



# EVENT PERMIT

Ordinance 17-08



## Veteran's Day Midpoint Madness 5K Race

**PERMIT NUMBER:** TMP2022-00276

**Date(s) of Event:** November 11, 2022

Property Owner: LEE COUNTY BOCC

Applicant: Suzie Starks  
239-275-9622

Description: Veteran's Day Midpoint Madness 5K Race on November 11, 2022 from 5:00PM until 9:00PM

Location of event: 1 ROW MID POINT MEMORIAL BRIDGE EB  
**Midpoint bridge**

Will the event be attended by 1000 or more people ? No

Will the event be held on County Owned Property ? Yes

Will there be alcohol consumed or sold at the event ? No

Will a bond be posted for this event ? No

**Permit Conditions:**

- \* Applicant must meet all event application requirements, including requirements of the sign-off agencies.
- \* The premises is to be left in the same condition as it was prior to the event.
- \* The permit is to be readily available for inspection during the entire event.
- \* If this approval includes the sale or consumption of alcoholic beverages, no alcoholic beverages may be consumed 1 1/2 hours prior to the conclusion of the event and vacating the facility/property.

Board of County Commissioners  
Lee County, Florida

 11/3/22  
 \_\_\_\_\_  
 County Manager      Date



Lee County  
*Southwest Florida*

# Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

*Veteran's Day Midpoint Madness 5k Race*

*TMP2022-00276*

Lee County Event Permit Application



**Event Application**

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

<b>Section I - GENERAL INFORMATION (All Permit Types)</b>	
<b>Title of Event / Name of Production</b>	Veteran's Day Midpoint Madness 5K Race
<b>Date(s) of Event / Production:</b>	11/11/2022
<b>Location(s) of Event:</b>	Midpoint Bridge
<b>Name of Applicant:</b>	YMCA of Southwest Florida-Fort Myers
<b>Applicant Address:</b>	1360 Royal Palm Square Blvd, Fort Myers, FL 33919
<b>Applicant Phone Number:</b>	239-275-9622
<b>Contact Person:</b> (If different from applicant)	Suzie Starks
<b>Contact Phone Number:</b> (If different from applicant)	239-940-0783
<b>Email Address:</b>	suzies@ymcaswfl.org
<b>Estimated Attendance:</b>	500
<b>Event Description:</b> Include each activity, when activities take place, etc.	5k Race to benefit the Fort Myers YMCA scholarship program. Activities will take place in Royal Palm Plaza with run taking place on the bridge
<b>Hours of Operation:</b>	5pm-9pm
<b>STRAP # of Parcel:</b>	83-45-24-00-00000.0000
<b>Owner of Premises*:</b>	Lee County

\*Notarized statement from the property owner specifically consenting to the proposed use required.

Lee County Event Permit Application



What is the Zoning Classification of the premises? Transportation

Are any temporary structures to be installed for the event?  Yes  No Type: \_\_\_\_\_

Do you have the appropriate permits for the temporary structures?  Yes  No

\* For a 'Special Event' and 'Use of County Property' permit, submit a site plan with all proposed facilities and activities identified, including all parking areas.

Insurance Company Insuring the Event: Key Agency Inc

Note: Certificate of Insurance must be submitted at time of application

Surety Company Bonding this Event (Name and Address): \_\_\_\_\_

<p>Will Vehicles be Used as Part of This Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, automobile coverage must be included on the certificate of insurance.</p>	<p>Will Food be Available at this Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, products liability coverage must be included on the certificate of insurance.</p>	<p>Will Alcoholic Beverages be served/consumed at this Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, liquor liability coverage must be included on the certificate of insurance.</p>
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Name & Address of Organization Providing Food: N/A

Type of Food being Served: N/A

**Section II - USE OF COUNTY PROPERTY PERMIT**

Organization Sponsoring the Event: \_\_\_\_\_

**Section III - SALE/CONSUMPTION OF ALCHOLIC BEVERAGES PERMIT**

Is alcohol being sold/consumed on County Property? Yes No

If Yes, then a "Lee County Alcohol Permit" is required. Only non-profit organizations can sell alcohol on County Property.

