



## **Use of Facility Guidelines**

### ***Definitions***

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As used herein, the Facility Application Request Form, and in the associated Facility Use Policies and Procedures, the terms listed below shall have the following meanings:

*City.* The City of Doral.

*Event.* A gathering of people for any of the following purposes, or similar uses: workshops, information sessions, educational programming, fairs, seminars, conferences, ceremonies (does not include the presentation of recognitions that have been approved via the "Proclamation, Certificate and Key to the City Request Form"), galas, providing services, exhibitions, social, lectures, orientations, celebrations, performances, observances, receptions, reunions, etc.

*Facility.* Designated facility authorized areas within the City of Doral Government Center (i.e., the 1<sup>st</sup> floor multipurpose room, 1<sup>st</sup> floor lobby, Council Chambers, and the 3rd floor training room), and the Police Training and Community Center.

*Meeting.* A small gathering of people with a business intent that usually includes an agenda with discussion topics, and a simple setup including room reservation, audiovisual needs, and catering orders, for a defined number of invitees, that is not open to the public.

## **Instructions for Facility Application Request Form**

### ***Section 1. Applicant Information***

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This section is completed by the user of the facility and is referred to as "Applicant". The name of the Applicant shall be an authorized representative. The Applicant is responsible for submitting the forms and required documents to the City of Doral. When using the City Facility, the Applicant is to abide by all governing stipulations mentioned in the City of Doral Facility Use Policies and Procedures, and any other City policies.

The primary contact phone/mobile number is to be provided. The primary contact number may be an office number.

### ***Section 2. Requested Date/Time/Location***

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In this section provide the meeting/event title for future reference by the City, date the facility

will be used, indicate if date falls on a Federal Observed Holiday, time the facility will take be used, select desired facility location, and indicate if Councilmembers are requested to participate.

City staff will review your request and determine availability of facility. City may propose use of a different location, date, and/or time.

### ***Section 3. Type of Use Category***

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This section is used by staff to identify the business process required for your application request. Attached is a listing of available Type of Use Categories to select from (see Attachment "A"). Select only one Type of Use Category. Attachment "A" provides the definition of category, examples of group, and who to submit Facility Application Request Form to.

### ***Section 4. Required Attachments***

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This section lists all required documents to be attached to the Facility Application Request Form. Applicant may submit additional information that may support their requests (e.g. brochure, manual, examples of other approved requests, etc.)

Official Letterhead requests are **not applicable** to the Visiting Dignitaries Type of Use Category.

Number of expected guests provides the City liaison with the ability to identify the authorized facility space that may accommodate the request number of attendees. This information is necessary for Building and Fire occupancy load.

All events, including meetings utilizing catering and/or bartenders required applicable Insurance and Liability forms.

### ***Section 5. For Logistical Purpose***

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Please select ONLY one purpose of the use of the Facility.

# ATTACHMENT "A"

## *Type of Use Categories*

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Please identify the Type of Use Category that best fits your entity.

The City Manager may add Type of Use Categories, as needed.

➤ **Government Collaboration**

Local governing bodies such as municipalities, county agencies, state and federal agencies whereby the City of Doral has entered into an interlocal agreement for the use of the Facility or whereby the agency provides government business that will be beneficial to the City of Doral community. Examples include, but not limited to Miami-Dade County, FEMA, Federal Reserve, and other local municipal governments.

*Note:*

*Requests for the use of Facilities for this type of use category only require City Manager's authorization via the Public Affairs Division's link ([PublicAffairs@cityofdoral.com](mailto:PublicAffairs@cityofdoral.com)) by submitting the Facility Application Request Form.*

*Once the request has been authorized by the City Manager, City staff may proceed to reserve the Facility Authorized Area in the DGC system.*

➤ **Civic Association**

As used herein, a Civic Association means any local, regional, state, or federal association of 10 or more persons not organized for profit, but operated exclusively for the purpose of education, to bring together local government professional administrators to stimulate the highest standards of public service and administration, or to promote good fellowship and closer intergovernmental relationships. Examples of City recognized Civic Associations include, but not limited to ICMA, FCCMA, MDCLC, MDCCMA, ASPM, and FFMA.

*Note:*

*Requests for the use of Facilities for this type of use category only require City Manager's authorization via the Public Affairs Division's link ([PublicAffairs@cityofdoral.com](mailto:PublicAffairs@cityofdoral.com)) by submitting the Facility Application Request Form.*

*Once the request has been authorized by the City Manager, City staff may proceed to reserve the Facility Authorized Area in the DGC system.*

*The City Manager has the discretion to host an event for this type of use category for the sole purpose of bringing local government professionals to promote good fellowship relations.*

➤ **Public Education Institution**

Are public educational institutions that provide local students with an educational forum and said forums are beneficial to the City of Doral community. Examples include, but not limited to Miami-Dade County Public Schools, including Charter Schools, District Board Member, Miami Dade College, and FIU.

