



## Facility Application Request Form

Please complete this form and send it to the Public Affairs Department via [Karla.Fernandez@cityofdoral.com](mailto:Karla.Fernandez@cityofdoral.com). Your Request Form will be reviewed, and you will be contacted accordingly. You may not proceed with an invitation or advertisement of the event until your request has been approved. **For requests approved administratively, application must be received with all required documentation, a minimum of (2) weeks prior to proposed event date. For requests requiring Council approval, please allow a minimum of (2) months prior to proposed event date.**

*Note: Type Use Categories requiring Council approval also require this Form and are routed to the Requestor/sponsoring Councilmember.*

Name of Requestor/Sponsor: Julie Hoppe/ Divine Savior Academy

Date: 2/22/2024

|   |   |  |
|---|---|--|
| Applicant   | <b>SECTION 1</b>  |  |
|   | Applicant Name: <u>Julie Hoppe</u>  |  |
|   | Agency Name: <u>Divine Savior Academy</u>   |  |
| Date/Time/Location  | Office Address: <u>10311 NW 58th St Doral, FL 33178</u>   |  |
|   | Contact No.: <u>786-612-7285</u> E-mail: <u>julie.hoppe@divinesavioracademy.com</u>   |  |
|   | <b>SECTION 2</b>  |  |
| Requested   | Meeting/Event Title: <u>Tour of City Hall</u>   |  |
|   | Date(s): From <u>May 3, 2024</u> To _____   |  |
|   | Weekend or Observed Holiday <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes   |  |
| Type of Use   | Time: Begins: <u>9 am</u> Ends: <u>11 am</u>  |  |
|   | Frequency: <input checked="" type="checkbox"/> One Time Request, <input type="checkbox"/> Annual, <input type="checkbox"/> Monthly, Other: _____  |  |
|   | <b>Preferred Facility Location:</b> <input type="checkbox"/> Government Center 1 <sup>st</sup> Floor Multipurpose Room<br><input type="checkbox"/> Government Center 1 <sup>st</sup> Floor Lobby<br><input type="checkbox"/> City Council Chambers<br><input type="checkbox"/> Government Center 3 <sup>rd</sup> Floor Training Room<br><input type="checkbox"/> Police Training and Community Center |  |
| <b>Council's Participation Requested*</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><i>*The City reserves the right to extend an invitation to any elected body or charter official.</i>   |   |  |
| <b>SECTION 3</b>  |   |  |
| <b>Please refer to the Use of Facility Guidelines for Category Definition</b><br><i>[check only one]</i>  |   |  |
| <input type="checkbox"/> Government Collaboration <input type="checkbox"/> Sister Cities Program<br><input type="checkbox"/> Public Education Institution <input type="checkbox"/> Visiting Dignitary<br><input checked="" type="checkbox"/> Non-profit Organization <input type="checkbox"/> Civic Association |   |  |

**SECTION 4**

Required Attachments

**The following documents are required:**

- Provide letter with full description of request, purpose, and benefit to the Doral residents and/or City staff, must use official letterhead (Exception - Visiting Dignitaries Category);
- Proposed schedule of activities, meetings, and agenda;
- Number of expected guests (including speakers/presenters) - # 84;
- Plans for security (if required);
- Proof of 501 (c) (3) Non-for-profit status (if applicable);
- Sample of advertisement (e.g. flyer/brochure/invite, etc.), include listing of all media (if applicable);
- Drawing/sketch of room/table layout;
- Proof of residency (if required);
- All applicable Insurance/Liability (Event purpose only); and
- List IT equipment being utilized by Applicant.

*(Note: Only items included in request Letter and submitted will be considered.)*

**SECTION 5**

For Logistical Purpose

**Select purpose of use:** [select only one]

- Meeting or
- Event (select event type below)
  - Workshop  Reception  Symposium  Ceremony  Gala  Other:

**Select if applicable:**

- Open to City residents "Only"
- Open with no restrictions "Open to all"
- Use of facility for art or cultural purpose
- Food and drinks will be served
- Media attending/recording during use of Facility

The following exhibit to this application is fully incorporated herein as if set forth herein:

- Exhibit A - Use of Facility Guidelines
- Exhibit B - Facility Use Policies and Procedures

By signing this Application, the Applicant affirms receiving and reviewing the Facility Application Request Form, Use of Facility Guidelines, and Policies and Procedures.