Non-profit certificate/registration number: N/A  
(Required if alcohol is to be SOLD at the event)

Please note: A permit from the State of Florida Division of Alcoholic Beverages and Tobacco may also be required; please call (239) 344-0885 for further details

Lee County Event Permit Application



Type of Production (choose all that apply):

- TV Movie or Special     
  TV Series / Pilot     
  TV Commercial     
  Still Photos  
 Public Service Announcement     
  Industrial / Documentary     
  Other: \_\_\_\_\_

Will any of the following be needed or included\*?

Street Closure	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Traffic / Crowd Control	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Fire or Burning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Explosives or Pyrotechnics	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Animals, Large or Small	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Construction of Any Kind	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Large and/or Numerous Vehicles	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Helicopters, Boats, etc.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Stunts	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

\* For any marked Yes, provide further details below:

Bridge will be closed from 6pm-9pm for runners. Sheriff Department direct traffic to alternate routes.

Special Parking Requirements:

City or County Services Required: (Personnel, equipment, facilities, etc.)

Department of Transportation to close bridge and reroute traffic.

The following information is required for local and state records on production in Florida to track the economic impact of the industry. If exact figures are not available, please estimate as closely as possible.

Number in Cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Number of locals hired: \_\_\_\_\_  
 Total budget: \_\_\_\_\_ Estimate amount spent in Lee County: \_\_\_\_\_  
 Hotel room nights: \_\_\_\_\_ Number of shooting days: \_\_\_\_\_  
number of rooms x number of nights



**SECTION I - SAFETY**

The Applicant agrees to provide adequate traffic and crowd control, emergency medical services and any other items, at the Applicant's expense, required by Lee County to protect the health, safety and welfare of the public. Lee County shall have the power to review the proposal and require, as necessary, detailed plans, diagrams, and explanations to clearly outline to Lee County, exactly what the Applicant is proposing.

**SECTION II - INSURANCE**

The Applicant, at its sole expense, agrees to procure and maintain in force during the entire term of the application, liability insurance in the amounts determined by Lee County Risk Management to protect against damages or other claims arising from use of County property by the applicant or its guests. Other limits may also be established by Lee County Risk Management for events which will be serving or consuming alcoholic beverages at approved County property. The insurance policy must also include coverage for Applicant's contingent liability on damages, claims or losses. "Lee County Board of County Commissioners" must be named as "additional insured" on the Certificate of Insurance, and the Certificate must be delivered to Lee County prior to Applicant's use of the property. The Insurance may not be canceled during the term of the event, if this occurs, the County has the right to revoke approvals related to use of the County property for the event, without recourse by the applicant.

**SECTION III - INDEMNIFICATION**

The Applicant agrees to indemnify, release and save harmless Lee County against any and all claims, costs, demands, damages, judgments or injuries of any nature arising from the conduct or management of, or from any work or thing whatsoever done in or about said Lee County property or any building or structure appurtenant thereto or equipment thereof during the term of this Permit, or arising during such term from any act of negligence of the Applicant, Applicant's agents, contractors, or employees, or arising from any accident, injury, or damage whatsoever, however caused, to any person or persons, or to any property of any person, persons, corporation or corporations, occurring during the term of this agreement on, in, or about said Lee County property, and from and against all costs, attorney's fees, expenses and liabilities occurring in connection with any such claim or any action or proceeding brought thereon.

For film permit applicants: The permittee shall have on-site a responsible representative empowered with authority over the filming director, filming crews, participants and filming operation. Permittee shall indemnify, defend and hold harmless the county, its officers, agents and employees from and against all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising out of or occurring during the activities of the permittee, and resulting or occurring from any negligent act, omission or error of permittee, resulting in or relating to injuries to body, life, limb or property sustained in, about or upon the permitted premises or improvement thereto, or arising from the use of the premises.

**SECTION IV - DELIVERY, ACCEPTANCE AND SURRENDER OF PREMISES**

The Applicant agrees to accept the County property on possession as being in a satisfactory state of repair and in sanitary condition.

