



## **FACILITY USE** **POLICIES & PROCEDURES**

The below listed requirements are to be adhered to by the Applicant/User.

### ***General Provisions***

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1. The primary use of the Facilities is for the conduct of City government business.
2. The City Manager may recommend to Applicant other facilities and/or may coordinate a meeting with a City Department or Division to assist with other available venue options within the City of Doral.
3. Applicant may be called to meet with staff and/or attend the Council meeting. Proper notification will be provided to the Applicant.
4. The terms "City", "event", "facility" and "meeting" as used herein are defined in the Use of Facility Guidelines.

### ***Prohibited Use***

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1. Use of the Facility **MUST NOT** interfere with City government functions, operations and business.
2. Public Areas are reserved for **City business only** and may not be requested for use.
3. **No admission or registration fee** can be collected when using the Facility prior to, on, or after the use.
4. Collection of donations by Applicant in lieu of admission or registration fee is **not permitted**.
5. There shall be no **alcoholic beverages** served upon, consumed upon or brought onto City property.
  - Exceptions shall be authorized by City Manager's Office, depending on established procedures. Said exceptions shall adhere to
    - alcohol may only be served with food by a licensed vendor,
    - served in limited areas at the Facilities,
    - if alcoholic beverage is planned as a part of the event, it must be disclosed in the Facility Application Request Form and approved by the City Manager,
    - when serving alcohol, it must be done by a licensed vendor and liability insurance requirements must be adhered to, and
    - serving of alcohol is to end one (1) hour prior to the end of the event.

6. There shall be **no illegal drugs** brought onto or used on City property.
7. **Smoking is prohibited** in all City buildings.
8. Solicitation on City property is **strictly prohibited**, including solicitation by employees for personal profit. Minor solicitations, such as fundraiser or organizing team for participation in a City Signature Event or authorized charity/fundraising event may be allowed with the approval of the City Manager if it is not conducted in a disruptive manner (e.g. American Cancer Society Relay for Life, Autism Speaks, etc.)
9. Any item displayed at a Facility **may not** promote a monetary value and/or signage for purchase (e.g. artwork exhibit title/pricing labels).
10. Those utilizing the Facilities **may not** proffer to attendees continued services that result in fees/payments for services. Example include, but not limited to continued financial advice, legal services, immigration processing, social counseling, and employment assistance.

*Note: This does not apply for hospitals that provide health screenings that are covered by an attendee's health insurance and said health screening results in further medical assistance required. The City shall not be responsible for said medical related visits as a result of the use of the Facility for health or other types of screenings.*

11. Facilities **may not** be used directly by individuals that have registered and are currently running for local, regional, state and federal positions, or presidential elections.
12. The Facility **may not** be used for rallies, demonstrations, or gatherings to promote a political, economic, or social position, which prohibition includes the use of the Facility for governing bodies by other countries.

*Note: The City Manager's Discretion may apply to this Prohibit Use based on emergency circumstances or for the benefit of the community.*

13. A Public Education Institution may **not use** the Facility for administrative purposes, retreats, professor or staff training, or other purposes that do not directly benefit City students, City community or stakeholders.
14. At **no time** may a For-profit Organization/individual/representative utilize a Non-Profit Organization to solicit the use of the Facility on their behalf.
15. At **no time** shall a Non-profit Organization host a For-profit Organization when using the Facility.
16. Applicants are not to publish via any form of media information regarding the use of the Facility until an official letter from the City Manager or approval from Council is obtained.
17. Individual members of the City Council are prohibited from utilizing City Facilities for events. Notwithstanding the foregoing, individual members of the City Council may host events at the City's parks pursuant to the Mayor and Councilmember Initiated Events Policy adopted pursuant

to Resolution No. 23-183. Individual members of the City Council may also hold meetings related to City business in the City Manager's Conference Room or the Mayor's Conference Room.

