



REQUEST TO WAIVE FEES FORM

Notice:

- Organization must contact the Parks and Recreation Department prior to submittal of this form to check availability of date/s
- Requests must be received by the Parks and Recreation Department at least 30 days prior to start of activity/ event

ORGANIZATION INFORMATION

ORGANIZATION NAME: Fellowship RCO	NAME OF CONTACT PERSON: Andy Golfin
MAILING ADDRESS: 5400 West Atlantic Blvd	
CITY, STATE, AND ZIP CODE: Margate, Florida 33063	TELEPHONE NUMBER: 954-865-2667
ORGANIZATION TAX ID NUMBER#: 03-0566838	

EVENT/ACTIVITY INFORMATION

START/FINISH DATE OF ACTIVITY: 11/29/25	LOCATION OF EVENT/ACTIVITY: SportsPlex (Covered Field)
HOW CAN MARGATE RESIDENTS PARTICIPATE: Enjoy playing flag football	# OF MARGATE RESIDENTS THAT ARE PARTICIPANTS: 40-50
HOW WILL THIS EVENT/ACTIVITY POSITIVELY IMPACT THE CITY OF MARGATE AND ITS RESIDENTS: A flag football tournament designed for individuals in recovery from substance use disorder can create meaningful benefits for both participants and the community. For those in recovery, the event promotes healthy lifestyles, teamwork, positive social connections, and reinforcing the value of recovery through fun and structured activity. For the city, it highlights a commitment to supporting recovery efforts, reduces stigma surrounding substance use, and demonstrates inclusivity by celebrating resilience and second chances. Residents benefit by seeing their community come together for a family-friendly event that fosters unity, promotes physical activity, and strengthens local pride. Overall such a tournament builds hope, belonging, and healthier connections across the city.	

APPLICANT'S SIGNATURE

SIGNATURE OF APPLICANT:

DATE:

10/1/25

OFFICIAL USE ONLY

PARKS AND RECREATION

Date Received by Parks and Recreation:

10/1/25

Total of Fees being Waived:

\$550



MARGATE

PARKS AND RECREATION

6199 N

Marg

parksrec@

www.margatefl.cc

THIS IS NOT A PERMIT OR APPROVAL

Registration/Payment Receipt 96182739

10/01/2025 03:05 PM

Account Information

Fellowship RCO
Sara Barkley
451 Banks Rd
Unit 8
Margate, FL 33063

Received By

Ben Trapani at Community Center

Item	Balance Due	Amount Paid
Margate Sports Complex Covered Field Nov 29, 2025 10:00 AM-1:00 PM - 2 hour rental: \$150/Hour - PERMIT #23132	\$450.00	\$0.00
Security Deposit - Artificial Turf	\$100.00	\$0.00
Change in Balance		\$550.00
Account Balance		\$550.00
(As of 10/01/2025 03:05 PM)		

Prompt(s)

Please give any additional details about your rental that you feel we would need to know. (Fellowship RCO) Flag Football Game

What is the maximum number of anticipated attendees: (Fellowship RCO) 60

Will you need the baseball field lined for your rental? (Fellowship RCO) No

What is your anticipated attendance: (Fellowship RCO) 60

Will you need the soccer field lined for your rental? (Fellowship RCO) No

Do you plan on having any third party vendors on site during your rental? (DJs, caterers, entertainment, etc.) Please note- all third party vendors need to have the City of Margate and Margate CRA named listed as an additional insured. (Fellowship RCO) No

Do you plan on having alcohol at your event? (\$50) No

What is the purpose for your rental? Flag football

If Yes- please list name and numbers of all third party vendors for your event. Please Note that certain inflatables and/or interactives are not allowed in our park. NA

Do you plan on having any third party vendors on site during your rental? (DJs, caterers, entertainment, etc.). All third party vendors need to supply insurance with the City of Margate listed as an additional insured. Please note Firefighters Park has a preapproved bounce house list - please call 954-255-3501 for information. No