The Applicant must surrender the premises to Lee County in the same condition as when Applicant takes possession, allowing for reasonable use and wear, and damage by acts of God. Applicant agrees to remove all business signs or symbols placed on the premises by the Applicant before redelivery of the premises to Lee County, and restore the premises to the condition in which it existed before their placement. Any signs and markings created or used in connection with this event must be temporary and removable; painting roadways, trees or any other fixed object is strictly prohibited. Applicant agrees to clear the Lee County property of litter at the close of the event.

Lee County Event Permit Application



SECTION V - AGREEMENT

The Applicant agrees that Lee County can, at its sole discretion, terminate and cancel its permit to use Lee County property at any time without prejudice. Applicant further agrees to waive, release, save and hold harmless Lee County from any and all claims, demands or cause of actions based upon Lee County's cancellation or termination of said permit.

The Applicant agrees that the Lee County permit does not provide Applicant with any property rights in the County property in question or in the permit itself.

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge.

Signature of Applicant

Witness

Suzie Starks Associate Executive Director

Print Name of Applicant and Title

Annia Reyes

Print Name of Witness

10.20.22

Date

10/20/22

Date

Lee County Event Permit Application



FIRE DEPARTMENT

The Fire Department serving the area where the event is to be held signs this form.  
Please see User's Guide for contact information and Fire District Map.

Check the appropriate box(es) below:

SPECIAL EVENT PERMIT

USE OF COUNTY PROPERTY PERMIT

PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES

FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Fire Guards (How Many?)

N/A

Fee for Services:

N/A

Flammable Vegetation:

N/A

First Aid Equipment:

Provided by Event Coordinator

Fire Extinguishing:

N/A

Special Arrangements:

N/A

Print Name:

Christopher P Melway

Signature:

*Christopher P Melway*

Title:

Assistant Fire Marshal City of Fort Myers  
Fire Dept

Date:

8-31-2022



## Swiger, Melissa

---

**From:** Christopher Mulvey <cmulvey@cityftmyers.com>  
**Sent:** Tuesday, November 1, 2022 10:52 AM  
**To:** Swiger, Melissa  
**Subject:** RE: Special Events

Hi Melissa,

My original approval still stands. No Changes Needed. Have a great event.

Thank you

Christopher Mulvey | Assistant Fire Marshal  
Fire Prevention Bureau | Fort Myers Fire Department  
2033 Jackson Street | Fort Myers, FL 33901  
O: 239-321-7355 | M: 239-309-8394 | [cmulvey@cityftmyers.com](mailto:cmulvey@cityftmyers.com)  
[www.fortmyersfire.com](http://www.fortmyersfire.com)



**FORT MYERS**  
— FLORIDA —

*The City of Fort Myers is committed to providing exceptional municipal services to residents, businesses and visitors in a fiscally responsible manner while preserving the City's rich history, diverse culture and charming lifestyle.*

**From:** Swiger, Melissa <MSwiger@leegov.com>  
**Sent:** Tuesday, November 1, 2022 10:05 AM  
**To:** Christopher Mulvey <cmulvey@cityftmyers.com>  
**Subject:** FW: Special Events

You don't often get email from [mswiper@leegov.com](mailto:mswiper@leegov.com). [Learn why this is important](#)

**This email came from outside of the City of Fort Myers, please be cautious opening attachments or clicking on links.**

Good Morning,

Attached you will find a Special Event for the Veteran's Day 5K on the Midpoint Bridge. You signed off on this event back in August. With Hurricane Ian just taking place, we wanted to reach out to make sure you were still ok with the event or if you need to suggest any changes. Could send me an email with either the approval or the changes?

## Swiger, Melissa

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**From:** Dale Deleacaes <ddeleacaes@capecoral.gov>  
**Sent:** Wednesday, November 2, 2022 8:52 AM  
**To:** Swiger, Melissa  
**Subject:** RE: [EXTERNAL] - FW: Special Event - Midpoint Bridge

Thank you for the follow-up.