## ***Use of Facility***

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1. **Equal Access** – This policy shall apply to all that have requested use of a Facility.
  - No one shall be excluded from equal access to the Facility because of considerations of sex, race, religious or political persuasions or views.
  - However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health, security, or safety risks.
  
2. **Scope of Use** –
  - The event must be conducted **only** in the Facility Authorized Areas.
  - The Applicant/user shall obtain any licenses or permits required by law related to the use of the Facility.
  - Applicant/user shall adhere to all Facility guidelines.
  - Use of Facility – Applicants/users are to adhere to the following:
    - shall take place between the hours of 8:00 a.m. and 4:00 p.m., Monday-Friday (period shall include setup and cleanup time),
    - Council approved Events or Exhibits must end no later than 9:00 p.m.,
      - exhibits can only be on display for a maximum of two (2) weeks
      - exhibit shall not be in conflict with a pre-approved City sponsored exhibit
      - the City has the right to merge proposed exhibit request with a City approved event

*Note: Exceptions may require Council approval.*

  - Requests to use any approved Facility on the weekend and/or observed holiday shall require Council approval. Budget score shall be included in Council Agenda item.
  - At a minimum, one (1) City staff representative must be present at all times during the requested use of the Facility. Requestor may serve as the City's representative.
  - Catering requests must be included on the Facility Application Request Form.
  - City logo use request and draft/sample must be included on the Facility Application Request Form. Public Affairs must authorize all designs where City logo is being utilized prior to printing.
  - Invitations or social media announcements are not to be sent or published by Applicant/users prior to Public Affairs approval.
  - Applicants/users are to adhere to IT Department requirements for all technology brought to facility or used by user.
  - IT equipment, electronics, speakers, podium, etc. are only provided to
    - City Signature Events,
    - Doral Government Daily Use,
    - Council authorized uses, and
    - when authorized by the City Manager.
  - When applicable, Applicant/user requesting IT support or equipment must include request in the Facility Application Request Form.
  
3. **Denial of Usage** –
  - The City reserves the right to deny applications for use if the Applicant/user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.
  - The City Manager may deny the use of the Facility if it is determined that the City has already authorized the use of the site for similar use.

- The City Manager may refer Applicant/user to a City liaison to coordinate a joint use of the facility, if City Manager deems it to be efficient and beneficial to the City and residents.
4. **Cancellation of Permission Due to City Closure** – In the event City government is declared closed due to inclement weather or other reasons; any permission to use the facility or grounds is automatically withdrawn during the closure period.
- City government closure information is available on local radio, TV stations, City’s website or by calling Public Affairs.
  - In such an event, the City shall not provide notice of cancellation.
  - Applicant/user shall be solely responsible for notifying event participants, including vendors/caterers.
  - The City shall not be held responsible for any cost associated with cancelation.
5. **Safety** – Applicant/user agrees to abide by and comply with directions and instructions issued by uniformed PSA, Doral Police, City’s Event Coordinator and/or Liaison, and/or security officers.
6. **Security** –
- The City security shall be responsible at all times for the opening and closure of City Government Center when in use by any City sponsored and City non-sponsored organizations.
  - The Applicant/user shall provide, at its own expense, security that the Applicant/user desires in addition to security normally provided by the City.
  - The Applicant/user must adhere to all established City and Facility security guidelines and coordinate security with the City’s Police Department liaison.
7. **Use of Third Party Companies** – If the Applicant/user wishes to use the services of a third-party company for their event, they must submit the third-party company’s Certificate of Insurance listing the City of Doral as additionally insured and the certificate holder at a minimum of 3 weeks prior to the event or at time of stipulated request submittal deadline.
- All Third-Party Companies and applicable insurance shall be reviewed by the Procurement Division of the City of Doral prior to approval by the City Manager.
8. **Liability** – Any group using the Facility shall
- be required to release the City from any liability for damages caused to the Applicant/user or its property during the time of use,
  - hold the City harmless from any liability to third parties for injury caused by the Applicant/user or any persons or groups that attend the event at the Facility,
  - be liable to the City for any damages to City property or injuries to City employees or agents caused by the Applicant/user or by any person attending the Applicant/user’s events, whether or not the damage is the result of negligence, intentional acts or accidents, and
  - Applicant/user adhere to all Liability and Insurance Coverage requirements as stipulated by the City’s Finance Department.
9. **Responsibilities** – The Applicant/user hereby assumes full financial responsibility for any and all loss or damage to the Facility to be used as well as all personal property of the City of Doral.
- The Applicant/user further agrees to comply with any reasonable regulation or requirement of the City of Doral, and agrees to indemnify the City for such damage.
10. **Insurance** – The City requires insurance coverage from Applicants filing for permit use of City owned Facilities. Minimum Requirements are below
- Certificate of Insurance documenting such insurance at a minimum of 3 weeks prior to the event or at time of stipulated request submittal deadline,
  - insurance companies providing such insurance are to be AM Best rated A-V or better, and
  - all applicable insurance is subject to review and acceptance by the City.

