

Veterans Council of Duval County

"Strength in Unity"

PROTOCOLS AND GUIDELINES FOR APPLICATIONS FOR QUARTERLY VETERAN EVENT RESERVATIONS AT VYSTAR VETERANS MEMORIAL ARENA

1. The (VyStar Veterans Memorial) Arena Naming Rights and Sponsorship Agreement between the City of Jacksonville and VyStar Credit Union, with an effective date of March 21, 2019, in paragraph 5. (d), states: "That for each contract year, the City and VyStar shall mutually agree, acting reasonably, on the terms of quarterly veterans events to be held at the Arena during such Contract Year. VyStar shall make a contribution to the Arena Manager to support such mutually agreed upon events, such contribution not to exceed \$80,000 (the 'Event Contribution Funds') for any Contract Year. The maximum amount of the Event Contribution Funds shall increase annually by three percent (3%) over the prior Contract Year's amount for the duration of this Agreement."
2. This document has been promulgated to provide protocols and guidelines for Veteran Supporting or Service Organizations who wish to apply for reserving an event at VyStar Veterans Memorial Arena to be funded by the funds as listed in paragraph 1 of this document.
3. A Selection Committee shall review and recommend applications for funding. This Selection Committee shall be comprised of three (3) representatives each from VyStar Credit Union, the Veterans Council of Duval County, and the City of Jacksonville or its designee. This Selection Committee reserves the right to meet and award additional funds toward unplanned opportunities that may arise outside of the formal application window, subject to the will of the Committee and the ability of funds.
4. The Selection Committee shall respond to every application within forty-five (45) days of submission. The Selection Committee shall, within twenty-four (24) hours, confirm that they have received their application.

5. To be eligible for funding consideration, each applicant must:

1. Support veterans as documented in their organizational mission statement or purposes as listed in their bylaws,
2. Maintain a current tax-exempt, non-profit classification under section 501(c) of the Internal Revenue Code,
3. Have filed a current IRS Form 990/990N/990EZ for the latest tax year in which they can do so,
4. Be in good standing with the Florida Department of State, Division of Corporations (listed as "active" on the sunbiz.org website),
5. Conduct its operations primarily in at least one or any combination of the following five (5) counties: Duval, Clay, St. Johns, Baker, or Nassau (collectively "Northeast Florida");
6. Practice and provide services in accordance with anti-discrimination law;
7. Propose an event that is "Veterans-Centric" and topically inclusive, and not tailored toward any political viewpoint or candidate, religious belief, or other characteristic that could be exclusionary in nature.

6. Grant funds for events requested at the Arena shall not include, and requesting organizations are expected to pay for:

1. Advertising for their event,
2. Charges required to reserve any paid event participant (i.e. guest or keynote speakers, entertainers, etc.) to include the cost of speaking/entertaining or lodging;
3. Non-Venue related expenses.

7. Grant funds for events requested at the Arena may include:

1. Audio/Visual support to include but not limited to microphone and installed or separate speakers,
2. Electrician support,
3. Security staffing support,
4. Janitorial support,
5. Use of center scoreboard or other LED-capable boards,
6. Catering as provided by the currently contracted vendor,
7. Use of restroom facilities,
8. Parking reservations in parking lots or facilities under Arena Operations authority,
9. Use of tables, chairs, and stages required to support event operations;
10. Collaboration with ASM Global personnel to plan and execute the event.

8. While the appropriated funds for Quarterly Veterans Events will not be used for advertising, if the event applicant provides electronic flyers or graphics advertising the event, they may be shared by, but not paid for by VyStar Credit Union, ASM Global, the Veterans Council of Duval County, or the City of Jacksonville.
9. If any organization wishes to utilize its event to fundraise for donations to another for-profit or non-profit organization, the applying organization must ensure that the organization(s) to whom donations are to be made are disclosed to the Event Committee in the application. Donations from fundraisers shall not be used for contributions to any political candidate, political action committee, or campaign for either.
10. Events requested beyond 60 days prior to the event may not be able to receive final approval due to events potentially superseding the requested event by ASM Global personnel (i.e. Concerts, Shows, etc. that may be income-producing events for the Arena).
11. Applicants are encouraged to visit the following websites to check for potential schedule conflicts in the Arena prior to applying: <https://www.jaxevents.com/events>. If there are events on the day you wish to hold your event, the Committee may discuss potential workarounds.
12. The City of Jacksonville Military and Veterans Affairs Department shall disclose quarterly to the Veterans Council of Duval County the annual expenditures, itemized per event, to include available funds for future events, at a regularly scheduled meeting. Any Veteran resident who requests the same.

These Protocols and Guidelines were read, voted on, and approved at the regular VCDC meeting on this **15th** day of **November 2023**.

Signed,

Richard K. Possert Jr.
Chairman, Veterans Council of Duval County;
Jacksonville, Florida,
United States of America, 2022-2024