

**City Of College Park
Candidates' Event
Facility Usage and Fee Waiver Application**

1. Name of Group or Individual Organizing the Event:

2. Contact phone number and email:

3. Information about the Event:

A. Type of Event (i.e. "District 1 Candidates Debate," "District 4 Town Hall," "Mayoral Debate"):

B. Day/Date/Time:

C. Location of Event:

4. For all Candidates' Events. I hereby certify that (please initial):

Yes No

- Every candidate for the relevant office has been invited to participate
- Every candidate will be given equal time and opportunity to respond to the same questions
- Every participating candidate will have equal access to all information
- Questions shared in advance will be shared equally with every participating candidate
- The moderator will be independent and fair
- The event will be held in a public space that is ADA compliant
- "Candidate Release" forms are attached (please list each candidate by name):

Additional certifications required for a Town Hall format (please initial):

Yes No

- Only written questions that are received from the audience and chosen by the moderator will be asked of the participants
- Questions will be fairly chosen and stated

5. I request use of the following City facility for this event: _____

[OFFICE USE: _____]

6. I request waiver of the City facility fee for this event: _____ YES _____ NO

[OFFICE USE: _____]

7. I request waiver of the City's A/V operator fee (authorized for up to two hours) for this event
(Note: at the present time, only events held in the Council Chambers at City Hall are eligible for live broadcast, and only if the City's authorized A/V operator is available.)

_____ YES _____ NO

[OFFICE USE: _____]

8. I request to have our Council Chambers event broadcast live on the following platforms:

_____ City Website via Live Internet Stream _____ Cable Television (Comcast 71/FiOS 25)

9. This Candidates' Event is not being held at a City facility. I request that the event be rebroadcast or posted on a City platform. I hereby certify that:

_____ The event meets the criteria established by the City (initial criteria in #4 above)

_____ The recording meets the City's technical standards (you may obtain a copy of the specifications from the City Clerk)

_____ The recording will be provided in the original, unedited format

10. Certify and Sign: I hereby certify that the foregoing is correct and accurate:

Signed By: _____ Date: _____
(Printed name) _____

[Note: Private, paid rentals of City space for a candidate's event are allowable under the City's existing usage guidelines. Private, paid contracting of the City's approved audio/visual contractor is also allowable under current guidelines. Whether the City would broadcast, re-broadcast or post what is recorded during a private, paid rental would be determined based on compliance with the City's Rules and Procedures for Candidates' Events.]

+++++(OFFICE USE)+++++