



CITY OF CORAL GABLES MERRICK HOUSE FACILITY RENTAL POLICY

- 907 Coral Way - Coral Gables, FL 33134 -
- (305) 460-5093 or (305) 722-8715 -
- www.coralgables.com - HIST@coralgables.com -

ALLOWABLE RENTAL REQUESTS:

The Coral Gables Merrick House and grounds may be used /rented for the following purposes:

- Programs that educate the public about the historic legacy and significance of the Coral Gables Merrick House, the childhood home of the founder of Coral Gables, George Merrick, his parents, and his family.
- Regularly scheduled public tours and special tours arranged in advance with the Docent Coordinator.
- Activities recommended by the Coral Gables Merrick House Governing Board and approved by the City Manager.
- Meetings of Coral Gables-based, non-profit organizations and City Boards/Committees recommended by the Historic Preservation Officer and approved by the Coral Gables Merrick House Governing Board.
- The City of Coral Gables reserves the right to use the House for official City functions. Typical rental rules will apply.

Note:

1. Exceptions allowed with Coral Gables Merrick House Governing Board approval.
2. Before making any recommendations for use of the House or grounds, the Coral Gables Merrick House Governing Board will carefully consider potential impact on historical materials in the House, staff availability to supervise the use of the House, and the availability of staff from other departments to carry out the event.

A. Facility Use Rules, Procedures, and Guidelines

The following information is provided and will be enforced as needed to ensure a safe and enjoyable experience for our guests. The Coral Gables Merrick House shall be available for use by the public on a first come, first reserved basis and subject to the rules, policies, standards and regulations as outlined in this document.

Failure to observe and abide by the rental rules and policies may result in the immediate termination of the Facility Rental Permit, forfeiture of all fees and immediate removal from the rented facility.

Any duly authorized City employee shall have the right at any time during a function to enter any and all parts of the premises for the purpose of inspection.

The maximum attendance allowed inside the house is **50 (strictly enforced)**.

Renters who exceed the maximum allowed capacity will be asked to leave the premises immediately. Failure to leave the premises when asked will result in removal by police escort.

FACILITY IS AVAILABLE AS FOLLOWS:

Daytime Meetings
(Monday through Friday)
9:00 a.m. – 5:00 p.m.

Evening Meetings
(Monday through Thursday)
5:00 p.m. – 10:00 p.m.

Weekend Events
Friday 5:00 p.m. – 10:00 p.m.
Saturday 9:00 a.m. – 10:00 p.m.
Sunday CLOSED

Minimum rental period is three (3) hours.
All guests must arrive and depart during rental hours.

Access to site by applicant and their subcontractors for set-up and preparation will be allowed one hour prior to the event. **Set-up and clean-up time are considered part of the rental period.**

Applicants and their sub-contractors are to supply all equipment and personnel necessary for delivery, set-up, clean-up, etc. Nothing is to be delivered to the facility before the approved rental period begins.

Clean-up is the responsibility of the Applicant and shall include all areas (interior and exterior) used for functions. **All clean-up and removal of any rented equipment must take place within the rental hours or the following day with Staff approval.** (See Section H of this document)

Smoking is not permitted anywhere in the house or grounds.

Within the House, activities shall be limited to the following areas on the first floor only: kitchen, dining room, sunroom, and outdoor veranda. First floor bedrooms are to be roped off to discourage entry while the House is being used.

Food and drink are restricted to the kitchen, dining room, sunroom and veranda. Alcoholic beverages may be served **on the veranda only**, with prior approval from the Department Director or designee.

Relocation of house furnishing is only permitted by City Staff. Decorating the house in any manner requires prior approval and shall be based on the need to protect the house and maintain its proper image. No affixing of decorations to the structural or decorative surfaces of the Coral Gables Merrick House, inclusive of tables, walls, windows etc. is allowed. Under no circumstances will candles be allowed. No items such as rice, birdseed or confetti shall be dispersed. Fresh flowers or plants inside the House may only be permitted with prior approval from the Department Director or designee.

