

**RESOLUTION NO. 160496**

**PASSED 6-1-2017**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF GAINESVILLE, FLORIDA,  
APPROVING THE SPECIAL EVENTS FEE WAIVER AND SUPPORT POLICY FOR  
GENERAL GOVERNMENT; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.**

**WHEREAS**, certain non-profit 501(c)(3) organizations and government agencies hold special events on City property that advance the City's goals, core programs and services; and

**WHEREAS**, the City finds it in the public interest to provide support for such special events in the form of fee waivers and staff services; and


**WHEREAS**, the City finds it appropriate to adopt uniform procedures to administer requests for such support; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSIONERS OF THE  
CITY OF GAINESVILLE, FLORIDA:**


**Section 1.** The City Commission of the City of Gainesville hereby approves the Special Events Fee Waiver and Support Policy attached hereto and incorporated as Exhibit "A" for General Government.

**Section 2.** This Resolution shall take effect immediately upon adoption.

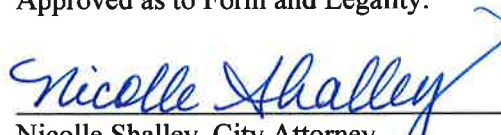
**PASSED AND ADOPTED** this 1 day of June, 2017.

  
\_\_\_\_\_  
Lauren Poe, Mayor

ATTEST:

  
\_\_\_\_\_  
Kurt M. Lannon, Clerk of the Commission

Approved as to Form and Legality:

  
\_\_\_\_\_  
Nicolle Shalley, City Attorney

**City of Gainesville Policies and Procedures  
Special Events Fee Waiver and Support**

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- 2.0 Philosophy and Background
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**1.0 Policy**

It is the policy of the City of Gainesville to exercise its discretion to waive 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.

**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/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 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.

#### **4.0 Full Waiver of Fees**

An organization and event may be granted a full waiver of certain 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 advance the City's goals, core programs and services.

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 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.

#### **5.0 Additional Support**

The City has a limited in-kind budget each 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 supports the City's core programs, mission and goals; and the organization and event demonstrates community pride and involvement.

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

5.2 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.

#### **6.0 City of Gainesville/Government Agency Events**

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

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

6.3 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. •

6.4 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.

## **7.0 Procedures**

7.1 The process for requesting a Full 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 and articles of incorporation 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.

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

- 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 4.0 and 5.0 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.