

Parks & Recreation Advisory Board



June 25, 2014 at 4:00 pm – Work Session

WP Community Center • Oak Room
721 W. New England Ave • Winter Park, Florida

1 Discussion

a. Rules and Standards for Rate Adjustments

appeals & assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."



FOR REVIEW

City of Winter Park Rules and Standards for Rate Adjustments

Approved by City Commission January 26, 2009

Reviewed by City Commission amendments approved on November 12, 2012

The Parks and Recreation Department is responsible for the collection of established and approved fees for City of Winter Park owned parks or facilities with the following exceptions:

1. **City Approved Annual Events** **ADDITIONS REQUESTED BY APPLICANTS HIGHLIGHTED IN YELLOW**

The following recurring events have been approved for waiver of fees. Additions to the list of recurring waivers will be considered annually in January.

Sidewalk Art Festival	Art Festival and Monthly Committee Meetings Artist Party Saturday/Festival Related Event Sunday – Farmers Market
AKA Sorority	Monthly Meetings – Community Center
Winter Park High School	ROTC Banquet – Civic Center Homecoming ROAR and Parade and Picnic in the Park – Central Park
Hannibal Square Community Land Trust	Monthly Meetings – Community Center
Habitat for Humanity	Annual Family Reunion – Azalea Lane
Winter Park Chamber of Commerce	Tree Lighting – Central Park Economic Update Breakfast and Education Luncheon Civic Center Political Update Breakfast – Community Center Leadership Graduation /Youth Leadership – Civic Center/Farmer's Market Mayor/City Commission Luncheon – Community/Civic Center Autumn Art Festival – Central Park and Artist Party – Farmer's Market Taste of Winter Park – Farmer's Market
Welborne Avenue Day Nursery	Graduation Ceremony – Community Center
Winter Park Day Nursery	Annual Event – Civic Center
Hoop School	Christmas Camp – Community Center
Winter Park Historical Society	Annual Peacock Ball
Crealde School of Art	Annual Event - Community Center
Morse Foundation	Annual Tiffany Window Display – Central Park
Winter Park Sports Hall of Fame	Sports Hall of Fame – Community Center
CRA	Annual Heritage Festival – Community Center, Shady Park Valentine Concert, Popcorn Flicks, St. Patrick's Day Event -Central Park Ice Rink – Central Park

Should any of the approved events NOT take place in a period of one year, the event will automatically be removed from the list and the group will need to reapply for future events. This rule was added by Parks Board on 1/22/14

2. **Single Event Waivers** – Groups may apply for waiver of fees for individual events.
- Applicant must secure the requested date and time by completing all applicable reservation procedures prior to submitting request for fee waiver or reduction.
 - A completed application for waiver/reduction must be submitted at least ninety (90) days in advance of event date to the Parks and Recreation Department Administration Division accompanied by all required documentation.
 - The Parks and Recreation Advisory Board will review each application for approval/disapproval. Applicants will be notified of the level of support for their event within ten (10) days of board review.
 - Levels of support may vary between 30-100 percent.

Fee Waiver Application



In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

- 1. Non Profit Organization with current exemption.
- 2. Organization based within corporate limits of Winter Park.
- 3. The event is not in support of a candidate for public office.

In order to be eligible for a FULL fee waiver, the proposed event must meet all of the following criteria*:

- 1. The event is not on a Friday, Saturday or Sunday.
- 2. The event is free and open to the public.
- 3. The event is not a fundraiser for the organization.

*The board reserves the right to permit or disallow fee waivers/reductions for these categories dependent on the specific event and/or organization. See points system below.

Section One - Applicant Information

Applicant Name:		Email Address:	
Organization Name:		Phone Number:	
Address:		Fax Number:	
City:		State:	Zip:
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:			
Organization Mission:			
Reason for request:			

Section Two - Event Information

Event Type:		Event Date:	
Event Name:		Event Hours:	
Venue:		Expected Attendance:	
If charging admission, proceeds benefit:		Event Admission Fee:	
Will alcohol be served/sold?		Alcohol Licence Number:	
Will sponsorships be sold? If yes, describe levels and pricing:			
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **			
** If there is onsite cooking, an additional permit is required			
Will merchandise be sold or displayed? If yes, describe in detail below and include vendor booth charges:			
Has this event been held previously? If yes, describe when/where:			
Will event require road closures/police or fire assistance? Describe:			

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director and considered by the Parks and Recreation Board.
6. Each application will be evaluated and ranked by the Parks and Recreation Board upon the criteria listed below. Point values are assigned to each ranking criteria. The final score will assist Board Members in the decision to award full or partial fee waivers.

A. Does the event benefit the City or its residents?	20
B. Does the organization regularly support the City, its residents or businesses?	15
C. Will a waiver of the fees result in a direct benefit to the organizations mission?	15
D. Has the applicant held similar events successfully in the past?	10
E. Is the event of a type appropriate to receive City sponsorship in the form of a fee waiver or fee reduction?	10
F. Has the applicant sufficiently demonstrated the financial need for waiver/reduction?	10
G. Is the event unique and will fill a need to provide diverse opportunities for residents?	10
H. Have all applicable requirements for the selected venue been met?	10

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:		Date:	
Print Name		Title:	