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Fee Waiver/In-Kind Services Guidelines

The following guidelines are suggested for determining how fee waivers or in-kind service requests can be evaluated for the use of Miami-Dade County Parks and Recreation and cultural facilities, equipment and services.

Activity/Organization Request

What is the nature of event or activity_____

_____

_____

Date:
Time:
/City

Guideline One:

The organization, agency or department should show that the event and/or activity supports one or more of the following:

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1. Economic Development: Does the program or activity support the vitality of the local economy by attracting new business and/or business activity to the community?
2. Youth and Education: Does the program or event benefit youth of any age, social or economic circumstance; offer educational curriculum?
3. Health and Social Services: Does the program or event support health-related causes and/or social programs or institutions that improve quality of life within the community?
4. Arts and Culture: Does the program or event support music, theatre, literature, art or culture?

Guideline Two: **(The following organization or agency information should be provided)**

To determine a process for evaluating requests for fee waivers or in-kind services the following information can be used:

1. Agency/Organization Funding Source/Status: (check all appropriate; if more than one, specify percentage)
   - For Profit
   - Not-For-Profit or Tax Exempt
   - Government Revenue or Grant
   - Voluntary Donations
   - Other (specify) _____

2. Agency/Organization Structure:

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What is the nature of agency/organization?_____

_____

_____

Percentage of Organization volunteers _____

Are staff/Officers salary volunteers

What is organization's mission _____

_____

_____

Guideline Three:

What level of services are being asked for in the fee waiver or in-kind request

Requesting a Full Fee Waiver for facility and/or services (circle choice)

Requesting to pay direct cost only (to be determined by P&R staff)

Requesting use of equipment and/or manpower (circle choice)

If event or activity is a fundraiser, what percentage is returned to community/charity as in product or service or funds? _____

Is the event taking place on County property or facility; municipality or on private/commercial property?

General Considerations:

1. The requesting organization must be a non-for-profit 501c(3) in the State of Florida, or other government body or agency.
2. Fee waiver, in-kind or fee reduction requests must be consistent with the policy of Miami-Dade County, be used for public purposes and benefit County residents; including safety.
3. Fee waiver or fee reduction requests involving permits should be considered carefully before approval.
4. Fee Waiver, fee reduction or requests for in-kind service should be submitted to the applicable department(s), or if sponsored by a County Commissioner through Parks and the Recreation and Cultural Affairs Committee with applicable information attached as part of the resolution.
5. Event organizers must personally meet with MDPD and MDFR representatives to discuss provision of police and/or fire services, if security/safety services are requested.
6. Police and Fire in-kind services will be provided to municipalities after the entity has exhausted all internal resources. This will include cancellation of off-duty employment and scheduled annual and training leave to ensure the highest number of available officers to provide basic services.

7. In the case of municipalities, the requesting entity will seek assistance from other appropriate cities pursuant to existing mutual aid agreements.
8. The requesting entity will provide a detailed written request at least 90 business days prior to the event. The request must provide a detailed explanation of requested services. On safety and security requests, MDPD and MDFR will have sole discretion in determining the appropriate level of support required. The request must:
    - Be typed
    - Include insurance policies and permits (attached)
    - Description of any ancillary services that will be utilized
    - Description of special measures taken to maximize allocation of internal resources
    - Description of prior event/activity
    - Daily/hourly event schedule and event calendar
    - Expected number of participants and estimated attendance
    - Physical address of event, traffic flow and security concerns & maps if appropriate.