*Respectfully,*

**Dale Deleacaes**, MPA, CFPS

**Acting Fire Marshal**

Cape Coral Fire Department

[ddeleacaes@capecoral.gov](mailto:ddeleacaes@capecoral.gov)

(239)707-1974 (cell)

(239)242-3626 (office)



*NOTE: Florida has a very broad public records law, and under Florida law, most written communications to or from city staff regarding city business to include your e-mail address is considered public records and will be made available to the public and the media upon request. If you do not want your email message and or your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. Additionally, this communication is intended only for the addressee. If you are not the intended recipient, do not copy, disclose, or distribute this message to anyone else. If you have received this communication in error, please contact the sender of the message to inform him or her of the error and then delete this message.*

Please take a minute to complete this survey.

<https://www.surveymonkey.com/r/CCFDLIFESAFETY>

**From:** Swiger, Melissa <MSwiger@leegov.com>  
**Sent:** Wednesday, November 2, 2022 7:16 AM  
**To:** Dale Deleacaes <ddeleacaes@capecoral.gov>  
**Subject:** RE: [EXTERNAL] - FW: Special Event - Midpoint Bridge

Good Morning,

The event will be using the bridge to run only. I have included the route map for your convenience.

Thank you,

Due to Hurricane Ian, Lee County is implementing Emergency Permitting Procedures, which focuses on helping residents and business owners obtain the necessary permits and inspections to repair the damage to their current inhabitable homes and businesses.

Lee County Event Permit Application



EMERGENCY MEDICAL SERVICES / PUBLIC SAFETY
2000 Main St., Suite #100
FORT MYERS, FL 33901
(239) 533-3911

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
USE OF COUNTY PROPERTY PERMIT
PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Treatment Facilities: None necessary.
Medical Personnel: Medical coverage is required for this event.
Medical Supplies / Equipment: None necessary.
Safety Requirements: Applicants shall follow all CDC and FDOH directives, and the Florida Governor's Executive Orders concerning health and safety, especially with regards to COVID-19 and the number of people congregating at the event.
Fee for Services: Not applicable.
Special Arrangements: Medical coverage by a cart team is required. Please contact LCEMS or the Iona McGregor Fire District for this coverage. To arrange special event coverage provided by LCEMS, contact our office at EMSDetail@leegov.com.

Print Name: Douglas B. Higgins

Signature: Douglas B. Higgins
Digitally signed by Douglas B. Higgins
DN: cn=Douglas B. Higgins, ou=Lee County Emergency Medical Services, ou=Lee County Public Safety, ou=Division Chief, Special Operations and Support Services, email=Douglass.Higgins@leegov.com, c=US
0.91 2022.09.02 13:43:42 -0400

Title: Division Chief, Support Services

Date: September 2, 2022

## Swiger, Melissa

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**From:** Higgins, Douglas  
**Sent:** Wednesday, November 2, 2022 12:16 PM  
**To:** Swiger, Melissa  
**Subject:** RE: Veteran's Day 5K

Melissa – I was able to verify that all requirements will be met for medical coverage. Please consider the stipulations of the approval as having been met. DPS-EMS's approval is granted fully. Sorry about the delay as I no longer coordinate the coverage personally and the two Captains that do so now have been tied up with hurricane/post-storm operations.

We appreciate your patience and assistance,  
Doug

**Douglas B. Higgins**  
Division Chief, Support Services  
Lee County Emergency Medical Services  
2000 Main St., Suite #100  
Fort Myers, FL 33901  
Cell: 239-672-9651  
Office: 239-533-3916  
[dhiggins@leegov.com](mailto:dhiggins@leegov.com)

**From:** Swiger, Melissa <MSwiger@leegov.com>  
**Sent:** Wednesday, November 2, 2022 9:59 AM  
**To:** Higgins, Douglas <DHiggins@leegov.com>  
**Subject:** Veteran's Day 5K

Doug,  
The Special Event for the Midpoint Bridge 5K event, have they satisfied all the requirements for this event?

Thank you,

Due to Hurricane Ian, Lee County is implementing Emergency Permitting Procedures, which focuses on helping residents and business owners obtain the necessary permits and inspections to repair the damage to their current inhabitable homes and businesses.