Margate Sports Complex Covered Field

Please direct any questions to btrapani@margatefl.com

Waiver(s)

Rental Guidelines - Artificial Turf Athletic Field (Updated 2023)

FEES

o Rental Fees:

- Resident: \$50 per hour
- Non-Resident: \$75 per hour
- Covered Sports Field at Margate Sports Complex: Call Parks for Pricing

o Security Deposit- a refundable security deposit of \$100 is required for all field rentals at the time of initial booking

- Security deposits will be returned 1 to 2 weeks after facility rental date
- If any funds are to be kept from the Security Deposit, renter shall be notified within 96 hours

o Cancellation Fee- a cancellation fee of \$30 will be charged if a reservation is cancelled at any time after initial booking

o Lining Fee- a lining fee of \$100 will be charged for any requested new field lining. Up to 2236 linear feet per field requested

o Lighting fee- a lighting fee will be charged starting one hour prior to dusk/sunset

- \$15 per hour

PAYMENT

o Final payment for rentals **MUST** be received a minimum of five days prior to rental date

- Failure to meet deadline for payment may result in cancellation of your rental and 50% of your security deposit shall be paid to the City.

o Payment may be made in person at the Parks and Recreation Administrative offices, Calypso Cove Aquatics Center, Firefighters Park, or online at www.margatefl.com/registration.

RULES

o Permit holder must be onsite for the entire duration of the permit

- Must have valid photo ID with name matching the renters name on permit
- Permit holder must keep a hard copy or digital copy onsite for the duration of rental

o Renter/participants of activity may not alter, perform maintenance, or modify athletic fields or facilities in any way.

o Vehicles are not to be driven on any athletic fields or walkway unless approved by City of Margate Parks and Recreation Department

- This includes but not limited to
 - o Golf carts
 - o ATV
 - o Cars, trucks, motorcycles

o No object shall pierce the surface of the turf

- All banners, tents, canopies, etc. **MUST** be secured using weights, water jugs or sand bags.

o City of Margate Parks and Recreation Staff have final decision in regards to safety of athletic fields and facilities

o Athletic fields and facilities must be used as designed

o Athletic field permits grants use to the immediate area of your rented athletic field only

o All rentals must begin and conclude by the time stated on your rental permit

- This includes all needed warm-up and post-activity time
- Failure to do so will result in monies being deducted from the rental security deposit

designated rental field

- o No alcohol is allowed without the completion and approval of an alcohol permit

Third Party Vendors –

o **Insurance** -You must supply proof of insurance for any third party vendor you anticipate using at/during your rental.

- (i.e. Including but not limited to DJ's, Caterers, Face Painters, Bounce houses)
- Commercial General Liability Insurance: \$1,000,000 combined single limit, per occurrence
- Workers Compensation Insurance: (or proof of exemption)
- Automobile Liability Insurance: For vendors who will drive on City of Margate property = \$1,000,000 per occurrence for bodily injury and property damage
- Third party vendors must name the City of Margate as additional insured on its General Liability policy

5790 Margate Blvd,
Margate, FL 33063

(if using the Covered Plaza at Margate Sports Complex third party vendors must name the Margate CRA as additional insured on its General Liability policy also)

o **Responsibility** - The actions and conduct of any third party vendor servicing your rental is your responsibility.

o **Deadline** - if you are not using one of the pre-approved city vendors, all insurances from your preferred vendor must be provided five days prior to rental date .

o **Use of Third Party Vendor** - Third party vendors may only service attendees or participants of permitted event/activity.

The City reserves the right to request additional coverage based upon the scope of service.

I have read, understand, and agree to abide by rental guidelines above.

Renter Signature

PD Detail

I, _____, as the authorized representative of _____, agree and request the following:

1. I understand there shall be a minimum of three (3) hours at FIFTY-SIX DOLLARS AND No/XX (\$56.00) per hour for law enforcement services rendered by any Margate Police Officer. Any cancellations made with less than twenty-four (24) hours' notice or upon the arrival of detail Officer will result in a minimum charge of three (3) hours billed per Officer.

a. SUPERVISOR'S RATES: For instances when detail(s) have four (4) or more officers, supervisor's rates are \$66.00 per hour. One supervisor will be required for every four (4) or more officers or service aides.

b. HOLIDAY/HIGH-DEMAND RATES: Officer: \$78.00 per hour Supervisor: \$92.00 per hour for the following holidays or high-demand days:

Black Friday, Christmas, Christmas Eve, Easter, Father's Day, First and Last day of Broward County Schools (until 4 PM), Fourth of July, Halloween, Labor Day, Memorial Day, Mother's Day, New Year's Day, New Year's Eve, Super Bowl (starting 2PM), Thanksgiving Day, Valentine's Day

c. Any establishment that serves alcoholic beverages is required to have a minimum of two (2) officers at Holiday/High Demand Rate.

d. Any Homeowner Association (HOA) meeting will be at Holiday/High-Demand Rate.

e. LAST MINUTE RATES: Any request with less than two (2) days advanced notice is subject to Holiday/High-Demand Rate.

f. SPECIAL CIRCUMSTANCE RATES: Subject to the Holiday/High-Demand Rate for requests that occur during/following a state of emergency, natural disasters, or during hours that are routinely difficult to secure coverage, for which notification of the high-demand rate shall be provided prior to execution of the detail agreement.

g. LARGE SCALE EVENT RATES: Events that require eight (8) or more officers, which requires two (2) supervisors (See "a" above) will also require the detail to be billed at Holiday/High Demand Rate (See

h. COMMUNITY SERVICE AIDE RATES: When deemed appropriate by the Chief of Police or his/her designee, a Service Aide may be added to a detail along with an officer(s) when duties could warrant their capabilities or assistance, eg. Traffic direction and control, special events, etc. The service aide rate will be billed at FIFTY-SIX DOLLARS AND No/XX (\$56.00) per hour.

2. That I, along with my organization, shall be responsible for making a deposit/bond for the estimated cost for a Large Scale Event (See above "e.").

3. That I, along with my organization, shall be personally responsible to the City of Margate for the payment of any services rendered by a City of Margate Police Officer.

4. The Margate Police Department is not obligated to provide Special Duty Details. The Chief of Police reserves the right to decline a detail request for any reason. Every reasonable effort will be made to fill the detail request, but there is no guarantee that it will be filled. Members of the Margate Police Department who are authorized to work Special Duty Details do so voluntarily, during their off duty hours.

5. It is understood that, notwithstanding the fact that the applicant will reimburse the Margate Police Department for the services rendered, the assigned Officers remain employees of the Margate Police Department. The applicant is restricted to the general assignment of duties to be performed and has no authority over the Officers.

6. By signing this request, the undersigned authorized representative requesting the Special Duty Detail releases, agrees to indemnify and hold harmless the City of Margate, its officers, agents, and employees from any and all liability relating to any acts or omissions concerning the services requested, including but not limited to any acts of negligence or negligent omissions by the City of Margate, its officers, agents, and employees. Nothing contained herein shall be deemed a waiver by the City of Margate of any of its immunities provided by law, including those set forth in Section 768.28, Florida Statutes.

7. All parties agree that the City of Margate, through its Police Department, may amend the terms and conditions of this Agreement with written notice of the changed terms. The term of this agreement is effective July 1, 2024 thru June 30, 2025

General Liability Waiver

As a participant, in signing this form, I hereby waive, release, and indemnify the City of Margate, its officers, agents, employees and volunteers from any and all claims, liability, injury, causes of action, suits, demands and/or damage of whatever kind, (collectively, "Claims") made by myself or any party on my behalf whether caused in whole or in part by the City, or otherwise, which may be incurred in connection with my participation in the above-referenced program/activity. I hereby further hold the City harmless from any and all Claims that may be incurred in connection with my participation in the above-referenced program/activity. As a participant I am physically fit and capable of participating in the City of Margate's recreation program/activity. I understand and recognize there are risks and hazards associated with said activity.

FD Detail

I, _____, as the authorized representative of _____, agree and request and agree to the following:

1. I understand there shall be a minimum of three (3) hours at NINETY-FOUR DOLLARS AND No/XX (\$94.00) per hour (unless otherwise defined) for FIREFIGHTER PARAMEDIC (FFP), INSPECTOR/EMS/INSTRUCTOR services rendered by any Margate Firefighter/Paramedic (FFP) under this request ("Request") with a minimum of two personnel. An additional flat fee of \$50.00 for standby rescue service, per City Code Sec. 15-15 (5)g.1 special fees will be assessed. Any cancellations made with less than twenty-four (24) hours' notice or upon the arrival of detail FFP will result in a minimum charge of three (3) hours billed per FFP, INSPECTOR/EMS/INSTRUCTOR. Any changes to the scheduled time of an event, with less than twenty-four (24) hours' notice will result in a minimum charge of three (3) hours billed per FFP, INSPECTOR/EMS/INSTRUCTOR

1. SUPERVISOR'S RATES: A supervisor is required for instances when detail(s) request four (4) or more FFP. Supervisor's rates are \$107.00 per hour, unless otherwise defined.

2. HOLIDAY/HIGH-DEMAND RATES: A rate of \$107.00 per hour is required for the following holidays or high-demand days: Valentine's Day, Easter, Memorial Day, July 4th, Halloween, Thanksgiving, Black Friday, Christmas Eve, Christmas, New Year's Eve, and New Year's Day, Mother's Day, Father's Day, Super Bowl (starting 3PM), First and Last day of Broward County Schools (until 3 PM). Supervisor Holiday/High-Demand Rate: \$135.00 per hour.

3. LAST MINUTE RATES: Any request with less than two (2) days advanced notice is subject to High-Demand Rates.

4. SPECIAL CIRCUMSTANCE RATES: Requests that occur during/following a state of emergency, natural disasters, or during hours that are routinely difficult to secure coverage, require the High-Demand Rate. Notification of the applicability of the high-demand rate shall be provided prior to execution of the detail request.

5. LARGE CAPACITY EVENTS: Events when the anticipated attendance may exceed 1000 people (inclusive of event operator) shall be subject to the high-demand rate.

determined by the Fire Chief or designee, shall be subject to the current overtime rate (plus fringe) for any Officer or Supervisor required to fulfill any minimum staffing requirement that is not fully staffed through the ordinary scheduling process or when it is difficult to secure the required coverage.

1. That I, along with my organization, shall be personally responsible to the City of Margate for the payment of any services and/or equipment rendered by a City of Margate Fire Department as part of this Special Duty Detail Request.
1. That I, along with my organization, shall be responsible for making a deposit/bond for the estimated cost for a Large Scale Event (See above "e.").
1. The Margate Fire Department is not obligated to provide Special Duty Details. The Fire Chief reserves the right to decline a detail request for any reason. Every reasonable effort will be made to fill the detail request, but there is no guarantee that it will be filled. Members of the Margate Fire Department who are authorized to work Special Duty Details do so voluntarily, during their off duty hours.
1. It is understood that, notwithstanding the fact that the applicant will reimburse the City of Margate for the services rendered, the assigned Fire Department personnel remain employees of the City of Margate, subject to the Department's policies and procedures and Florida law. The applicant authority over the personnel is restricted to the general assignment of duties to be performed under this Request. By signing this Request, the applicant acknowledges and agrees that it has no authority over the assigned personnel beyond the general assignment of duties.
1. By signing this request, the undersigned authorized representative requesting the Special Duty Detail releases, agrees to indemnify and hold harmless the City of Margate, its officers, agents, and employees from any and all liability relating to any acts or omissions concerning the services requested, including but not limited to any acts of negligence or negligent omissions by the City of Margate, its officers, agents, and employees. Nothing contained herein shall be deemed a waiver by the City of Margate of any of its immunities provided by law, including those set forth in Section 768.28, Florida Statutes.
2. All parties agree that the City of Margate, through its Fire Department, may amend the terms and conditions of this Request with written notice of the changed terms. The term of this Request is effective March 1, 2023 thru July 1, 2024.
1. A fire apparatus may be assigned at the discretion of the fire chief along with standby fire and/or rescue service, at a fee of \$250.00 per hour, minimum of three (3) hours, per apparatus City Code Sec. 15-5(5)g.2
1. Standby Fire Watch: Per City Code Sec. 15-15 (5)g.1 When required by code official requires fifty dollars (\$50.00), plus the current special detail hourly rate, minimum three (3) hours, per each firefighter or inspector. Note: A fire apparatus may be assigned at the discretion of the fire chief along with any standby fire and/or rescue service, at a fee of two hundred fifty dollars (\$250.00) per hour, minimum of three (3) hours, per apparatus per City Code Sec. 15-15 (5)g.2
1. Per City Code Sec. 15-19 (a). A fee shall be charged for each health professional or individual who is a member of a for-profit entity who attends cardiopulmonary resuscitation classes. That fee is outlined in section 1 a.b. above. Said fees shall be in an amount which will reimburse the city for all costs, both direct and indirect, for conducting said classes (Ord. No. 91-24, § 2, 10-16-1991). Additional costs may include materials. Cost for materials to be provided prior to execution of contract.

