



## RENTAL DISCOUNT / WAIVER APPLICATION

On November 9, 2018, the City of Miami Beach approved rental fee waiver guidelines for the Miami Beach Convention Center ("MBCC"). The waiver will be administered by the Tourism and Culture Department, which will review and recommend qualifying applications to the City of Miami Beach City Manager, who may then make a recommendation to the Mayor and City Commission.

**The rental discount/waiver is specific to room and space rental fees only. The event producer/organizer will be solely responsible for any and all other associated MBCC fees as assessed for the event, including but not limited to, audio, visual, utilities, furniture rentals, security, food and beverage, corkage fees, room set-up and cleaning.**

**NOTE:** Incomplete applications will not be considered until all requested information is provided. An application received less than 120 days/four (4) months prior to the event will be deemed a late application and may not be considered. Events may only apply within a 180 days /six (6) months prior to the event.

**DATE OF REQUEST:** January 31, 2023

**NAME OF EVENT:** Miami Beach South Pointe Elementary School 5<sup>th</sup> Grade Promotion Ceremony ("5<sup>th</sup> Grade Graduation")

**DATE(S) OF EVENT:** Friday June 2, 2023

**TIME OF EVENT:** 9:00 AM

**ESTIMATED ATTENDANCE:** \_\_\_\_\_300 school faculty, parents and students\_\_\_\_\_

**REQUESTED MBCC ROOM(S) AND PREFUNCTION SPACE(S):** Art Deco Room 228-229AB

**NON-PROFIT 501(C)3 ORGANIZATION NAME:** (as it appears on Articles of Incorporation) :  
FOSPE INC

**FEDERAL ID# 47-2871969**

**EXECUTIVE DIRECTOR:** Matt Pender

**PHONE:** 617-642-6154

**EMAIL:** [mvp@mvpcommunication.com](mailto:mvp@mvpcommunication.com)

**MAILING ADDRESS:** 1040 4<sup>th</sup> Street

**CITY:** Miami Beach **STATE:** FL **ZIP CODE:** 33139

**TOTAL EVENT ROOM/SPACE RENTAL FEE:** \$ 8,587.00 is what we were quoted on Wednesday Jan 18, 2023

**REQUESTED ROOM/SPACE RENTAL FEE WAIVER AMOUNT:** \$8,587.00

**TICKET PRICE(S):** \$0 (there are no tickets for this event)

**NUMBER OF FREE OR DISCOUNT RATE TICKETS FOR MIAMI BEACH RESIDENTS:**

This event is for the families and students of MB South Pointe Elementary School, it is not open for residents

**WHAT IS THE DISCOUNT TICKET RATE, IF APPLICABLE:** N/A

**PLEASE PROVIDE WHAT OTHER LOCATIONS HAVE HOSTED YOUR EVENT(S) BEFORE AND WHY THE EVENT WILL NOT BE HOSTED AT THAT LOCATION:**

Last year the promotion ceremony was held in this space. The cost was approximately half of what we were quoted this year. Prior to COVID we have held the promotion at Jungle Island.

We would like to have the ceremony closer to the families and keep transportation costs for each family minimal. The option to walk to the convention center is part of why we would like to stay on the beach.

**PLEASE PROVIDE AN EXPLANATION WHY A MIAMI BEACH HOTEL OR OTHER VENUE CANNOT ACCOMMODATE THE EVENT:**

Cost is a significant factor. 60% of the students that attend Miami Beach South Pointe Elementary School are on free/reduced lunch and cannot afford to have the awards banquet at a hotel.

Our cafeteria is too small to fit all the families, school staff, and students comfortably inside.

Also, we need a space that will allow for the ceremony in one section – with a stage and chairs in rows and a separate space for the 2-hour kids only (and school staff) party that we host for the graduates.

**PLEASE DESCRIBE THE EVENT, ITS HISTORY, AND THE PUBLIC BENEFIT TO MIAMI BEACH RESIDENTS:**

Promotion from 5<sup>th</sup> grade is a significant milestone in our children's lives as it marks the transition from elementary to middle school. We like to mark this occasion with a ceremony and celebration party annually and the students look forward to this every year.

