

## CULTURAL PLAZA USE

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### SUMMARY

This procedure applies to any use of the Cultural Plaza, situated in the Cultural Center Complex, which differs from routine daily operations or extends beyond the normal hours of operation. Specific procedures and user fees will vary depending upon the type, size, and timing of the event planned.

### PROCEDURE

1. Contact the Building Manager for the Cultural Plaza to obtain a Special Events Application package and the appropriate set of procedures to follow for the particular type of event being planned.
2. Upon receipt of the user department's application, the Building Manager will provide a cost estimate of the event and, if there is no scheduling conflict, place the event on the Cultural Plaza Master Calendar.
3. All special use requests will be processed in order of receipt. Janitorial and Security fees may apply.
4. If the "event" is being filmed or photographed, they will need a film permit from Miami Dade Office of Film & Entertainment. To apply, please visit <http://www.filmiami.org/permits.asp>.

### CONTACT(S):

#### Department/Division

Internal Services Department/Building Manager, Cultural Plaza  
Internal Services Department/Facilities and Utilities Management Division  
Miami-Dade Office of Regulatory and Economic Recourses, Office of Film and Entertainment

### REFERENCE DOCUMENT(S):

Cultural Plaza Procedures Manual