

## COMMISSION POLICY/PROCEDURE

EFFECTIVE DATE 03-21-11	POLICY NUMBER CC99-005	PAGE NUMBER 1 of 2	SUPERSEDES POLICY Dated: 02-07-05
<b>Subject: In-Kind Donations to Deltona-based not-for-profit entities</b>		Adopted by the Deltona City Commission at the Regular City Commission meeting held on September 8, 1999; revised by the City Commission on July 5, 2000; revised by the City Commission on March 15, 2004; revised by City Commission action on February 7, 2005; revised by City Commission action on March 21, 2011.	
<p>It shall be the policy of the City of Deltona to support Deltona-based not-for-profit entities that sponsor City-wide events for the benefit of all residents. A not-for-profit entity, in accordance with Florida Statutes, §617.01401 (5), shall mean an entity in which no part of the income or profit of which is distributable to its members, directors, or officers.</p> <p>An entity seeking in-kind services shall submit a special event permit application and a letter of request for specified in-kind services to the Parks &amp; Recreation Department specifying the nature and details of the benefits provided to Deltona residents by such community-wide festival or special event. The entity must also provide an expected attendance number for the event, proposed disposition of any funds raised during the proposed events, and follow the established process and meet all requirements outlined within the City’s Code of Ordinances, Chapter 10, <i>Amusements, Entertainment and Block Parties</i>, Article III, <i>Events on City-Owned or Controlled Property</i>. Letters of request for in-kind donations must be submitted to the Parks &amp; Recreation Department no later than 90 days prior to the scheduled event.</p> <p>A follow-up report <b>must be submitted</b> to the City Commission within thirty (30) days following the conclusion of the special event. Such report shall contain a narrative of the event, and shall also identify the actual number of attendees, any proceeds from the event and the disposition of such proceeds, including a detailed accounting of same, the benefit realized by the City’s partnership with the organization for said special event, any difficulties or problems experienced during the event, and any changes suggested for future events. Failure to submit the follow-up report within the required 30-day timeframe will disqualify the agency for funding in the next budget year.</p> <p>The City Commission, by majority vote, will determine whether or not to provide any or all of the following in-kind services:</p> <ol style="list-style-type: none"><li>1. Fees for permits.</li><li>2. Use of City equipment, e.g. barricades, traffic cones, generators, light towers, etc.</li><li>3. Costs associated with City staff time to support said special event.</li><li>4. Fire and first aid protection calculated at the current hourly rate.</li><li>5. Police protection calculated at the current hourly rate.</li></ol>			

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The maximum total in-kind donations allowed will be based on the expected attendance as follows:

<u>Expected Attendance</u>	<u>Maximum Dollar Value of In-Kind Donations</u>
Up to 100	\$250.00
101 - 200	\$500.00
201 - 300	\$750.00
301 - 400	\$1,000.00
401 - 500	\$1,250.00
501 – 600	\$1,500.00
601 – 700	\$1,750.00
701 – 800	\$2,000.00
801 – 900	\$2,250.00
Above 901	\$2,500.00

Special event requests that exceed these amounts must be annual events approved by line item in the City's Parks and Recreation Department budget for the upcoming fiscal year.

New events, not approved by line item in the City's budget, will be considered on a case by case basis.