

RESOLUTION # 12-33

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA ADOPTING A FACILITY FEE WAIVER / REDUCTION POLICY; REPEALING ALL RESOLUTIONS IN CONFLICT HEREWITH AND RECITING AN EFFECTIVE DATE.

WHEREAS, the City Commission frequently receives requests for facility fee waivers or reductions; and

WHEREAS, the City Commission of the City of Callaway, Florida finds that it is necessary to compile and formally adopt a policy outlining the criteria for facility fee waiver / reduction requests to ensure fairness to all requestors; and

WHEREAS, the City Commission has a responsibility to the taxpaying citizens for to provide a revenue neutral facility for use by the public while promoting cultural events and encouraging social activities within the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CALLAWAY, FLORIDA THAT:

SECTION 1. The City Commission of the City of Callaway adopts the "City of Callaway Facility Fee Waiver / Reduction Policy" attached hereto as Exhibit "A".

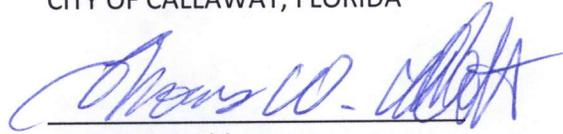
SECTION 2. REPEAL. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Resolution, including Exhibit A, is for any reason held invalid or unconstitutional by the decision of any court or regulatory body of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 13th day of November, 2012, by the CALLAWAY CITY COMMISSION meeting in regular session.

CITY OF CALLAWAY, FLORIDA



Thomas W. Abbott, Mayor

ATTEST:

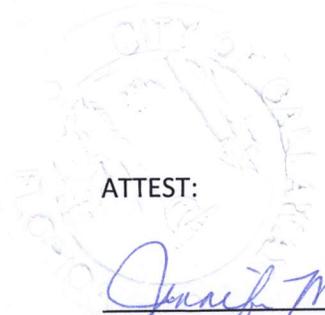
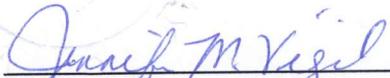


Jennifer M. Vigil, City Clerk

EXHIBIT A



CITY OF CALLAWAY, FLORIDA
CITY HALL
6601 East Highway 22, Callaway, FL 32404
Phone 850-871-6000 • FAX 850-871-2444
www.cityofcallaway.com

Mayor
Thomas W. Abbott

Commissioners
Dennis A. DeLapp
Pamr Henderson
David Otano
Ralph L. Hollister

Facility Fee Waiver / Reduction Policy & Procedures

The City of Callaway recognizes that public interest is well served by making facilities available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities available are generally recovered through fees collected for the special event. However, the public interest is also served by waiving such fees for limited special events that have direct community benefit. Furthermore, to maintain public trust procedures shall be established for the consistent, fair, and prompt evaluation of such requests.

Acknowledgement. All fee waiver / reduction recipients shall acknowledge the City Commission's contribution in all publicity relating to the events or activity. This includes logos and statements in all advertising and promotional material, media releases and in other promotional contexts. Promotional opportunities should be detailed in every event application.

Purpose. The purpose of this policy is to provide an equitable method of issuing fee waivers, in full or in part, for use of City facilities. Due to the timeliness involved with advertising and coordinating special events, the City Commission shall set forth eligibility requirements and authorize the Sports & Recreation Committee to tentatively approve or disapprove requests.

Responsibility. Eligibility for special event fee waiver / reduction will be evaluated by the Sports & Recreation Committee after a fee waiver / reduction request has been submitted in writing no less than 45 days prior to the event. Based on the criteria established in this policy by the City Commission, the Sports & Recreation Committee will tentatively approve or disapprove the fee waiver / reduction requests. The decision will then be ratified by the City Commission at the next regularly scheduled City Commission meeting. All Fee Waiver / Reduction requests must be submitted in writing and prove that the fee imposed will be a financial hardship.

Eligibility Requirements for Fee Waiver:

- The special event must serve a public purpose of community-wide importance.
- Public school clubs / sport teams with current "Adopt-A-Park" agreement and evidence of active participation in the program.
- City of Callaway Departments (including Bay County Sheriff's Department) utilizing the facility for any organizational event.
- Supervisor of Elections utilizing the facility for general or municipal elections.
- Events organized by the City of Callaway Historical Society.
- Relay for Life events.

Eligibility Requirements for Fee Reduction:

Fire Department
P: 850-871-2753
F: 850-871-5564

Leisure Services
P: 850-874-0031
F: 850-874-9977

Planning / Code Enforcement
P: 850-871-4672
F: 850-871-2404

Public Works
P: 850-871-1033
F: 850-871-2416

Arts & Conference Center
P: 850-874-0035
F: 850-874-0706

- Non-profits and Not for Profit entities that have a documented tax exempt status will qualify for a fifty percent (50%) reduction under this policy.

Fee Waiver / Reductions will not be granted for private (weddings, anniversaries, birthdays, etc.), political party, lobby group, or religious group functions.

Facility fee waivers and/or reductions are for facility fees only. Direct costs including but not limited to staff time, required security, and security deposits / insurance are not eligible for fee waiver or reduction under this policy. Acceptance of an application for a fee waiver / reduction does not guarantee the availability of the facility or imply approval of the fee waiver / reduction. All applicable reservation procedures including staff / security deposit and refundable damage deposits must be paid prior to reservation confirmation.

Applicants are required to adhere to all applicable rules, regulations, laws, and ordinances of the City of Callaway. Any individual or organization failing to abide by the policy and procedures set forth in this document will be ineligible to request future fee waiver / reduction for a period of five years.

Fire Department
P: 850-871-2753
F: 850-871-5564

Leisure Services
P: 850-874-0031
F: 850-874-9977

Planning / Code Enforcement
P: 850-871-4672
F: 850-871-2404

Public Works
P: 850-871-1033
F: 850-871-2416

Arts & Conference Center
P: 850-874-0035
F: 850-874-0706

Facility Fee Waiver / Reduction Application

Submit this form to the Leisure Services Department for review and recommendation by the Sports & Recreation Committee. Final approval is subject to the Commission ratifying the tentative approval of the application.

Organization: _____ Date(s) of event: _____

Callaway Business License #: _____

Type of Business: Government Non-Profit* Profit Other: _____

*Non-profit must attach a copy of the 501(c)3

Street Address: _____ City: _____

State: _____ ZIP: _____

Contact Name: _____

Title: _____ Phone: _____ Email: _____

Requested Facility / Location of event: _____

Requested Percentage of Fees to be waived: 25% 50% 75% 100%

Brief Description of event: _____

Type of Event: Fundraiser Community Event Private Event

Is the requesting organization a current Adopt-A-Park partner: Yes No

I acknowledge that this request and any subsequent approval or denial does not guarantee the availability of the City facility / location requested. I further understand that I must have completed all applicable reservation procedures prior to submitting this application including but not limited to reserving the facility and paying any applicable equipment / security deposit fees. I further acknowledge that if the request is denied or a reduction of fees is granted the organization I represent must pay all remaining fees by the due date and that all established regulations and rules will be followed during and after the event.

Signature _____ Print Name _____ Date _____

Date Received: _____
Sports & Recreation Committee Recommendation: <input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%