Kitchen facilities, which include: stove/oven, dishwasher, coffeemakers, ice machine, glassware, silverware and china, are available for use. Fifty (50) chairs, a podium (w/out electronic amplification), and three (3) 60" circular fold-up tables (for exterior use only) are also available with pre-notification.

ADA-compliant public restroom facilities are located on the first floor of the Garage building. The restroom inside the house may not be used.

Equipment, outside entertainment and/or activities, in addition to or beyond facility amenities must be approved by the Historical Resources and Cultural Arts Department Director in advance of the rental date.

Approval must be noted on the Facility Rental Permit Application. Equipment, outside entertainment and/or activity providers must have the minimum insurance requirements as established by the City of Coral Gables in place prior to and for the duration of the event. (See Section G of this document)

Musical groups appropriate to the house will be permitted. Power amplifiers or instrumental electronic amplification devices are NOT allowed inside the House. **The City of Coral Gables noise ordinance will be strictly enforced.**

Parking of vehicles is allowed in designated parking areas only. No parking is allowed on grass or swale areas. Violators may be issued a parking citation if they choose to violate the parking regulations.

Charging for a professional service, such as private lessons or athletic instruction, or for commercial use at the Coral Gables Merrick House is not permitted without the written permission of the Historical Resources and Cultural Arts Director. Commercial use includes the collection of an admission fee from guests upon entering the rented facility.

Live animals (petting zoos, pony rides, wildlife displays, etc.), mechanical rides and any other entertainment device are prohibited.

B. Making a Reservation

Reservation applications are accepted, on a first-come, first-reserved basis with a notarized rental application form, proof of insurance, and \$500 security deposit due at time of booking. Applications may be submitted at the City of Coral Gables **Historical Resources and Cultural Arts Department, 2327 Salzedo Street, Second Floor, Coral Gables, FL 33134** or via mail to the same address.

Applications will only be accepted from individuals 21 years of age or older verified by a current photo ID.

Applications must be approved by the Coral Gables Merrick House Governing Board. The Board meets once a month, so plan accordingly.

A reservation is not confirmed or guaranteed until approved by the Historical Resources and Cultural Arts Department Director and Merrick House Governing Board, payment is received, and the Facility Rental Permit has been executed.

The rental time as indicated on the Facility Rental Permit Application must be inclusive of set-up and clean-up time.

The individual making the facility reservation, and whose name appears on the Facility Rental Permit Application must be in attendance at the facility for the duration of the event. The individual's name, as it appears on the Facility Rental Permit Application must also match the name of the individual who signs the "After Rental Checklist." Discrepancies may result in the forfeiture of any returned deposit and/or fees and jeopardize the approval of any future requests for a facility reservation.

Individuals representing a business and/or organization must have the authority to sign a Contract/Agreement on behalf of the business and/or organization in order to secure a reservation location, date and time. Officers of organizations and/or businesses will be verified through www.Sunbiz.org.

All non-profit organizations must provide proof of current status including a recent copy of IRS form 990 and/or Charitable Organization Certificate.

No oral agreement for use of the Coral Gables Merrick House shall be valid.

Fraudulent representation of information provided on the Facility Rental Permit Application may result in immediate revocation of the Facility Rental Permit, forfeiture of all fees and denial of any future requests for a facility reservation.

Renter shall not assign, convey or transfer the Facility Rental Permit to another entity (individual or group). Assigning the Facility Rental Permit to another entity (individual or group) may result in immediate revocation of the Facility Rental Permit and forfeiture of all fees.

Any outstanding debts with the City of Coral Gables or violations of City policies during a previous rental will result in denial of usage of any facility.

If an application for rental includes use of the Merrick House grounds, the applicant is required to submit a Special Events Permit Application to the Parks and Recreation Department **in addition to** the Facility Rental Permit Application. The Special Events Permit Application can be found at <https://www.coralgables.com/special-events-film-permits>. For additional information please contact Norma-Milena Gavarrete at 305-460-5607 or via email at ngavarrete@coralgables.com or by mail at 405 University Drive, Coral Gables, FL 33134. Renter may be required to hire off-duty Coral Gables Police Officers to provide security and supervision at applicant's cost.