The public benefit includes community excitement, support of the public schools and the good faith outreach from the city to its residents.

## CERTIFICATION / SIGNATURE

I certify that all information contained in this application and attachments are true and accurate, and that I am authorized by the applicant hereto to execute this application. Further, I agree to cover all MBCC out-of-pocket costs as outlined in the MBCC estimate attached.

NAME                     Matt Pender                     TITLE           President            
(Please Print)

SIGNATURE           *Matt Pender*                     DATE   Feb 6, 2023  

### REQUIRED ATTACHMENTS:

- A copy of 501(c)3 letter of determination, dated within the past two (2) years. Updated letter can be obtained from the Internal Revenue Service.
- Most recent audited financial statement or IRS Form 990
- CPA prepared Compilation, Review or Audited financial statement for the same period as the Form 990, above. The financial statement must include a Balance Sheet, Profit and Loss and Statement of Cash Flow.
- Event budget for the requested discount or waiver. The budget must disclose all sources and uses of funds related to the event, including the use of the requested rent discount or waiver.
- List of all corporate and private sponsorships and in-kind contributions to be used for the event. Backup materials for the sponsorships and in-kind contributions must be included.

### SPONSORSHIP RECOGNITION:

1. City shall receive sponsorship recognition on all media or promotional platforms related to the Event, at the same sponsorship level as other sponsors providing financial or other support comparable to the City's sponsorship. Event Organizer will also tag City on all Event-related postings on digital distribution platforms, also referred to as social media platforms. Event Organizer's Event-related postings shall include high quality content relevant to the Event and its targeted audiences. Digital distribution postings shall be issued in English and Spanish, wherever relevant.
2. Event Organizer will use logo provided by City on all Event-related advertising. This includes local television partners, social media campaigns, radio efforts, and local newspapers.
3. All promotional materials which include the City's name or logo, including, without limitation, advertising, telecasts, signage and social media publications shall be subject to City's **prior written approval**, which approval may be withheld at City's discretion. Event Organizer shall cease using all logos or other City marks upon the expiration of the Term. Additionally, City reserves the right to require the removal of its logo/marks from any promotional materials. This paragraph shall survive the expiration of this Agreement.

Please submit completed application with required attachments to:

**Coordination Manager, Miami Beach Convention Center**  
**1901 Convention Center Dr.**  
**Miami Beach, Florida 33139**  
**Email: MicahAllen@MiamiBeachConvention.com**

\*Any changes to the event details in this application (tickets prices, dates, discounts, etc.) must be approved in writing prior to the event. Failure to secure approval will result in revocation of the Rental Waiver. An organization may apply more than once per calendar year. This waiver covers MBCC rental fees only. All events must provide equal access and equal opportunity in employment and services and may not discriminate on the basis of disability, race or ethnicity, color, creed, national origin, religion, age, gender or sexual preference, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000 et seq.), the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973.

\*If waiver is approved, event must acknowledge the City of Miami Beach as a sponsor, including city logo, in all marketing and publicity materials, as well as the following credit line in all promotional and marketing materials: "With the support of the City of Miami Beach.". Failure to include the credit line and/or logo will result in revocation of the waiver.

\*\*\*\*\*

**FOR MBCC ONLY:**

DATE(S) OF EVENT AVAILABLE: Y / N

TIME OF EVENT AVAILABLE: Y / N

**Financial Information**

- Provided Form 990 signed by an entity officer, not dated more than one year, and has an affirmation for the preparer that it has been timely filed with the Internal Revenue Service.
- Provided CPA prepared Compilation, Review or Audited financial statement for the same period as the Form 990, above. The financial statement must include a Balance Sheet, Profit and Loss and Statement of Cash Flow.
- Provided the event budget for the requested discount or waiver. The budget must disclose all sources and uses of funds related to the event, including the use of the requested rent discount or waiver.
- Disclose all corporate and private sponsorships and in-kind contributions to be used for the event. Back-up materials for the sponsorships and in-kind contributions must be included.