Please see the link below for updated information:  
<https://www.leegov.com/dcd/BldPermitServ/AppsProcd/EmergProcd>

We appreciate your patience and understanding.



Melissa Swiger | Customer Service Specialist

Lee County Event Permit Application



DEPARTMENT OF TRANSPORTATION  
1500 MONROE STREET  
FORT MYERS, FL 33901  
(239) 533-8580

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Parking:

No event parking permitted on Lee County maintained road rights-of-way.

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

Use approved MOT for road/bridge closures and use LCSO for traffic control.

Print Name: **Bryan Miller**

Signature: **Bryan Miller** Digitally signed by Bryan Miller  
Date: 2022.09.12 07:38:02 -04'00'

Title: **Senior Project Manager**

Date: **September 12, 2022**

## Swiger, Melissa

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**From:** Miller, Bryan  
**Sent:** Wednesday, October 26, 2022 9:22 AM  
**To:** Swiger, Melissa; ext-Sellers, Amy (sheriffleefl.org); Higgins, Douglas; Via, Colleen; RISK  
**Subject:** RE: Special Event Permit

No changes from DOT.

**From:** Swiger, Melissa <MSwiger@leegov.com>  
**Sent:** Tuesday, October 25, 2022 10:33 AM  
**To:** ext-Sellers, Amy (sheriffleefl.org) <asellers@sheriffleefl.org>; Higgins, Douglas <DHiggins@leegov.com>; Miller, Bryan <BMiller@leegov.com>; Via, Colleen <cvia@leegov.com>; RISK <RISK@leegov.com>  
**Subject:** Special Event Permit

Good Morning,

We are processing a Special Event permit for the Veteran's Day Midpoint Madness 5K Race, taking place on November 11, 2022. Prior to Hurricane Ian each of your agencies signed off on the event. Could you please review the attached document again and verify there are no additional changes or requirements due to the recent hurricane. Please date and initial your page then return it to me.

Thank you for your assistance.

Thank you,

Due to Hurricane Ian, Lee County is implementing Emergency Permitting Procedures, which focuses on helping residents and business owners obtain the necessary permits and inspections to repair the damage to their current inhabitable homes and businesses.

Please see the link below for updated information:  
<https://www.leegov.com/dcd/BldPermitServ/AppsProcd/EmergProcd>

We appreciate your patience and understanding.



**Melissa Swiger | Customer Service Specialist**

Department of Community Development

1500 Monroe St, Fort Myers, FL 33901

office: (239) 533-8329

email: [mswiper@leegov.com](mailto:mswiper@leegov.com)

web: [www.leegov.com/dcd](http://www.leegov.com/dcd)

Connect With Us On Social Media



Lee County Event Permit Application



LEE COUNTY PARKS AND RECREATION  
3410 PALM BEACH BOULEVARD  
FORT MYERS, FLORIDA 33916  
(239) 533-7275

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Illumination:	N/A
Parking Areas:	N/A
Special Arrangements:	N/A - Event is not on Parks and Rec property and will not affect county park operations or programs.

Print Name: Colleen Via  
Signature: *Colleen Via*  
Title: Operations Manager  
Date: 9/2/2022

*Not on PK Property - Ymca Vet 5K  
11/11/2022*

## Swiger, Melissa

---

**From:** Via, Colleen  
**Sent:** Tuesday, November 1, 2022 4:16 PM  
**To:** Swiger, Melissa  
**Subject:** RE: Veteran's Day 5k

Melissa,

I don't have any new requirements for this event.

Thanks a bunch!



**Colleen Via, CPRP | Operations Manager**  
Terry Park Administration Office  
3410 Palm Beach Blvd., Fort Myers, FL 33916  
**office:** (239) 533-7436  
**cell:** (239) 229-0634  
**email:** [cvia@leegov.com](mailto:cvia@leegov.com)  
**web:** [www.leeparks.org](http://www.leeparks.org)

Connect With Us On Social Media



Receive updates from Lee County Government by [subscribing to our newsletter](#)

Please note: Florida has a very broad public records law. Most written communications to or from County Employees and officials regarding County business are public records available to the public and media upon request. Your email communication may be subject to public disclosure.