C. Deposits, Charges & Payments

To secure a Merrick House rental, a \$500 security deposit must be paid at the time the Facility Rental Permit Application submitted to cover cleaning and incidentals incurred during the rental period. This deposit is refundable at the Historical Resources and Cultural Arts Department Director's discretion (See Section D of this document). The balance of fees owed are due once the permit application has been approved.

Final payment will be required 30 days (or at time of booking, whichever occurs first) prior to event date. Reservations that have not been paid in full 30 days prior to the event date may be cancelled with no refund of the deposit or any fees already paid.

Payments must be made by check. The name on the check must be the same as that of the individual whose name appears on the Facility Rental Permit. Checks are made payable to: **CITY OF CORAL GABLES.**

RENTAL FEES:

Daytime meetings: \$50.00 basic fee + \$30.00 per hour for each additional hour or part thereof.

Evening meetings: \$100.00 basic fee + \$30.00 per hour for each additional hour or part thereof.

Weekend meetings: \$200.00 basic fee + \$30.00 per hour for each additional hour or part thereof.

D. Refund of Security Deposit

All rentals must be conducted in accordance with the rules and regulations as outlined in this document.

If facilities are left clean and undamaged (see checklist below), and all policies and procedures have been followed, then the \$500 security deposit will be returned via check within approximately 14 working days following event to the individual whose name and address is listed on rental Application.

The following requirements must have been met to ensure return of deposit:

- ✓ All payments meet required deadlines
- ✓ Facility and contents are not damaged or broken
- ✓ The House and grounds are cleaned (see Section H: Responsibilities of the Renter)
- ✓ All rental equipment (tables, chairs, linens & etc.) must be picked-up and taken off site within the rental period or the following day with Staff approval

E. Cancellations

All cancellation refund requests must be approved by the Historical Resources and Cultural Arts Department Director.

Cancellations must be made in writing after the deposit has been received. Refund requests for cancellation of a facility rental permit must be made, in writing, at least seven (7) days prior to the facility rental date. Approved cancellations will be refunded the rental fee only, less a \$50 processing fee. (The security deposit is non-refundable for cancellations requested by the applicant). There will be no refunds issued when a cancellation request is submitted with less than seven (7) days notice.

In the event of cancellation by the City of Coral Gables for good and sufficient reason, a full refund will be made.

F. Indemnification

For and in consideration of the City of Coral Gables consent to allow the Facility Rental Permit Applicant to use a city owned facility located within Miami-Dade County Florida, the Facility

Applicant agrees as follows:

To the fullest extent permitted by laws and regulations, the Facility Rental Permit Applicant shall defend, indemnify, and hold harmless the City, its elected and appointed officials, attorneys, administrators, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the Facility Rental Permit Applicant's rental of the Merrick House caused in whole or in part by either (i) any willful, intentional, reckless, or negligent act or omission of Facility Rental Permit Applicant, any subconsultant or subcontractor, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the goods and/or services or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder and regardless of the negligence of any such indemnified party, or (ii) any willful, intentional, reckless, or negligent act or omission of any individual or entity not a party to this rental agreement, or (iii) any negligent act or omission of the City or the City's officers, agents, or employees. The parties expressly agree that this provision shall be construed broadly, and Facility Rental Permit Applicant's obligations to pay for the City's legal defense hereunder shall arise and be fully enforceable when Supplier (or any subconsultant or subcontractor or any person or organization directly or indirectly employed by Supplier) is alleged to have acted willfully, intentionally, recklessly, or negligently in the performance of this Rental Agreement. Any failure of Facility Rental Permit Applicant to comply with the terms of this provision shall be deemed a material breach of this Rental Agreement and may subject Supplier to debarment from use of the Merrick House. This provision shall survive termination of the Rental Agreement. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity of section §768.28, Florida Statutes.

I/We hereby acknowledge that a copy of the **Facility Rental Policy** containing the rules and regulations for use of facilities owned and/or managed by the City of Coral Gables Historical Resources and Cultural Arts Department has been received and that I/We have read, understand and agree to abide by these rules & regulations governing the usage of the Facility being rented.