**Resident Community Impact Criteria for Consideration**

- Event is a major countywide special event.
- Event demonstrates Priority 1 room night generation in Miami Beach hotels.
- Event is produced by an organization based in Miami Beach or provides most services to the residents of Miami Beach.
- If a ticketed event, the event provides free entry or a discounted rate to Miami Beach residents, students, and/or seniors.

**Civic/Social Benefit**

- Demonstrated no other venue is available due to size.
- Demonstrated previous venues utilized for event are not suitable or available.

\_\_\_\_\_  
Date Approved/Denied

  
\_\_\_\_\_  
Staff Initials

Comments: \_\_\_\_\_

**City Manager approval/decline date:** \_\_\_\_\_

**City Commission approval/decline date:** \_\_\_\_\_

### Miami Beach South Pointe Elementary School Promotion Ceremony Budget

We used the number from 2022 to create this budget. We are still waiting to confirm these numbers.

Miami Beach Convention Center (Venue): \$4500

Food and Beverage: \$1300

5<sup>th</sup> Grade Graduation T-Shirts: \$877.56 (\*already paid this invoice)

Transportation round trip for students and staff from MBSPE to MBCC: \$700

Photography: \$200

Décor: \$900 (including helium and banners/signage)

Programs: \$30

DJ: \$400

Photo Booth: \$280

TOTAL: \$9,187.56

### How does MBSPE fund the promotion ceremony?

This is a 5<sup>th</sup> grade parent led and 5<sup>th</sup> grade family funded event.

The family of each child is asked to pay \$100. Each family is given the option to pay the \$100 in a single payment or in 4 payments of \$25. The families that have financial concerns are except from this payment.

The 5<sup>th</sup> grade will be hosting the Valentine's Day fundraiser. Last year this event brought in \$800 net.

In the past the 5<sup>th</sup> grade parents have raised funds through popcorn and popsicle sales. Additionally, we were able to use the Friends of South Pointe Elementary School (FOSPE) tax exempt form last year and it continues to be on file. FOSPE raises funds to help with large scale projects at MBSPE and PTA works to improve the school at the classroom level. The parents of 5<sup>th</sup> graders fund the graduation.

### If the room fee is waived what will be done with the funds?

We would like to provide each family with a printed photo of their graduate from the ceremony.

The remaining money would come back to support our 5<sup>th</sup> graders as these funds were intended to support the promotion ceremony.

We have considered buying lunch for the entire 5<sup>th</sup> grade.

Our graduation committee is discussing replacing a bench or beginning a tradition of laying a brick.

The discussion of having "extra" funds is in its infancy. Our current concern is raising enough funds to host the event.





Verdeja • De Armas • Trujillo

Certified Public Accountants and Advisors

OCTOBER 13, 2022

FOSPE, INC.  
1050 4TH STREET  
MIAMI BEACH, FL 33139

DEAR MATTHEW,

ENCLOSED IS THE ORGANIZATION'S 2021 EXEMPT ORGANIZATION  
RETURN.

SPECIFIC FILING INSTRUCTIONS ARE AS FOLLOWS.

FORM 990 RETURN:

THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. THE RETURN  
HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER  
ACTION IS REQUIRED.

A COPY OF THE RETURN IS ENCLOSED FOR YOUR FILES. WE SUGGEST  
THAT YOU RETAIN THIS COPY INDEFINITELY.

SINCERELY,

VERDEJA, DE ARMAS & TRUJILLO, LLP

# TAX RETURN FILING INSTRUCTIONS

FORM 990

FOR THE YEAR ENDING

JUNE 30, 2022

<b>Prepared for</b>	FOSPE, INC. 1050 4TH STREET MIAMI BEACH, FL 33139
<b>Prepared by</b>	VERDEJA, DE ARMAS & TRUJILLO, LLP 255 ALHAMBRA CIR STE 560 CORAL GABLES, FL 33134-7417
<b>Amount due or refund</b>	NOT APPLICABLE
<b>Make check payable to</b>	NOT APPLICABLE
<b>Mail tax return and check (if applicable) to</b>	NOT APPLICABLE
<b>Return must be mailed on or before</b>	NOT APPLICABLE
<b>Special Instructions</b>	THIS RETURN HAS QUALIFIED FOR ELECTRONIC FILING. THE RETURN HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED.