

Special Event/Activity Application



Date received: _____ Reviewed by: _____

This is a: New Event Previous/Existing

Designated: Special Event/Activity Religious Service/Event
 Program w/ Curriculum Program w/ Handouts Only

FDC Use Only

Application is: Approved Denied Requires Review by Applied Science, Research, and Policy

Reason for denial: Incomplete 6 week advance notice not provided Regional Director/Warden

Comments:

Instructions – Print or type all information. This form is to be completed by the event lead/organization leader ONLY. All sections MUST be completed as partial applications will not be processed. (* indicates required.)

Organization

Organization: _____ Website: _____
 Address: _____ Phone: _____
 _____ Fax: _____

Contact

Event Leader: _____ Title: _____
 Office Phone: _____ Email: _____
 Cell Phone: _____ Governing Authority/Organization: _____

Event Information

Event Title: _____
 *Proposed Date(s): _____ *Proposed Event Location at the Facility: Chapel Yard
 Event Length: 1-2hrs 3-4hrs All Day Other: _____ Preferred Time: AM PM
 *Preferred Start/End Time: Start: _____ End: _____
 How Long to Set-Up? _____ Break Down? _____

List all equipment necessary to your event: (**ALL** equipment MUST be approved **prior** to the event; equipment not listed below **will not** be permitted within the prison.) Attach additional list of equipment if needed. ***Required**

As Program Leader, I understand: (initial all)

___ It is my responsibility as Event Leader to ensure all of my Volunteer team members are aware of these rules.

___ I or members of my organization are **not to contact** the Warden or any institutional staff member about my event until given the proper written authority from the FDC Volunteer Services office.

___ Access to DC facilities - prisons, reception centers, work camps, road prisons, and probation offices - requires prior approval of the Regional Director and/or his designee.

___ Only representatives who have a current NCIC/FCIC background check (completed within the last year from the date of the event) will be permitted into the institution. Any additions to your event/program staff will need to be submitted to the Assistant Warden of Programs (AWP) within seven (14) business days of the event. For security purposes, **no exceptions** will be made.

___ Event representatives visiting a prison for an event must be professionally dressed or risk admittance inside the facility. Inappropriate attire may include miniskirts, see-through blouses, bra-less attire, tank tops, swimsuits, shorts, open toed shoes and undershirts. ([33-601.724 Visitor Attire](#))

___ A valid, government issued photo identification of each representative will be required before entering any Florida prison facility. ([33-601.723](#))

___ On the day of the event, all representatives need to report to the control room 30 to 45 minutes prior so the representatives, equipment and program/event materials can be inspected and granted access. Only prior approved items will be permitted. Once processed at the main office, representatives will be permitted into the room/building where the event is being held.

___ Within the facility, special event representatives shall be under the direct supervision of the Warden or his/her designee.

___ **No photos or video** can be taken without the prior written approval from FDC Central Office and the Warden. According to Department rule [33-602.231](#), the use of any cameras or recording devices inside an institution or on state property. No part of the institution may be filmed or photographed. Failure to comply constitutes a serious threat to security and possible cancellation of your event/activity or suspension/revocation of volunteer/visitor status.

___ **Absolutely no food or drinks are permitted to be taken inside any FDC institution. No exceptions.**

___ **No** literature, materials, workbooks, handouts or curriculum will be provided to inmates without the **prior approval** of appropriate Department staff. (503.004)

___ **No** images or video of FDC staff, inmates, offenders or volunteers may be used in publications, websites or other materials without the prior written consent from the FDC. All non-news programs produced at any FDC facility must have prior written approval. For definition purposes, non-news related productions include features, commercials, public information, religious and entertainment television/Internet programs and movies.

___ No gifts or compensation of any kind may be provided to an inmate or offender, their family member(s), or any FDC staff member, FDC staff person's family member, or FDC associate without prior written permission from FDC Central Office.

I understand our event will be required to adhere to all Florida Department of Corrections rules and regulations, including but not limited to those pertaining to security, searches, offender relations, contraband, and professional conduct. I understand each administrative head has final discretion to approve or deny my volunteer event at the facility level.

I understand proselytizing is forbidden in all Florida Department of Corrections facilities/centers/complex or private facility.

I release the Florida Department of Corrections and its representative from any liability which may result from this event.

I agree that I have read and understand the above policies and procedures and agree to follow them.

Signature: _____ Date: _____

For FCS Use Only

Date Forwarded to FDC Coordinator:	Final Approval by:	Date:
Applied Science, Policy, and Research Approval (if required)		Approval Date:

Comments:

Regional Director, Region #	Approved or Denied?	Proposed Facility	Warden and/or AWP	Approved or Denied? (Reason for Denial)	Other

Return application and any required materials to:

[Volunteer Services](#)

Division of Development: Improvement and Readiness

Florida Department of Corrections

501 South Calhoun Street

Tallahassee, Florida 32399

Special.Events@FDC.MyFlorida.com

850 717.3156 Phone