G. Insurance Requirements

Without limiting PERMIT APPLICANT’S indemnification of the CITY, and during the term of this Agreement, PERMIT APPLICANT shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the CITY and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the CITY. Certificates or other evidence of coverage shall be delivered via email, fax or US mail to:

Certificate Holder should read:

And can be emailed to:

City of Coral Gables
Insurance Compliance
PO Box 100085 - CE
Duluth, GA 30096

cityofcoralgables@ebix.com

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Permit, and shall contain the express condition that the CITY is to be given written notice of at least thirty (30) days in advance of any cancellation, non-renewal or material change of any insurance policy.

1. Insurance Requirements For Companies

Companies are required to evidence the following Insurance to the City:

Insurance Coverage Type

Limit of Liability Required

Commercial General Liability

Each Occurrence \$1,000,000, Aggregate \$2,000,000

Liquor Liability (required if liquor is served) Each Occurrence \$1,000,000, Aggregate \$2,000,000

- All insurance policies evidenced to the City shall name the City of Coral Gables as an Additional Insured on a Primary and Non-contributory basis.
- All insurance policies evidenced to the City shall contain A Waiver of Subrogation Endorsement in favor of the City of Coral Gables.
- All insurance companies providing coverage must have an A.M. Best rating of at least (A-/VI) or an equivalent rating given by a recognized rating agency.

Companies evidencing insurance must provide the following documents to the City:

1. The Cover Sheet from the Facility Rental Permit Application.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured on a primary and non-contributory basis including a Waiver of Subrogation in favor of the City.
3. A copy of the Endorsements evidencing that Additional Insured status has been provided to the City and that this coverage has been provided on a Primary & Non-Contributory Basis.
4. A copy of the all Waiver of Subrogation Endorsements for each line of coverage required.

2. Insurance Requirements For Individuals

Individuals are required to evidence the following Insurance to the City:

Insurance Coverage Type

Limit of Liability Required

Personal Liability Insurance

Each Occurrence \$300,000

(including host liquor liability coverage is if liquor is served)

Individuals evidencing insurance must provide the following documents to the City:

1. The Cover Sheet from the Facility Rental Permit Application.
2. A Certificate of Liability Insurance naming the City of Coral Gables as an additional insured.

3. If Applicant Does Not Have Insurance

Alternatively, Companies & Individuals may obtain liability insurance through a TULIP (Tenant User Liability Insurance Program) established by the City. To purchase or receive a quote for your event visit <https://tulip.intactspecialty.com/e/tulip/apply.aspx> and click on the Purchase or Quote icon.

The City of Coral Gables reserves the right to require additional types of insurance coverage or higher limits of liability for any event. This determination will be made by the Risk Management Division.

H. Responsibilities of the Renter

The Renter, as identified on the Facility Rental Permit Application, agrees to be present at the rented facility for the duration of the event. Absence of the Renter during the stated rental period may automatically forfeit the return of the security deposit and may prohibit Renter from any future reservations at a City owned/operated property.

The Renter agrees to be responsible for the actions of their guests and their guest's compliance with all applicable federal, state and local rules, regulations, laws and ordinances while on City property.

The City of Coral Gables reserves the right to immediately terminate a rental contract for violation of any rental usage policy, rule, regulation, ordinance or any violation of a federal, state or local rule, regulation, law and/or ordinance.

No individual shall rent Coral Gables Merrick House when the event will have an expected attendance greater than the maximum occupancy allowed for use of the space.

The Renter agrees to be prompt in arriving and departing the facility. **It is understood that the rental timeframe, as it appears on the Facility Rental Permit Application, includes time for set-up, decorating, and cleaning of the facility, including any pick-up of rented items or equipment.** The facility will not be open prior to or later than the rented time. If additional time is needed, additional rental time must be purchased. If the renter stays longer than the time appearing on the permit, the rental fees owed will be deducted from the deposit.