## **General Liability**

### ***Limits of Liability -***

Each Occurrence, Bodily Injury & Property Damage Liability

\$1,000,000

### ***Personal & Advertising Injury -***

\$1,000,000

### ***Products & Completed Operations -***

\$1,000,000

### ***Liquor Liability (if serving alcoholic beverages) -***

\$1,000,000

**Note: City of Doral included as Additional Insured for all coverages.**

11. **Risk of Loss** – In no event shall the CITY be liable, or responsible for any bodily injury, or loss to, or damage to any property, owned by, rented by, or in care of the Applicant/user, or Permittee, its officers, agents, employees, invitees, or patrons, including or resulting from theft, destruction, or damage of any kind, or nature whatsoever in connection with this policy and provided agreement.
12. **Indemnification** – Applicant/user shall indemnify, defend and hold harmless the City, its elected officials, employees, agents and volunteers (collectively referred as “Indemnitees”) against all loss, costs, penalties, fines, damages, claims, expenses, including attorney’s fees, or liabilities (“collectively referred to as “liabilities”) by reason of any injury to, or death of any person, or damage to, or destruction, or loss of any property arising out of, resulting from, or in connection with the performance, or non-performance of this services contemplated by this policy and provided agreement which is, or is alleged to be directly, or indirectly caused, in whole, or in part by an act of omission, default, or negligence of the Applicant/user, its employees, agents, or sub-contractors.
13. **Food and Beverages** –
  - Food and/or beverages may be served and consumed only if approval is granted in advance of the event.
  - Food and beverages are **prohibited in the Council Chambers at all times.**
  - When utilizing caterers, the City shall provide Applicant/user with an authorized list of caterers that have been vetted by the City of Doral.
  - Sponsorship of food by vendors is permitted.
    - Said vendor providing food must be registered as an Active business in Sunbiz, have an active local and county Certificate of Use and Business License (Occupational License).
  - **No homemade items** may be sold or served at this facility.
  - All caterers must be self-contained.
    - When applicable, the City will allow for the 1<sup>st</sup> floor Café area or other lunch/serving areas to be used as a staging area for food.

#### 14. **Parking** –

- All parking spaces in the City garage and/or parking lot that require a permit or are designated for specific use are **restricted** to be used by the Applicant/user for any other purpose than the designated use.
- Applicant/user holding or attending meetings or events are responsible for locating and using appropriate, available public parking.

