



FLORIDA'S SPACE COAST



POLICY

**TITLE: Waiver of Fees for Not-For-Profit Organization
for Special Event Permits**

NUMBER: BCC 39

CANCELS 8/13/02

APPROVED: 7/29/08

ORIGINATOR: County Manager

REVIEW: 7/29/2011

I. OBJECTIVE

To provide for the administrative waiver of Special Event Permit Fees for not-for-profit organizations under certain circumstances.

II. REFERENCES

- A. Special Event Fees – Any fees or bonds assessed by the required reviewing agencies as defined in Brevard County Code of Ordinances, Chapter 10, Section 10-38.
- B. Not-for-Profit Organization – A charitable, religious or other not-for-profit organization qualifying under the Internal Revenue Code of the United States.


III. DIRECTIVES

- A. The County Administrator or designee is hereby authorized to grant waivers of Special Event Fees, as defined above, to not-for-profit organizations meeting the following criteria:
 - i. The scheduled event is a fundraiser and the proceeds, after expenses, are to be used for a charitable cause benefiting the community or legitimately needy persons.
 - ii. The structure, ride, device or booth is operated by volunteers, members or employees of any church, school, or non-profit organization.
 - iii. The scheduled event is anticipated to generate substantial, document able economic and/or tourism activity in the community.
- B. Any not-for-profit organization must demonstrate a financial hardship, or need, in order for a waiver to be approved, including providing a letter of request stating the hardship, a financial distribution form and additional documentation as requested.
- C. Any organization denied a waiver request may appeal that decision to the Board of County Commissioners.
- D. Fees assessed by the Public Safety Department for the provision of emergency medical services are not contemplated under this policy.
- E. Fees assessed for structures, rides, devices or booths operated by any for-profit organization are not contemplated under this policy.

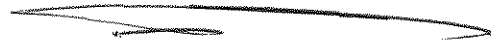
IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of County Commissioners.

ATTEST:



Scott Ellis, Clerk



Truman G. Scarborough, Jr. Chairman
Board of County Commissioners
Brevard County, Florida

As approved by the Board on 7/29/2008