The Renter agrees to assume all responsibility for any damages done to the facility as a result of their usage inclusive of damages done by the Renters agents or assigns, visitors, invitees, guests, trespassers, or any other user of any portion of the premises.

The Renter agrees to report any damages to the facility or equipment immediately. Costs associated with the damage may be deducted from the security deposit; additional charges may apply.

The Renter agrees to ensure that the facility and all equipment in the building is left in as good or better condition than which existed prior to their usage. This includes:

- ✓ Kitchen, living room/dining room/sunroom, and porch are swept and/or vacuumed.
- ✓ Trash is removed from all areas of the House (interior and exterior), grounds, and public restrooms.
- ✓ Trash and recycling must be deposited into the outside receptacles.

- ✓ All exterior garbage cans and recycling bins are returned to the enclosure at the rear of the House.
- ✓ Cleaning any spills on the floors or veranda.
- ✓ Reporting any spills on furniture, rugs, or items in the House.
- ✓ Wiping clean tables, chairs, countertops, sinks, refrigerator, stove, microwave, and kitchen area (as applicable). Dishes/glassware (if used) must be placed in dishwasher. All items stored in the refrigerator must be removed.
- ✓ Removing all decorations from the facility and removing all personal items at the conclusion of the rental period. The City of Coral Gables will not be responsible for items left at the facility.

An inspection will be completed by Merrick House staff at time of completion or the following day. If the above mentioned is not completed by the renter the City of Coral Gables has the right to withhold all or some of the Security Deposit. The renter will be notified in writing from the Department Director if the deposit will be returned and if not what the deficiencies were.

I. Alcoholic Beverages

The serving of alcoholic beverages is permitted under the following circumstances: request made in conjunction with a Facility Rental Permit Application; approved by the Historical Resources and Cultural Arts Director; and, only in designated areas of the Coral Gables Merrick House.

Permission for the serving of alcoholic beverages must be noted on the Facility Rental Permit Application.

The serving of alcoholic beverages will require insurance and the hiring of at least one off-duty Coral Gables Police Officer, at the Renters expense. The number of officers required will be at the determination and discretion of the police department.

It is the responsibility of the renter to ensure that all federal, state and local laws relating to the serving and/or consumption of alcohol are abided by when alcohol is permitted at the event.

J. Accessibility for Individuals with Disabilities

Permit Applicant is required to make its events accessible to individuals with disabilities and to provide reasonable accommodations to enable individuals with disabilities to participate in the event in compliance with all applicable federal, state, and local accessibility requirements, including the Americans with Disabilities Act (ADA).

The City's "Special Event Accessibility Checklist" brochure is intended to assist the Permit Applicant in planning the accessible features for the event; however, the checklist may not be inclusive of all accessibility requirements. It is the Permit Applicant's responsibility to comply with all applicable federal, state, and local accessibility requirements, including the Americans with Disabilities Act (ADA).

AFTER RENTAL CHECKLIST

MUST BE COMPLETED BY RENTER & EVENT WORKER/MUSEUM STAFF

APPLICANT: _____

EVENT: _____

EVENT DATE & TIME: _____

It is the responsibility of the Renter to see that the Coral Gables Merrick House and grounds are left in the same condition as they were prior to the event. Upon completion of the event, the following list must be reviewed and initialed by the Renter whose name appears on the Facility Rental Permit Application AND Event Worker/Coral Gables Historical Resources and Cultural Arts Department staff. This checklist is deemed complete when signed by the Renter and the staff on duty. Any failure to properly clean up the facility may result in forfeiture of all or part of the security deposit.

The Event Worker/Historical Resources & Cultural Arts Department staff will submit this completed checklist to the Historical Resources and Cultural Arts Department Director for final review.

Renter/Staff **RENTER RESPONSIBILITIES/CHECKLIST OF TASKS:**
Initial /Initial

- ____/____ 1. Wiping clean tables, chairs, countertops, sinks, refrigerator, stove, microwave, and kitchen area (as applicable).
- ____/____ 2. Dishes/glassware (if used) must be placed in dishwasher.
- ____/____ 3. All items stored in the refrigerator must be removed.
- ____/____ 4. Removed all decorative items brought in for event.
- ____/____ 5. Any spills on floors or veranda cleaned up.
- ____/____ 6. Kitchen, living room, dining room, and sunroom, and porch swept and/or vacuumed.
- ____/____ 7. Trash removed from all areas of House (interior and exterior), grounds, and public restrooms.
- ____/____ 8. Trash and recycling deposited into outdoor receptacles.
- ____/____ 9. All exterior garbage cans and recycling bins are returned to the enclosure at the rear of the House.
- ____/____ 10. Renters must leave Merrick House on time.
- ____/____ 11. Damage in any area has been discussed with Staff and is noted in "Comments" below.

Comments: _____

Signed: _____ Date & Time: _____
(Renter)

Signed: _____ Date & Time: _____
(Event Worker/Historical Resources & Cultural Arts staff)

PAGE INTENTIONALLY BLANK



SINGLE USE PLASTIC BAGS/STRAWS/EXPANDED POLYSTYRENE ORDINANCES

#PlasticFreeCG

The City of Coral Gables is a leader in sustainability efforts. The goal of these ordinances (Chapter 62 - Article VII, and Chapter 2 - Article VIII) is to eliminate **single-use plastic bags/straws/stirrers and expanded polystyrene** (Styrofoam) and replace them with more environmentally friendly alternatives in order to reduce waste, litter, and pollutants from ending up in landfills on streets, parks, public spaces and in waterways.

Who Does These Ordinances Apply To?

- City Facilities: Includes buildings, parks, city golf courses, or any other city owned property.
- City Vendors, Contractors, Concessionaires, and/or Operators.
- Special Event Permittees and their subcontractors which includes any person/entity issued a special event permit by the City for a special event on City property, in a City facility or in the City's right-of-way.

Exceptions

- Special events of 100 people or less (such as a birthday party or family reunion).
- Not-for-profit corporations, school district, and county/state/federal governmental entities.
- ADA requests.
- Pre-packaged food items and/or items used to store meat, pork, seafood or poultry.
- Exempt Bags: Produce bags, Prescription Medicine bags, Dry Cleaning bags, Door Hanger bags, Newspaper bags, Garbage bags, Pet Waste bags, Yard Waste bags; and bags brought in by the customer.

Sustainable Alternatives

- Reusable (Designed for Long-Term Use: Cloth, Glass, Metal, etc.) Bags, Bottles, Cups, and Mugs
- Compostable Bags: Must meet ASTM D6400 Standards or equivalent
- Paper Bags and Cups: Made from at least 40% Post-Consumer Recycled Material
- Metal, Bamboo, Paper, and Sugar Cane Straws/Stirrers

Enforcement/Penalties

- Compliance with ordinances is a special event permit condition of approval.
- Enforcement begins immediately. If violation is found, permittee will be asked to cease use.
- Failure to do so will subject permittee to revocation of the Special Event Permit.
- For City contractors, a violation is deemed a default under the contract.

Continues on other side...

CORAL GABLES ENCOURAGES BUSINESSES TO ELIMINATE SINGLE USE PLASTICS AND EXPANDED POLYSTYRENE

The City is strongly encouraging all local businesses to eliminate the use of single use plastics and expanded polystyrene (most commonly know as Styrofoam). Single use plastics and expanded polystyrene often are not readily recyclable. They take hundreds to thousands of years to degrade in the environment. According to studies, there will be more plastic than fish in the ocean by 2050. To help lead by example, the City has ceased purchasing single use plastic bags, straws and stirrers along with products made of expanded polystyrene.

Recommendations

- Conduct a supply chain audit.
- Work with suppliers on identifying sustainable alternatives.
- Reach out to other similar local businesses to learn how they switched.
- Market the switch to sustainable alternatives to your customers (website, social media, etc.).
- Do not automatically provide a single-use item to every customer. Make available upon request.
- Encourage use of reusable items: provide incentives for customers to bring their own.

Recognition Opportunities

Did you know that by going plastic free that it can help your business qualify as a Coral Gables Green Business?