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

**From:** Swiger, Melissa <MSwiger@leegov.com>  
**Sent:** Friday, October 28, 2022 12:55 PM  
**To:** Via, Colleen <cvia@leegov.com>  
**Subject:** Veteran's Day 5k

Colleen,

I recently sent you the Special Event packet for the Veteran's Day Midpoint Madness 5K Race. You previously signed off on the event prior to Hurricane Ian. I am checking in with all of the agencies to make sure they have no new criteria for the event due to Ian. Could you let me know if you have any new requirements for this event?



Lee County Event Permit Application



LEE COUNTY RISK MANAGEMENT  
COUNTY ADMINISTRATION BUILDING - 4<sup>TH</sup> FLOOR  
2115 SECOND STREET  
FORT MYERS, FLORIDA 33901  
(239) 533-2221

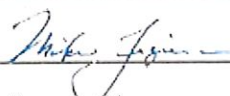
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- SPECIAL EVENT PERMIT
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AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Insurance Requirements:	Commercial general liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence to protect against bodily injury and/or property damage relative to applicants use of aforementioned event within Lee County.  Certificate Must Read As:  Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is an additional insured on a primary and noncontributory basis with regards to general liability.
Special Arrangements:	A Certificate of Insurance shall be submitted as evidence of the required coverage listing Lee County, a political subdivision and Charter County of the State of Florida, P.O. Box 398, Fort Myers, FL 33902 as the certificate holder and as an additional insured as listed above.  Subject to proof of insurance.

Print Name: Mike Figueroa

Signature: 

Title: Risk Program Manager

Date: October 20, 2022



YMCAO-1

OP ID: KE

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 10/19/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Key Agency Inc 1201 South McCall Road Englewood, FL 34223 Key Agency Inc. 941-474-9511	<b>CONTACT NAME:</b> Key Agency Inc. <b>PHONE (A/C, No, Ext):</b> 941-474-9511 <b>FAX (A/C, No):</b> 941-474-7283 <b>E-MAIL ADDRESS:</b>  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; border: none;">NAIC #</td> </tr> <tr> <td style="border: none;">INSURER A: <b>United States Fire Insurance</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER B: <b>The North River Insurance Co.</b></td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: <b>United States Fire Insurance</b>		INSURER B: <b>The North River Insurance Co.</b>		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: <b>United States Fire Insurance</b>															
INSURER B: <b>The North River Insurance Co.</b>															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
<b>INSURED</b> YMCA of Southwest Florida Inc 701 Center Rd Venice, FL 34285-4808															

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR	LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
			(NSD)	(WVD)		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	X	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Educators Legal <input checked="" type="checkbox"/> Prof E&O \$2mil/\$ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	506-905259-4	04/13/2022	04/13/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			506-905259-4	04/13/2022	04/13/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	X	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			582-118761-6	04/13/2022	04/13/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N if yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B		Directors/Officers			566-011317-7	04/13/2022	04/13/2023	D&O \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Fort Myers YMCA Veteran's Day 5K Nov. 11, 2022. Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is (see notes)

OK 10/20/2022

**CERTIFICATE HOLDER**

COLEE09

 Lee County a political  
 subdivision & Charter County  
 of the State of Florida  
 PO Box 398  
 Fort Myers, FL 33902

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**NOTEPAD:**

HOLDER CODE **COLEE09**  
INSURED'S NAME **YMCA of Southwest Florida Inc**

**YMCAO-1**  
OP ID: **KF**

PAGE 2  
Date **10/19/2022**

is an additional insured on a primary and noncontributory basis with regards to general liability. The certificate holder shall be an additional insured in accordance with all the terms, conditions, and limitations of the policy and then only with respect to liability caused by the negligent acts or omissions of the named insured and then only with respect to Veteran Day 5K Race/November 11th, 2022 \$1,000,000 Participant Legal Liability

## Swiger, Melissa

---

**From:** Figueroa, Mike  
**Sent:** Tuesday, October 25, 2022 10:57 AM  
**To:** Swiger, Melissa; ext-Sellers, Amy (sheriffleefl.org); Higgins, Douglas; Miller, Bryan; Via, Colleen; RISK  
**Subject:** RE: Special Event Permit

Melissa-

Hope all is well. Mo changes, thanks.