Location of Detail:

Date/Time of Detail:

Number of Firefighter Paramedic/EMS/Instructor (minimum 2):

***2 FFP to be scheduled 30 minutes prior to all open event hours and ending 30 minutes after closed hours. Fire Inspector to be scheduled during all open hours.**

Alcohol Waiver

GUIDELINES FOR SERVING ALCOHOL BEVERAGES AT CITY FACILITIES OR CITY PARKS

1.No person under the age of twenty-one (21) may be served alcoholic beverages of any kind, including beer and wine, on City property. The applicant/sponsor of the event is responsible for ensuring that all individuals who look below the age of thirty (30), present proof that they are above the age of twenty-one (21) years.

2.No person shall be over served alcoholic beverages to the point of intoxication. The applicant/sponsor of the event shall be responsible to ensure the foregoing.

3.No person who appears to be intoxicated shall be served alcoholic beverages. The applicant/sponsor of the event shall be responsible to ensure the foregoing.

Hold Harmless Agreement

For and in consideration of _____ (applicant/sponsor) utilizing the property of the City of Margate for the purpose of serving alcoholic beverages on _____, 20____,
_____ (applicant/sponsor) agrees to indemnify and hold harmless the City of Margate, its agents and employees, from any and all claims, suits or judgments brought by third persons for bodily injury including wrongful death and for any damage to the City of Margate or to third persons, which is alleged to have arisen out of the above described event related to the service of alcoholic beverages.

I have read, understand, and agree to abide by the above guidelines for serving alcohol beverages.

Applicant/Sponsor

Date

**Title of authorized officer, employee or
agent (if any)**

Thank you for choosing Margate Parks and Recreation

Benjamin Trapani

From: Andy Golfin <andy@fellowshiprco.org>
Sent: Wednesday, October 1, 2025 10:42 AM
To: Benjamin Trapani
Cc: Joanna Brighton; sara fellowshipliving.com
Subject: Re: Fellowship Reservation for Sportplex Covered Field
Attachments: FRCO Flag Football WAIVED FEES FORM.pdf

This Message Is From an External Sender

This message came from outside your organization.

Good morning Ben/Joanna, all of this is wonderful news. I also wanted to let you know I attached our CEO, Sara Barley, to this email thread just so she is informed on the Fellowship RCO Flag football tournament. We are looking to have the rental fees waived, the date that meets the criteria and is best for us would be Saturday November 29th, 2025 for the SportsPlex covered field. We are not anticipating a large number of participants, but I did ask about who would be interested during our community meeting this past Monday and added to the number just to be safe. I don't believe a FD/PD detail is necessary. Please see the attachment for the completed "Waived Fees Form".

