



CITY OF HALLANDALE BEACH
Parks and Recreation Department
HALLANDALE BEACH FEE WAIVER REQUEST FORM

Organization Name _____

Organization Address _____

City/ State / Zip _____

Organization Website _____

Authorized Representative _____

Contact Phone _____ Contact Email _____

Please attach the following to this form:

☐ Letter on Non-profit's letterhead, signed by an authorized representative, specifying the requested facility/ room/ pavilion including date(s) and time(s) for each use as well as the purpose of the use and benefit to the Community. The letter is to include the statement certifying that there are no admittance charges to the activity. If the activity is a fundraiser, the request must include how the proceeds will benefit the Community and where the proceeds from the fund-raiser will go. Date Rec'd ____/____/____

☐ Certificate of Insurance for Organization naming the City of Hallandale Beach as an additional insured, if applicable. Date Rec'd ____/____/____

☐ Contribution to Hallandale Beach PAL Date Rec'd ____/____/____

Non-government agencies must also attach:

☐ Proof of current Not-for-profit status (www.irs.gov). Date Rec'd ____/____/____

☐ Current (990) form. Date Rec'd ____/____/____

☐ Proof of current corporate status from the State of Florida Division of Corporations (www.sunbiz.org). Date Rec'd ____/____/____

Requests will not be processed until all items listed above are submitted with this form.

Completed form and documentation listed above should be submitted to: City of Hallandale Beach
Parks, Recreation and Open Spaces Director
410 SE 3rd St
Hallandale Beach, FL 33009
CSchanz@CoHB.org
(954)457-1452 office / (954) 457-1467 fax

Please allow 2-4 weeks for processing.



CITY OF HALLANDALE BEACH
Parks, Recreation and Open Spaces Department
HALLANDALE BEACH FEE WAIVER REQUEST INFORMATION SHEET
effective October 2019

The City of Hallandale Beach has established a formal procedure for the request and approval of a fee waiver for use of City Facilities. This information sheet outlines this procedure and the requirements for requesting a fee waiver.

For City Sponsored events, all fees including facility use fee, deposit and usage fees shall be waived. The City Commission specifically designates which events shall be sponsored City events. Organizations who participate in the City's Community Partnership Grant program are not considered City Sponsored events unless specifically designated by the City Commission.

For events that are not sponsored by the City, only the facility rental fees shall be eligible for a fee waiver. Non-profits shall be required to pay the appropriate deposit and usage fees (where applicable). If the requested use is outside of normal operating hours of the Center and/or where staff is not regularly scheduled, staff costs will be assessed.

Non-profits may request a fee waiver pursuant to the following requirements:

1. Program/event must benefit be of significant value to the Community or to a significant portion of the residents of the City of Hallandale Beach.
2. Non-profit must provide a contribution to the City's PAL organization.
3. IRS 501(c)3 Not-for-Profit status must be current.
4. No Admittance fee to the facility or event may be charged other than the normal membership dues as defined in the by-laws of the organization. – or - if activity is a fund-raiser, all funds raised must benefit the Community and request must include where the proceeds from the fund-raiser will go.
5. Non-profit must agree and adhere to all Parks and City rules, regulations, policies, and procedures as they pertain to facility use.
6. A Non-profit's fee waiver request is limited to a total of twelve (12) uses per year, one (1) per month. The twelve (12) uses shall not include events in which the City is a co-sponsor. Additional uses may be requested at the full facility rental fee. Exceptions must be pre-approved by the City Manager.
7. A Non-profit's fee waiver request for Weekend (Friday, Saturday, Sunday) use is limited to two (2) uses per year and requires payment of all direct costs incurred.

Any applicant requesting consideration of a fee waiver must submit a completed Fee Waiver Request Form along with the required documents as listed on the form including letter on the non-profits letterhead, current proof of non-profit status, current proof of corporate status, and certificate of insurance to the Parks and Recreation Office as listed on the Fee Waiver Request Form. Any applications that do not meet minimum requirements will be denied and notified in writing.

If approved, the Director will notify the applicant in writing (utilizing electronic mail where available) of the approval and advise the non-profit to return to the Parks administration office to pay the required fees (where applicable) and sign the use permit within five (5) calendar days.

Failure of the applicant to complete the use permit and/or pay fees due within five (5) calendar days will result in the cancellation of the reserved facility. After the five days has passed, the applicant will be entitled to the date and time requested in the event that no other rental has been reserved for that date and time.

If denied, the Director will notify the requestor in writing of the denial and collect the fees due or cancel the request as determined by applicant.