

**CITY OF CORAL GABLES, FLORIDA**

**RESOLUTION NO. 2007-178**

A RESOLUTION ESTABLISHING GUIDELINES FOR THE CORAL GABLES MERRICK HOUSE GOVERNING BOARD AND HOUSE USAGE POLICIES FOR THE CORAL GABLES MERRICK HOUSE AND REPEALING ALL RESOLUTIONS INCONSISTENT HEREWITH.

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

**WHEREAS**, pursuant to Resolution No. 22952, passed and adopted on June 10, 1980, the City Commission established a Governing Board to administer and set policies relating to the use and operation of Coral Gables Merrick House; and

**WHEREAS**, the aforementioned Resolution refers to the Coral Gables Merrick House Governing Board acting "in accordance with established guidelines" that were not formally established; and

**WHEREAS**, the Coral Gables Merrick House reopened in 2003 after extensive renovation strictly for use as a house museum, open to public tours and unavailable for rental; and

**WHEREAS**, the Coral Gables Merrick House Governing Board appeared before the City Commission at their regular meeting of May 8, 2006 and were instructed to propose a new set of Governing Board guidelines and a revised House Usage Policy for consideration by the City Commission; and

**WHEREAS**, the Coral Gables Merrick House Governing Board, at their regular monthly meeting of March 28, 2007, formalized a set of proposed Coral Gables Merrick House Governing Board Guidelines and House Usage Policies; and

**WHEREAS**, included in the Coral Gables Merrick House Governing Board Guidelines and House Usage Policies were documents entitled:

1. Coral Gables Merrick House Governing Board Guidelines
2. Coral Gables Merrick House Operational Guidelines
3. Coral Gables Merrick house Trust Fund Usage
4. Coral Gables Merrick House Use Statement
5. Rental Rules
6. Rental Fees
7. Application for Use of the Facility

**WHEREAS**, a motion to approve the Coral Gables Merrick House Governing Board Guidelines and House Usage Policy with modifications was offered by Commissioner Cabrera, and seconded by Commissioner Kerdyk, and upon a 4-1 vote of the City Commission, approved the motion, with Vice-Mayor Anderson recording a nay vote;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF CORAL GABLES:

**SECTION 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this resolution upon adoption hereof.

**SECTION 2.** The City Commission approved the Guidelines and House Usage Policy with the following modifications:

1. The maximum number of participants for a meeting inside the House be increased to 30.
2. The House may be used by Coral Gables-based, non-profit organizations and City Boards.
3. Food and beverages may be served inside the House but are limited to the dining room and the sunroom. Food and beverages are also allowed on the veranda.
4. Rental fees may be waived by recommendation of the Coral Gables Merrick House Governing Board and approved by the City Manager.
5. First floor bedrooms are to be roped off to discourage entry while the House is used for meetings.

**SECTION 3.** The Guidelines and House Usage Policy are to be revisited in six months and an update provided to the City Commission in November 2007.

**SECTION 4.** All Resolutions or parts of Resolutions that are inconsistent or in conflict with the provisions of this Resolution are repealed.

**SECTION 5.** That this resolution shall become effective immediately upon its passage and adoption herein.

PASSED AND ADOPTED THIS SEVENTEENTH DAY OF JULY, A.D., 2007.

(Moved: Cabrera / Seconded: Kerdyk)

(Yea: Withers, Cabrera, Kerdyk, Slesnick)

(Absent: Anderson)

(Majority (4-0) Vote)

(Agenda Item: H-2)

APPROVED

DONALD D. SLESNICK II  
MAYOR

ATTEST:  
*Walter J. Foeman*  
WALTER J. FOEMAN  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

*Elizabeth M. Hernandez*  
ELIZABETH M. HERNANDEZ  
CITY ATTORNEY

CITY OF CORAL GABLES  
OFFICE OF THE CITY CLERK

**CITY OF CORAL GABLES**

201 AUG 22 PM 2:56

**- MEMORANDUM -**

**TO:** WALTER FOEMAN  
CITY CLERK

**DATE:** AUGUST 22, 2007

**FROM:** KARA KAUTZ *kk*  
HISTORIC PRESERVATION OFFICER

**SUBJECT:**  
CORAL GABLES MERRICK HOUSE  
GUIDELINES

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Attached please find the finalized Coral Gables Merrick House Guidelines. The guidelines were approved pending final revisions at the July 17, 2007 City Commission meeting. Revisions requested by the City Commission have been incorporated into these documents.

