

## RESOLUTION NO. 2025-44

### A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A CO-SPONSORSHIP POLICY AND PROCEDURES FOR ACTIVITIES AND SPECIAL EVENTS IN COLLABORATION WITH NON-PROFIT ORGANIZATIONS; PROVIDING FOR ADOPTION OF REPRESENTATIONS; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City of Pahokee ("City") desires to adopt a policy that authorizes co-sponsorship of activities and special events in collaboration with non-profit organizations whose purpose shows, from their bylaws or in operational history, a commitment to recreational, cultural or community service; and

**WHEREAS**, the City will only consider co-sponsoring a program that meets the criteria set forth in this resolution and serves a public purpose; and

**WHEREAS**, the City Commission shall approve all co-sponsorships based on the facts presented following a completed co-sponsorship application on the proper City form; and

**WHEREAS**, the City Commission of the City of Pahokee finds that approval of a co-sponsorship policy and procedures for activities and special events with non-profit organizations is in the best interests of the City.

**NOW THEREFORE, BE IT DULY RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:**

**Section 1.**    Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

**Section 2.**    Approval of Co-Sponsorship Policy and Procedures. The City Commission of the City of Pahokee hereby approves a co-sponsorship policy and procedures for activities and special events in collaboration with non-profit organizations as follows:

- A. *Prior to City Commission approval of a co-sponsorship application, the City Manager or designee shall review the co-sponsorship application and confirm that the following procedural criteria has been met:*

1. *The non-profit organization's membership is open to the public and does not discriminate in any manner against any person on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical or mental disability, veteran status, marital status, medical condition, gender identity, sexual orientation or any other category protected by federal, state or local laws.*
  2. *The proposed activity or special event is consistent with the City's recreational, cultural or community priorities and provides public benefit and public purpose.*
  3. *The program does not charge general admission to enter.*
  4. *Fundraising is not the primary purpose of the program. However, the City may consider programs where the sale of goods or services (for example, participant registrations, food sales or pony rides) are sold if the proceeds are dedicated to a recreational purpose. In such case, the City shall be reimbursed by the co-sponsor for the cost of facility rental or park ground fee.*
- B. *The non-profit organization shall submit an application requesting the City co-sponsor an activity or event at least ninety (90) days prior to the program, unless otherwise approved by the City Commission. If the size and/or nature of the program requires a City special event permit, the non-profit organization will be referred to the City's Special Event permit application process by the City Manager or designee.*
- C. *Prior to approval the City Manager or designee shall review the application and confirm the following:*
1. *Minimum requirements established in items #A1 through #A4 in the above policy are met.*
  2. *The proposed event provides a general recreational benefit.*
  3. *The City has available resources and the commitment requested by the non-profit organization is feasible. If the resources requested for the planning and execution of the event are not available as determined by the City Manager, the City shall not co-sponsor the event and the application shall not be forwarded to the City Commission for consideration.*
  4. *The event complies with all applicable City policies and all applicable federal, state, and local laws, including any approvals or permits from other City departments, county government or other government agencies.*
  5. *The requested park facility is available, and the proposed event would not negatively impact on any pre-existing park uses.*

6. *The proposed event is not a political activity, and the proceeds of any fundraising will not be used to support political activity or a political action committee.*
- D. *Co-sponsored Events are not subject to applicable fees in the City Fee Schedule, unless A4 applies.*
- E. *Co-sponsorship does not waive any costs and fees assessed by other City departments not pertaining to recreation that may be associated with the event or any required permits, personnel, or resources provided by those departments.*
- F. *The non-profit organization, their subcontractors, and vendors shall provide proof of public liability and property damage insurance as specified by the City at least 30 days prior to the event.*
- G. *The City will attempt to seek input on co-sponsorship from applicable Recreational Advisory Boards if the Board(s) can accommodate the item on its agenda within a reasonable time as determined by the City Manager.*
- H. *This policy is limited to co-sponsored events. The use of park facilities for a non-profit organization's meetings and programs are subject to the applicable Fee Schedules in the regular course of City business.*

**Section 3.** Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

**PASSED** and **ADOPTED** this 22<sup>nd</sup> day of July 2025.

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Keith W. Babb, Jr., Mayor

ATTESTED:

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Nylene Clarke, CMC, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY:

\_\_\_\_\_  
Burnadette Norris-Weeks, P. A.  
City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:**

Mayor Babb	_____ (Yes)	_____ (No)
Vice Mayor Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Commissioner Scott	_____ (Yes)	_____ (No)