#### 15. **Set Up and Clean Up** –

- The Applicant/user further agrees that the Facility will be left in a clean and neat condition.
- Prior to use of Facility, all Applicants/users shall meet with Public Affairs/Community Relations Coordinator and Facility Manager to perform a walkthrough of requested space.
- Inspection of Facility Authorized Area before scheduled use shall be performed by Public Affairs/Community Relations Coordinator or Facility Manager.
- The Applicant/user may setup equipment and furniture, such as tables, chairs, coolers, and dry erase boards in the approved Facility Authorized Area. Prior to the use, the Applicant/user must inform Public Affairs of setup and cleanup plans.
- At **no time** may City property be removed without prior approval from Public Affairs and/or Facility Manager.
- Any other needed equipment or furniture must be supplied by the Applicant/user.
- The City will not provide any type of furniture for events.
- Installation of furniture, or any other material needed for the event, shall not cause any damage to the room and shall be furnished by the Applicant/user.
- Should any damage result, the Applicant/user, at its sole expense, must make the necessary repairs.
- After use of the room, the Applicant/user shall be responsible for returning the Facility Authorized Area to its original condition and configuration. Exception is given with the authorization of Facility Manager.
- The Applicant/user is responsible for ensuring that all trash is placed in containers provided. When clean-up is anticipated to require additional custodial services, Applicant/user shall be responsible for all associated fees. **ONLY** City authorized custodial vendors may be used and prior approval must be obtained from the Facility Manager.
- At end of use, Public Affairs and/or Facility Manager will perform a walk-through and report any damages to the Finance Department/Procurement Manager.
- Applicant/user shall ensure that tables, chairs, or equipment do not damage the tile, carpeted areas, furniture, walls or any City property.
- Applicant/user shall not hang, nail, tape, or place any items on the City Facility property, including walls and floors. Should the City find that damage has occurred to City property, the City will immediately notify Applicant/user for reimbursement of damages.

#### 16. **Electronic and Audio-Visual Equipment** –

- Applicants/users are encouraged to use their own electronic or audio-visual equipment and always in coordination with the City's Information Technology staff or applicable City liaison.
- Use of City equipment are available only for City authorized uses.
- Use of City equipment is subject to the City Manager's approval.
- City equipment may **only** be handled by authorized City staff.
- All requests for equipment and audio-visual equipment must be requested during application process.

#### 17. **Signs** –

- Signs, emblems, banners, pennants, etc. may **NOT** be affixed to any building surfaces, steps, walls or light fixtures.

- Signs, emblems, banners, pennants, etc. that are self-standing may be put into place one (1) hour before the scheduled start of the meeting and must be removed at the conclusion of the meeting.
- A copy of any sign, emblem, banner, pennant, etc. to be used shall accompany the Facility Application Request Form and must be pre-approved by Public Affairs and Facility Manager.

**19. Decorations –**

- Confetti (static and cannons), glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, rice, flower petals, bubbles, streamers or poppers are specifically **PROHIBITED**.
- Balloons are allowed in approved areas, they are **not permitted** to be released outdoors.
- All decorations and equipment must be delivered and setup on the same day as the event and removed at the conclusion of the event unless other arrangements are pre-made with Public Affairs.
- The City reserves the right to bill the Applicant/user sponsoring for removal of any left item.
- Applicant/user is to inform their vendors that all pickups and deliveries of goods must be coordinated through the City to ensure vendor access to building.
- No furniture or decorative objects belonging to City may be moved from their respective positions without permission of Public Affairs.
- Nothing may be nailed, tacked, taped, hung, stapled or affixed in any way to the Facility, inside or outside.
- All decorations, other than free standing, must be approved prior to display by Public Affairs.

**20. Animals –** Animals are **not allowed**.

- Exceptions will be made for service animals upon the approval of the City Manager’s Office or his/her designee.
- Damage by any animal to the Facility will be the responsibility of the Applicant/user.

**21. Disruptions –** The City reserves the right to

- eject, or cause to be ejected from the premises, any person or persons (including unruly and unsupervised children) engaging in disruptive, belligerent or threatening conduct,
- to refuse admission to a person displaying the above behaviors or who appear intoxicated, and
- the City shall not be held liable for any damages by the Applicant/user through exercising this right.