Should you have any questions, please do not hesitate to contact me.

cc: David Brown, City Manager  
Maria Alberro-Jimenez, Assistant City Manager  
Dona Lubin, Assistant City Manager  
Coral Gables Merrick House Governing Board

## **CORAL GABLES MERRICK HOUSE GOVERNING BOARD GUIDELINES**

The Coral Gables Merrick House Governing Board is responsible for making recommendations to the City Commission regarding house policies, programs and activities. The Board considers its roles and responsibilities as follows:

- To foster the **preservation** of the Coral Gables Merrick House and grounds as a historic house museum reflective of the life and times of the Althea and Solomon Merrick family, circa mid 1920s.
- To **promote** awareness of the Coral Gables Merrick House and grounds as a significant landmark in the vision, birth, and development of the City of Coral Gables.
- To foster **education** about the founder of Coral Gables, George Merrick, his family, his associates, and the era in which his keen influence and the city's reputation grew.

In October 2005, the Board adopted the following Mission Statement to help guide their efforts. The Mission Statement reads: "The mission of the Coral Gables Merrick House is to preserve and promote the House and grounds as a historic house museum that represents the home environment of the Solomon and Althea Merrick family for the benefit of the public. This will be accomplished with the highest standards of the museum profession that our resources will allow."

### **PRESERVATION:**

The Board will make recommendations when necessary to the Historic Preservation Officer regarding the condition and upkeep of the Coral Gables Merrick House interior and exterior, its garden and grounds.

The Facilities Maintenance Division Superintendent is assigned the upkeep of the Coral Gables Merrick House and grounds, which is done in consultation with the Historic Preservation Officer and the Curator. Staff will continue to respond to questions and requests from the Board related to facilities maintenance.

The curator oversees and is responsible for all aspects of the Coral Gables Merrick House Permanent Collection, including a written Collections Management Policy and Collections Plan. The Board may make recommendations to the City Commission about Coral Gables Merrick House interior and exterior displays. The Board also may recommend possible accessions to the Permanent Collection with the curator.

### **PROMOTION AND EDUCATION:**

The curator is responsible for the administration of Coral Gables Merrick House.

The curator is responsible for the Coral Gables Merrick House docent program. The Board may make suggestions regarding the docent program and the House tours.

## ***CORAL GABLES MERRICK HOUSE GOVERNING BOARD GUIDELINES***

The Board is responsible for planning and executing a series of events to promote the Coral Gables Merrick House that help educate the public about George Merrick's legacy and the House's significance. The Board will obtain approval from the City Manager and/or Commission, when necessary, and proceed by creative and quality means to fulfill the goals of events. As necessary, the Historic Preservation Officer will contact the Board and other City Departments to set special meetings.

## ***CORAL GABLES MERRICK HOUSE OPERATIONAL GUIDELINES***

The Coral Gables Merrick House Governing Board must submit a schedule of calendar events along with a budget of anticipated expenses for proposed events for the coming year to the Historical Resources Department and, ultimately, to the City Manager by March 1st annually.

The Board proposal should include details for the event, such as all anticipated costs, as well as a brief statement on the purpose of the event (e.g. to help engage local children ages 5 to 10 in City history). Funds for such events are incorporated into the Museum Division annual budget and are limited in scope by the normal constraints of a budget that must cover a wide range of expenses for the Division.

The Coral Gables Merrick House Governing Board is permitted to raise funds for special needs of the Coral Gables Merrick House, as per Resolution #22952.

The City Manager or designee shall approve and sign all contracts needed for fundraising events.

Requests for funds to cover expenses for fundraising or events should be made in writing to the Historic Preservation Officer at least ten (10) business days prior to the date the check is needed in hand. Proceeds from fundraisers will be deposited in the Coral Gables Merrick House Trust Fund.

The Trust Fund balance and usage will be monitored by staff and reported to the Governing Board on a monthly basis, so that expenditures do not exceed a mutually agreed-upon amount.