This Applicant further certifies that the Applicant's policy-making body shall adhere to all stipulated requirements per the City's Policies and Procedures.

Applicant Name & Title: Julie Hoppe 3rd Grade Teacher  
*(Print Name/Title)*

Applicant Signature: \_\_\_\_\_

**ADMINISTRATION USE ONLY**

Date

   Approved    Denied by: \_\_\_\_\_  
Public Affairs Department Date

Approved as to Form & Legal Sufficiency for the \_\_\_\_\_  
Use and Reliance of the City of Doral Only: Office of the City Attorney Date

   Approved    Denied by: \_\_\_\_\_  
Office of the City Manager Date

If applicable:



# Consumer's Certificate of Exemption

DR-14  
R. 01/18

Issued Pursuant to Chapter 212, Florida Statutes

|                    |                |                 |                        |
|--------------------|----------------|-----------------|------------------------|
| 85-8013041311C-3   | 03/31/2024     | 03/31/2029      | 501(C)(3) ORGANIZATION |
| Certificate Number | Effective Date | Expiration Date | Exemption Category     |

This certifies that

DIVINE SAVIOR LUTHERAN ACADEMY INC  
10311 NW 58TH ST  
DORAL FL 33178-2819

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



**FACILITIES AND PROPERTY USE  
RELEASE OF LIABILITY, HOLD HARMLESS & INDEMNIFICATION AGREEMENT**

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Facility: City Hall

Date(s) to be used: 5-3-24

Organization: Divine Savior Academy

In consideration of being allowed to use the above-named facility on the date(s) indicated, the above listed Organization hereby releases, waives, absolves, discharges, and covenants not to sue the City of Doral, a municipal corporation in the State of Florida, and all its employees, officers, agents, councilmembers, and volunteers (hereinafter the "City of Doral") individually or in an official capacity, from any and all liability for property damage, bodily injury, death, or any other type of damages or expense arising out of or in any way connected with the Organization's use of the above-described facilities or property.

The Organization further agrees to defend, indemnify, and hold harmless the City of Doral, from and against any and all liability, loss, claims, damages, costs, attorneys' fees and expenses of whatever kind or nature which the Organization's members, employees, invitees, contractors, agents, volunteers, sponsors, organizers, officers, or partners may sustain, suffer, or incur, or be required to pay by reason of the Organization's use of the above-described facilities and/or property.

The undersigned affirms that s/he is of lawful age and legally competent and empowered to sign this release, hold harmless and indemnification agreement on behalf of his/her principal, and that such waiver and release is freely given and based upon no statement or representation City of Doral.

The undersigned further affirms that he/she has read this Facilities and Property Use Release, Hold Harmless and Indemnification Agreement, and that he/she understands the contents of this Agreement to use the above-described facility on the date indicated above, and that he/she is authorized to execute the same on behalf of the Organization.

Signature: Julie Hoppe

Date: 2-23-24

Print Name: Julie Hoppe

Title: 3rd Grade Teacher



## Divine Savior Academy

*A Christian Academy Dedicated to Excellence*

February 22, 2024

To whom it may concern,

Divine Savior Academy would like to request permission for our 3<sup>rd</sup> grade to come for a tour our City Hall on May 3<sup>rd</sup>. There are 71 students and 13 adults that will be coming.

Our third grade will be studying City Hall and how government works in Social Studies class. It will be very beneficial for them to see how this works in their own city. This will help to create a pride in their city and knowledge of their civic duty as well.

Thank you for this opportunity.

Julie Hoppe  
3<sup>rd</sup> grade Teacher  
Divine Savior Academy

Doral Campus  
10311 NW 58th Street  
Doral, FL 33178

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Fax (305) 597-4077  
[www.divinesavioracademy.com](http://www.divinesavioracademy.com)

Delray Beach Campus  
15935 Lyons Road  
Delray Beach, FL 33446