Information Needed

- A. How many people are you anticipating being at your event? 40-50
- B. Will you need lines painted for your event? No, but such a great idea!
- C. Will you be bringing in any third party vendors (DJ's, Caterers, Referees, etc) No, using our own small speaker set up
- D. You plan on renting the field for 3 hours, including set-up, game play, and break down, is that correct? Yes, 3 hours should be plenty of time and that will include set up/break down. We would like to reserve from 10a-1p on 11/29/25.

Enjoy your time off Ben!

On Mon, Sep 29, 2025 at 2:52 PM Benjamin Trapani <btrapani@margatefl.com> wrote:

Good afternoon Andy, sounds like you have a great event developing. I have listed the below Saturdays and Sundays available through the end of the year. I will need the below information to move forward with the rental, I see your organization already has an account with us (with Michelle and Kyle as contacts). The rental fee is \$150 per hour with a two hour minimum, depending on how many people you are anticipating will determine if you need Parks staff and a PD or FD detail. If you would like to try and get the fees waived, I have attached our form you can fill out and send back to us. If you desire to get the fees waived, you will have to appear at a City Commission meeting. I believe if you are wanting to get the fees waived, the 3 highlighted dates are too soon to be able to get it onto the commission meeting agenda for October 8th. I have cc'ed my colleague Joanna to help you out, because I will be out of town for two weeks starting next week. We look forward to working with your organization and assisting in you having a great event.

Available Dates

10/11 - Saturday

10/12 - Sunday

10/18 - Saturday

11/29 – Saturday

11/30 – Sunday

12/6 – Saturday

12/7 – Sunday

12/13 – Saturday

12/14 – Sunday

12/27 – Saturday

12/28 – Sunday

Information Needed

- A. How many people are you anticipating being at your event?
- B. Will you need lines painted for your event?
- C. Will you be bringing in any third party vendors (DJ's, Caterers, Referees, etc)
- D. You plan on renting the field for 3 hours, including set-up, game play, and break down, is that correct

Thank you,

Ben Trapani CPRE, CPSI

Assistant Director of Parks and Recreation

City of Margate

6199 NW 10th Street

Margate, FL, 33063

P: 954-972-6458

F: 954-972-5397

btrapani@margatefl.com

Office Hours: Mon – Thu 7:00 a.m. – 5:00 p.m.



From: Andy Golfin <andy@fellowshipprco.org>
Sent: Monday, September 29, 2025 12:38 PM
To: Benjamin Trapani <btrapani@margatefl.com>
Subject: Fellowship Reservation for Sportplex Covered Field

Hi Ben, I am so excited to get this small event we have planned for our participants. Just in case you have not heard of Fellowship Recovery Community Organization, in the shortest version possible we are a non-profit organization located in Margate that provides recovery housing and peer support services to individuals who identify as having a substance use disorder. We identify barriers in their recovery that we can help them overcome so they can experience meaningful change in their lives. With that being said I wanted to set up a co-ed flag football tournament for a few hours for our participants who live at our recovery housing. Depending on how many people sign up, we should only need the field for 3 hours max, so I figured a Saturday between 10a-1p. Please let me know what we need to do in order to reserve the Sportplex for that time and day (either late October or November). Thank you!

--

Best regards,

Andy Golfin, CRPS.A.F.

Certified Recovery Peer Specialist



Fellowship Recovery Community Organization
5400 W Atlantic Blvd.
Margate, FL 33063
Office: 754-205-7428
Cell: 954-865-2667
www.Fellowshipprco.org



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Please Note: The City of Margate is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. All e-mail messages sent and received are captured by our server and retained as public records.

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Best regards,

Andy Golfin, CRPS.A.F.

Certified Recovery Peer Specialist



Fellowship Recovery Community Organization
5400 W Atlantic Blvd.
Margate, FL 33063
Office: 754-205-7428
Cell: 954-865-2667
www.Fellowshipprco.org



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