, and based on the City Commission's ultimate determination and discretion.

PRCA will maintain a list of organizations interested in being notified of the annual process.

The City's Support Services Grants are in place for 2017 and 2018 and will be converted from an every two year process to an annual process effective in FY 19 using March 1, 2018 as the application deadline, unless additional funding is provided to accelerate the transition to an annual process for FY 18.