Respectfully,



**Mike Figueroa | Risk Program Manager**

Risk Management

P.O. Box 398, Fort Myers, FL 33902-0398

**office:** (239) 533-0833

**email:** [mfigueroa@leegov.com](mailto:mfigueroa@leegov.com)

**web:** [www.leegov.com](http://www.leegov.com)

Connect With Us On Social Media



Please be advised Contact Information for Risk Management is 239-533-0835 or [risk@leegov.com](mailto:risk@leegov.com)

**From:** Swiger, Melissa <MSwiger@leegov.com>

**Sent:** Tuesday, October 25, 2022 10:33 AM

**To:** ext-Sellers, Amy (sheriffleefl.org) <asellers@sheriffleefl.org>; Higgins, Douglas <DHiggins@leegov.com>; Miller, Bryan <BMiller@leegov.com>; Via, Colleen <cvia@leegov.com>; RISK <RISK@leegov.com>

**Subject:** Special Event Permit

Good Morning,

We are processing a Special Event permit for the Veteran's Day Midpoint Madness 5K Race, taking place on November 11, 2022. Prior to Hurricane Ian each of your agencies signed off on the event. Could you please review the attached document again and verify there are no additional changes or requirements due to the recent hurricane. Please date and initial your page then return it to me.

Thank you for your assistance.

Thank you,

## LaGuardia, Joan

---

**From:** Monroe, Ranice  
**Sent:** Thursday, March 24, 2022 4:25 PM  
**To:** LaGuardia, Joan  
**Subject:** RE: EEO Policy Statement  
**Attachments:** EEO Signed Policy Statement - color word doc.docx

Hi Joan,

Please find attached the 2022 EEO Policy Statement. I apologize for the delay, I was out of the office.

Have a good day,

**Ranice E. Monroe, Ed.D.**

Compliance Coordinator



3401 Metro Parkway  
Ft. Myers, FL 33901  
Ph: 239-533-0374  
Fax: 239-278-7801

[rmonroe@leegov.com](mailto:rmonroe@leegov.com)

[www.rideleetrans.com](http://www.rideleetrans.com)



---

**From:** LaGuardia, Joan <[JLaGuardia@leegov.com](mailto:JLaGuardia@leegov.com)>  
**Sent:** Friday, March 18, 2022 1:54 PM  
**To:** Monroe, Ranice <[RMonroe@leegov.com](mailto:RMonroe@leegov.com)>  
**Subject:** RE: EEO Policy Statement

Hello, Ranice. Please send me the Word version of this.

Thanks again for all your help this week.

*Joan*

Joan D. LaGuardia  
Performance Analyst  
Lee County Government  
(239) 839-6038 - C  
[jlguardia@leegov.com](mailto:jlguardia@leegov.com)

---

**From:** Monroe, Ranice <[RMonroe@leegov.com](mailto:RMonroe@leegov.com)>  
**Sent:** Wednesday, March 16, 2022 10:36 AM  
**To:** LaGuardia, Joan <[JLaGuardia@leegov.com](mailto:JLaGuardia@leegov.com)>; Molloy, Clare <[CMolloy@leegov.com](mailto:CMolloy@leegov.com)>  
**Subject:** FW: EEO Policy Statement

Ryan Suarez, AICP  
Kimley-Horn | 655 North Franklin Street, Suite 150, Tampa, FL 33602  
Direct: 813 556 6677 | Mobile: 727 460 1886

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**From:** Monroe, Ranice <[RMonroe@leegov.com](mailto:RMonroe@leegov.com)>  
**Sent:** Thursday, February 17, 2022 3:13 PM  
**To:** Suarez, Ryan <[Ryan.Suarez@kimley-horn.com](mailto:Ryan.Suarez@kimley-horn.com)>  
**Cc:** Fraser, Caroline <[Caroline.Fraser@kimley-horn.com](mailto:Caroline.Fraser@kimley-horn.com)>  
**Subject:** RE: EEO Policy Statement

Ryan,

Attached please find the Board Agenda and signed copy of the Policy Statement.