*Note:*

*Requests for the use of Facilities for this type of use category only require City Manager's authorization via the Public Affairs Division's link ([PublicAffairs@cityofdoral.com](mailto:PublicAffairs@cityofdoral.com)) by submitting the Facility Application Request Form.*

*Once the request has been authorized by the City Manager, City staff may proceed to reserve the Facility Authorized Area in the DGC system.*

*Use of Facility is solely to provide City staff, local students, and/or parents with an educational forum that is beneficial to the City of Doral community.*

*Not meant for professional staff retreats.*

➤ **Sister Cities Program**

A city or country that the City of Doral has entered into an agreement for mutual collaboration. Residents of both cities engage in mutual benefits in the areas of culture, education and business exchanges.

*Note:*

*Type 1.*

*Council adopted Sister Cities Program requests for meetings, ~~F~~facility visits or City tours, including those of their dignitaries, only require City Manager's authorization via the Public Affairs Division's link ([PublicAffairs@cityofdoral.com](mailto:PublicAffairs@cityofdoral.com)) by submitting the Facility Application Request Form.*

*Once the request has been authorized by the City Manager, City staff may proceed to reserve the Facility Authorized Area in the DGC system.*

*Type 2.*

*Council adopted Sister Cities Program requests for events (which events were not previously authorized by Council individually or as a result of a Council approved agreement) are to be taken as an item to Council for approval. As part of the Vetting/Request Council Item process, the Facility Application Request Form shall be required for vetting of item. A Councilmember sponsorship of item is required. Forward Facility Application Request Form to item sponsor.*

➤ **Non-profit Organizations**

This category includes organizations, agencies, corporations, or partnerships that can provide legal verification of non-profit registration with the State of Florida, such as IRS 501(3) (c) form with a non-profit ACTIVE status. This category includes Chamber organizations. Examples include, but not limited to PTSA, Beacon Council, Doral Chamber of Commerce, PTSA, and Greater Chamber of Commerce.

*Note:*

*Requests for the use of Facilities for this category require Council approval and processed as part of the Vetting/Request Council Item procedures.*

*As part of the Vetting/Request Council Item process, the Facility Application Request Form shall be required for vetting of item.*

*Non-profit Organization must possess the applicable local municipal and county Certificate of Use and/or Business License.*

*The Non-profit Organization's use of Facility shall align with the City's strategic initiatives.*

*Use of Facility by this category shall be solely for the purpose to provide beneficial educational information or services at "no cost" to the City of Doral community. Restrictions and limitations are including in these guidelines.*

*The City provides preference to those groups that are located in or do business in the City of Doral.*

*The City Manager may decline use request for Non-profit Organizations whose business address is not located in the City of Doral.*

*All Non-profit Organization requests for use of Facilities that were not identified during the budget process as City Signature Events require Council approval.*

*Non-profit Organizations found to have pending liens, fines or have been flagged with previous issues with the City of Doral, other government entities, complaints have been identified with Better Business Bureau or similar agencies, may be exempt from submitting a request for the use of Facility until status is corrected and/or cleared.*

*The City has the right to merge proposed request with a City approved event or program.*

## ➤ **Visiting Dignitaries**

Over the years, the City of Doral has hosted national and international dignitaries at a variety of visits, tours and events. The visit of a dignitary to the City can present an excellent opportunity for staff and the community to engage in intellectual exchange with an important local, national or international figure.

A visit may also demand a heightened sensitivity to security and/or protocol issues, attract a large audience, require coordination with state and federal officials and agencies, and require intense logistical coordination. Simply, visits by certain dignitaries may require the commitment of City resources beyond the authority of the person, unit, or entity arranging for the visit. Moreover, the City has an institutional interest in ensuring that visits by dignitaries are successful, both in terms of how the dignitary is treated, as well as in achieving Doral's interest in ensuring that visit provides the broadest possible benefit to the Doral Community.

Visiting Dignitaries is a person who holds a high rank or office, as in the government or church - may be defined as, but not limited to, any of the following:

- Foreign Leaders
  - Presidents
  - Prime Ministers
  - Premier
- Religious Institutions
  - Pope
  - Bishop
  - Preacher
  - Rabbi
- Consulate
  - Ambassador
  - High Commissioner
  - Chief of Mission
- Federal Officials
  - Current or Former United States Presidents, Vice Presidents or spouses
  - Current United States Members of Congress (senators and representatives) or spouses
  - Current United States Cabinet Members or spouses
- State of Florida Officials – examples include but not limited to
  - Current or Former Governor, Lt. Governor and/or spouses
  - Current Florida cabinet members
  - Current State Senators or Representatives
  - Current Board of Governors
  - Current University Presidents
  - Any other elected or appointed state official

- Local Elected or Appointed officials
  - Mayors
  - County Commissioners
  - City Council Persons Municipal Managers
- Constitutional Officers
  - Sheriff
  - Property Appraiser
  - Supervisor of Elections
  - Tax Collector

*Note: Facility may not be used for any type of fundraising or election campaign purpose.*

*Type 1.*

*Requests for the use of Facilities for this type of use category when coordinating a meeting, visit or tour does not require Council approval – only City Manager’s authorization. The request is processed via the DGC system. The Facility Application Request Form is still required by the Applicant or Requestor and shall be forwarded to Public Affairs to ensure adherence to the City’s Protocol Policies and Procedures.*

*Type 2.*

*When seeking to host an event at a City Facility for a visiting dignitary, City Council approval is required. The Applicant is to complete the Facility Application Request Form and Requestor is to submit as part of the Vetting/Request Council Item process.*