The City of Coral Gables in collaboration with the Coral Gables Chamber of Commerce have developed a Green Business Certification Program. The goal is to recognize/reward our businesses for all their amazing eco-friendly efforts. This FREE program also aims at educating local businesses on additional sustainability initiatives they can implement. The program focuses on the following areas:

- Solid Waste Reduction and Recycling
- Energy and Water Conservation
- Pollution Prevention
- Transportation Alternatives
- General Environmental Policy and Education



Together - the City of Coral Gables and our local businesses can build a more resilient and sustainable Coral Gables.

For more information visit Coralgables.com/Sustainability
or call 305-460-5008

Initials _____



The City of Coral Gables strives to ensure that special events that take place in the City’s parks or buildings are accessible to individuals with disabilities. It is the Permit Applicant’s responsibility to comply with all federal, state and local accessibility requirements, including the Americans With Disabilities Act (ADA), based on the scale and type of special event.

The following checklist is intended to be a planning guideline for the Permit Application, but may not be inclusive of all federal, state, and local accessibility requirements. Upon request, the City’s ADA Coordinator is available to assist the Permit Applicant with questions concerning accessibility or reasonable accommodations: ADA Coordinator (E-mail: ada@coralgables.com, Telephone voice: 305-722-8686; TTY/TDD: 305-442-1600).



I. PHYSICAL ACCOMMODATIONS

Parking

- The event cannot block access to public parking spaces designated for individuals with a disabled parking permit.
- If parking is provided for an event, accessible parking should be provided (at least 1 accessible space for every 25 parking spaces).
- Accessible parking spaces should be available near the accessible entrance(s) to the event.
- If no parking is provided for an event, an accessible passenger loading and unloading zone should be provided near the event’s accessible entrance and marked as such.

Entrances

- The main entrance to the special event should be accessible. Accessible entrances are entrances that do not require the use of stairs and do not have elevation changes of more than ¼ inch vertical or ½ inch beveled.
- Accessible entrances should have readily identifiable accessible routes to accessible restrooms and accessible seating/viewing areas.
- Signs directing attendees to accessible entrances must be provided.
- Recommended:* Provide an early entry time and an alternative entrance line for individuals with disabilities in order to decrease the amount of time spent in line.

Routes and Paths of Travel

- Accessible paths should be at least 36 inches wide with no protruding objects.
- Accessible routes to access the event should be stable, firm, slip-resistant. A portable surface (such as a Mobi-Mat or AccessMat) may provide a path over grass, sand or loose gravel.

- Accessible routes should not have changes in level that exceed ½ inch. A portable ramp may be provided to reduce changes in level along the routes.
- Accessible routes should be provided from accessible parking areas and from the passenger loading and unloading zone to an accessible event entrance.
- Accessible routes should be provided within the event (as much as possible) to allow barrier free access to event areas.
- The accessible route should be clear and unobstructed. All cords, wires, hoses, etc., that are located within an accessible path of travel must be ramped or placed within a cord cover.
- Accessible routes should be clearly marked.

Restrooms

- If the event is using existing restroom facilities at a City park or building, the event should provide signs directing attendees to the accessible restroom facilities (if not all restrooms are accessible).
- When portable toilet facilities are provided:
 - The following number of portable toilets should be wheelchair accessible: at least 5% of the total number of portable toilets, but at least 1 unisex portable toilet or 1 each male and female portable toilet.
 - The accessible toilet(s) should be located on a level area not to exceed a 2% slope in any direction and on a firm surface (i.e., not sand, grass or loose gravel).
 - An accessible route to each accessible portable toilet should be provided.
 - Accessible portable toilets should be identified with the international symbol of accessibility.

Food

- Recommended:* If food is provided or sold during the event, consider options for participants with common dietary restrictions (e.g., gluten, low sodium, lactose-free) or food allergies (e.g., peanuts).