Please let me know if you need anything additional,

***Ranice E. Monroe, Ed.D.***

Compliance Coordinator



3401 Metro Parkway  
Ft. Myers, FL 33901  
Ph: 239-533-0374  
Fax: 239-278-7801

[rmonroe@leegov.com](mailto:rmonroe@leegov.com)  
[www.rideleetrans.com](http://www.rideleetrans.com)



---

**From:** Suarez, Ryan <[Ryan.Suarez@kimley-horn.com](mailto:Ryan.Suarez@kimley-horn.com)>  
**Sent:** Thursday, February 17, 2022 2:57 PM  
**To:** Monroe, Ranice <[RMonroe@leegov.com](mailto:RMonroe@leegov.com)>  
**Cc:** Fraser, Caroline <[Caroline.Fraser@kimley-horn.com](mailto:Caroline.Fraser@kimley-horn.com)>  
**Subject:** [EXTERNAL] RE: EEO Policy Statement

Hi Ranice – A scanned copy will do and we'll insert into the final document.

Thanks.

Ryan

Ryan Suarez, AICP  
Kimley-Horn | 655 North Franklin Street, Suite 150, Tampa, FL 33602  
Direct: 813 556 6677 | Mobile: 727 460 1886

Proud to be one of FORTUNE's 100 Best Companies to Work For

Lee County Event Permit Application



LEE COUNTY SHERIFF'S DEPARTMENT  
14750 SIX MILE CYPRESS PARKWAY  
FORT MYERS, FLORIDA 33912  
(239) 477-1199

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Parking:

Parking for event will be in authorized areas only & right-of-way must not be impeded.

Deputies (How Many?):

One (1) Traffic Supervisor, six (6) Traffic Deputies, & nine (9) Community Response volunteers required for traffic control around the race route. If CRU volunteers are unavailable, vendor will have to pay for additional Community Service Aids or Traffic detail deputies to cover posts.

Fee for Services:

Contact the Details Unit 239-477-1199 to ensure that all paperwork has been completed & detail has been paid for.

Special Arrangements:

It is understood through event applicant that Lee County Department of Transportation will assist with the maintenance of traffic for the road closures and will be responsible for putting out message boards notifying the public of the event in advance.

Print Name:

Donna P. Ponce

Signature:

[Signature] 93147

Title:

Special Operations Division

Date:

9/15/2122

Swiger, Melissa

---

From: Sellers, Amy <asellers@sheriffleefl.org>  
Sent: Tuesday, October 25, 2022 10:41 AM  
To: Swiger, Melissa  
Subject: RE: Special Event Permit

I do not have anyone here to sign the page today but there are no changes to our requirement.



**Amy Sellers**

Detail Assistant  
Details  
O: 239-477-1098  
E: asellers@sheriffleefl.org



[www.sheriffleefl.org](http://www.sheriffleefl.org)

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From: Swiger, Melissa [mailto:MSwiger@leegov.com]  
Sent: Tuesday, October 25, 2022 10:33 AM  
To: Sellers, Amy <asellers@sheriffleefl.org>; Higgins, Douglas <DHiggins@leegov.com>; Miller, Bryan <BMiller@leegov.com>; Via, Colleen <cvia@leegov.com>; RISK <RISK@leegov.com>  
Subject: Special Event Permit

**CAUTION: This email originated from outside of the Lee County Sheriff's Office. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good Morning,  
We are processing a Special Event permit for the Veteran's Day Midpoint Madness 5K Race, taking place on November 11, 2022. Prior to Hurricane Ian each of your agencies signed off on the event. Could you please review the attached document again and verify there are no additional changes or requirements due to the recent hurricane. Please date and initial your page then return it to me.

Thank you for your assistance.

Thank you,



