

**POLICY NUMBER:**

APM- 1- 17

DATE:

12/21/2017

ISSUED BY:

*Daniel J. Alfonso*  
City Manager/Designee



SIGNATURE

# CITY OF MIAMI



## ADMINISTRATIVE POLICY

**SUBJECT:**

### USE OF PARKS EQUIPMENT FOR EVENTS

**Purpose**

To establish a policy and procedures regarding the assignment and use of Parks equipment for City of Miami functions or events. Effective this date, this Administrative Policy supersedes all previous understandings or arrangements regarding this subject. This policy applies to all City of Miami Departments, Offices of Elected Officials and City Agencies.

**Policy**

To request use of any City of Miami Parks and Recreation Department equipment, the procedures as outlined below, must be followed. No equipment or staff services may be assigned to provide support to City of Miami organized functions/special events without following the outlined procedures. Specific criteria has been outlined to address costs related to the delivery/pick up and set up of equipment. If the criteria has not been met, then the requesting department is required to submit payment to cover staff and equipment costs unless as directed otherwise by City Commission.

**Requesting  
Equipment**

All requests to utilize Parks equipment for City of Miami functions must be made a minimum of one week in advance of the event via submission of an Equipment Request Form (attached), unless directed otherwise in writing by the City Manager. A point of contact and specific location for delivery is required to ensure proper processing of the request.

Associated staff costs for delivery/pickup and set up of equipment will be assessed to the requesting department/office unless the below criteria has been met. Payment is expected to be made through journal entry via the Finance Department.

<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Created	12/14/17

Equipment will be made available provided it is not already booked for another event. City of Miami Parks functions and those specifically authorized by City Commission will have priority reservation of equipment.

### **Parks Department Equipment Inventory:**

- Showmobile A 16w x 32 L x 9H
- Showmobile B 18W x 32L x 20H
- 1- 20 x 20 Tent
- 9 - 10 x 10 Tents
- 12 – 24 inch wide boy tables – no tablecloths
- 20 – 6ft Tables
- 40 – 8ft Tables
- 150- Chairs
- 75- Barricades
- 1 – Podium
- 1 - Portable Sound –speaking engagements of 100 people
- 8 - large white coolers

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#### **Criteria for No Fee Assessment**

For events not meeting the below criteria, fees associated with staff costs will be imposed. The following criteria needs to be met in order to avoid incurring fees:

- A. Function/Event must be occurring on a City of Miami Park or Facility.
- B. Delivery and pick up of equipment must be scheduled during Park Staff assigned hours Monday thru Friday 8am – 3pm.
- C. Equipment requested is for specific City Sponsored Function/Event.
  - Definition of a City Sponsored Function/Event is based on designation through City Commission approval.
  - Current official City Sponsored Events are: Martin Luther King Parade, Three Kings Parade and Calle Ocho.
- D. Event is a City of Miami Parks and Recreation sponsored Function/Event.

**Please note:** Staff fees will be assessed for non-park sponsored function/events that occur on the weekend or public holidays to cover the cost of overtime incurred for staff, and related services provided by staff, during non-scheduled hours or work day.

Additionally, the Parks and Recreation Department reserves discretion as it relates to the determination of length of time for set up and breakdown, and the ability to leave requested items overnight at function's location.

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**Procedure for Payment**

In the event that a staffing fee is imposed, the procedure shall be as follows:

- Parks Permit Office will prepare an invoice.
- Invoice will be provided to the Department/Office requesting the equipment.
- A journal entry memo is prepared by the requesting Department/Office indicating the accounts to transfer to and from.
- Finance Department will be provided the journal memo and invoice.
- A copy of the journal will be provided to the Parks Permit Office.
- Transfer of funds to the Parks Department will be completed and will be verified by Parks Staff.
- Invoice will be closed.

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# City of Miami Parks and Recreation Equipment Reservation

## RESERVATION REQUEST

DEPARTMENT/OFFICE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE #: \_\_\_\_\_

- Will this person be onsite for set up contact?  Yes  No
- If not who should be contacted?: \_\_\_\_\_

DATE OF EVENT (PLEASE NOTE IF MORE THAN ONE DAY): \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_

## BREAKDOWN TIME:

**EQUIPMENT BEING REQUESTED:**

**EQUIPMENT BEING REQUESTED:**

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Signature of requesting individual

Date

**Attachment: Provide documentation as proof of action by City Commission authorizing the use of equipment and the waiving of staff cost for a specified event.**