Counters and Tables

- Sales or service counters provided for special events, including the registration counter, should include at least one accessible counter. (This includes a table/desk used as a counter) Additional accessible counters and tables may be required depending on the total number of counters.
- Accessible counters should be no more than 34” from the ground and at least 36” wide.
- If tables are provided as dining or work surfaces for event participants, 5% of the total number of tables (but a minimum of one (1) table) should be accessible.

Dimensions of an accessible table: 30” x 48” clear floor space, 27” bottom knee clearance, 17” horizontal projection, and surface height of 28”-34” from the finished floor.

Seating/Viewing Areas

- Accessible seating/viewing areas should be provided for presentations or performances (such as concerts or parades) and allow for at least one companion to accompany the person(s) with disability.
- Identify accessible and companion seating/viewing areas using the international symbol for accessibility.
- Accessible and companion seating/viewing areas should have accessible routes from accessible entrances and to accessible restrooms. Identify accessible routes with the international symbol for accessibility, including directional arrows.
- The accessible seating area should be located to provide a clear and unobstructed line of sight for the performance/presentation.

II. COMMUNICATIONS

Designation of Event Accessibility Coordinator

- Each special event must designate at least one (1) person as the “Accessibility Coordinator,” who is responsible for overseeing the accessibility of the event, handling requests from the public for reasonable accommodations related to the event (including the registration process), and ensuring that staff and volunteers are knowledgeable about the event’s accessible features and of who to contact if an accommodation request is made on the day of the event.

Websites and Written Material

- Provide notice on how to request an accommodation on event websites and in registration/information/promotional materials:
*Sample notice language: **Accessibility Notice: The [Name of event] welcomes individuals with disabilities. To request assistance in registering for this event or to request an accommodation to participate in this event, please contact [Name of Accessibility Coordinator, email, telephone] at least [Number] days in advance of the event.***
- If a map or visual representation of the event layout or activities is provided on a website or in printed materials, show the location of accessible routes, accessible restrooms, accessible seating/viewing areas, accessible parking or passenger loading/unloading zones, and the locations of the nearest public transportation stops.

Registration

- Event personnel should be prepared to assist an individual with disability in registering to participate in the event. For example, if all registration is on-line, but a blind or visually impaired individual is unable to use the event’s website, the event personnel should assist the individual to register using an alternative format.
- The Accessibility Coordinator and at least one (1) person responsible for registration and check-in should be knowledgeable about the accessibility options for individuals attending the event.
- An individual with a disability may be assisted by a personal care attendant (no admission or registration fee for the attendant).

Signage At Event

- Use language that is clear and easy to read.
- Use contrasting colors (e.g., black type on white background).
- Use large font size and no more than 2-3 font types. Provide 1.5-2.0 line spacing.
- Place in visible locations at height of 48-60 inches above the floor.
- If not all areas of the event are accessible, signs can direct individuals to the location of accessible entrances, routes, service locations and restrooms.

Communication Accommodations for the Deaf and Hard of Hearing

- If a deaf or hard of hearing participant requests communication assistance to attend an event involving a performance or presentation, the event's Accessibility Coordinator should communicate with the requestor in advance to determine the form of assistance needed: sign language (e.g., American Sign Language (ASL), Signed English, Signed Exact English), real-time captioning, note-taker or other.
- If a sign language interpreter will be located on a stage, a reasonable amount of the seating/viewing area directly in front of the interpreter should be reserved for deaf and hard of hearing individuals and at least one (1) companion.
- Video that is part of the special event should be equipped with captions for participants who are deaf or hard of hearing.
- If amplified sound is used, provide assistive listening devices upon request.

III. SERVICE ANIMALS

Service animals should be permitted to accompany individuals with disabilities at the special event. At the City, a service animal is defined as any dog or miniature horse trained to do work or perform tasks for the benefit of an individual with a disability. These tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, or retrieving objects.

Individuals attending the event must retain control of their service animals at all times and are responsible for any damage to property or persons caused by their service animals. The Permit Applicant may exclude or remove a service animal from the event if the animal is not controlled, if the animal is not housebroken, or if the animal's behavior causes a direct threat to the health and safety of others. The Permit Applicant is not required to take control of service animals or provide food or water for the animals.