

**CITY OF PAHOKEE CO-SPONSORSHIP APPLICATION**

Date: \_\_\_\_\_

Authorized Representative's Legal Name and Position  
: \_\_\_\_\_

Please specify name of non-profit organization

\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_

Describe the Proposed Event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are you requesting from the City as a part of the co-sponsorship?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check where appropriate:

\_\_\_\_\_ *Is your the non-profit organization's membership is open to the public and one that 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.*

\_\_\_\_\_ *Does the program charge general admission to enter.*

\_\_\_\_\_ *Is fundraising the primary purpose of the program? Note: A check here may disqualify you organization from consideration.*

\_\_\_\_\_ *Is the proposed event a political activity or will proceeds be used to support a political activity or a political action committee? A check here **will** disqualify your organization from consideration.*

**This application must accompany proof of non-profit status.**

Person completing this form (PRINT  
NAME): \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

---

**For City Completion Only:**

\_\_\_\_\_ *Is the proposed activity or special event consistent with the City's recreational, cultural or community priorities and provides public benefit and public purpose?*

\_\_\_\_\_ *Have the minimum requirements established by Resolution \_\_\_\_\_, items #A1 through #A4 been met?*

\_\_\_\_\_ *Does the proposed event provide a general recreational benefit?*

\_\_\_\_\_ *Does the City have available resources and is the commitment requested by the non-profit organization feasible?*

\_\_\_\_\_ *Does the event comply 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.*

\_\_\_\_\_ *Is the requested park facility available in a way that will not negatively impact on any pre-existing park use?*

**FEES TO BE CHARGED TO APPLICANT \$ \_\_\_\_\_**

*The City shall consider the following in applying fees to be charged:*

- A. Co-sponsored Events are not subject to applicable fees in the City Fee Schedule, unless A4 of Resolution \_\_\_\_\_ applies .*
- B. 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.***
- C. 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.*

*D. The City will attempt to seek input on co-sponsorship from applicable Special Events Advisory Board if the Board(s) can accommodate the item on its agenda within a reasonable time as determined by the City Manager.*

*E. 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.*

Signature of City employee receiving application: \_\_\_\_\_

Approved By: \_\_\_\_\_

\_\_\_\_\_  
City Manager, City of Pahokee