## ***CORAL GABLES MERRICK HOUSE TRUST FUND USAGE***

The Coral Gables Merrick House Board, by a majority vote at a meeting at which a quorum is present, may vote to use the Trust Fund for the following:

- Additions to or care of the Coral Gables Merrick House Permanent Collection, garden and grounds. The Coral Gables Merrick House Board may recommend accessions for consideration by the Curator and/or Historic Preservation Officer.
- Reimbursable loans for events or fundraisers to cover start-up expenses that have prior approval from the City Manager. (See Coral Gables Merrick House Operational Guidelines)
- Other expenditures related to the Mission Statement of the Coral Gables Merrick House Governing Board.

Requests for expenditures will be submitted for approval to the City Manager via the Historical Resources Department in accordance with the City's Procurement Code.

No expenditures, personal or otherwise, will be reimbursed without advance approval by the City Manager through the Historic Preservation Officer.

## ***CORAL GABLES MERRICK HOUSE USE STATEMENT***

The Coral Gables Merrick House and grounds may be used for the following purposes:

- Programs that educate the public about the historic legacy and significance of the Coral Gables Merrick House, the childhood home of the founder of Coral Gables, George Merrick, his parents, and his family.
- Regularly scheduled public tours, conducted by docents trained in appropriate historical content by the Curator.
- Special tours arranged by appointment with the Museum Division.
- Activities recommended by the Coral Gables Merrick House Governing Board and approved by the City Manager.
- Meetings of Coral Gables-based, non-profit organizations and City Boards/Committees. Applications will be received by the Historic Preservation Officer and approved by the Coral Gables Merrick House Governing Board. The maximum number of participants for a meeting inside the House is 30. The maximum number of participants for a meeting outside the House on the grounds is 150.
- The City of Coral Gables reserves the right to use the House for official City functions. Typical rental rules will apply; however, rental fees will be waived.

Guidelines:

1. Exceptions allowed with Coral Gables Merrick House Governing Board approval.
2. Please refer to the current “Rental Rules” and “Application for use of Facility” as recommended by the Historic Preservation Officer and approved by the Coral Gables Merrick House Governing Board.
3. Before making any recommendations for use of the House or grounds, the Board will carefully consider potential impact on historical materials in the House, staff availability to supervise the use of the House, and the availability of staff from other departments to carry out the event.
4. First floor bedrooms are to be roped off to discourage entry while the House is being used for meetings.

## **RENTAL RULES**

1. The maximum attendance allowed inside the house is 30.
2. Smoking is not permitted anywhere in the house or grounds.
3. Food and drink are restricted to the kitchen, dining room, sun room and veranda.
4. The applicant is responsible for all the actions and adherence to these rental rules by all sub-contractors such as caterers, florists, musicians, etc. Applicants and sub-contractors are to supply all equipment and personnel for delivery, set-up, clean-up, etc. and nothing is to be delivered before the approved use period begins.
5. Relocation of house furnishing is only permitted by City Staff. Decorating the house in any manner requires prior approval and shall be based on the need to protect the house and maintain its proper image. Under no circumstances will candles be allowed.
6. Activities shall be limited to the following areas on the first floor only: kitchen, dining room, sun room and veranda.
7. Musical groups appropriate to the house will be permitted on veranda or grounds. Power amplifiers or instrumental electronic amplification devices are allowed on grounds only and in accordance with the City Noise Ordinance.
8. In the event of cancellation by the applicant, no refund will be made unless written notification is received at least seven days prior to the period of approved use.
9. In the event of cancellation by the City of Coral Gables, a full refund will be made.
10. The applicant shall assume responsibility for damages and/or loss of all exterior and interior tangible property. Replacements must meet with the approval of the Coral Gables Merrick House Governing Board.
11. It is the responsibility of the applicant to remove all of their materials from the premises at the close of their event and prior to the end of the approved rental period. **CLEAN-UP AFTER THE EVENT IS MANDATORY AND THE RESPONSIBILITY OF THE APPLICANT. FAILURE TO COMPLY WILL RESULT IN DENIAL OF FUTURE USE. DAMAGES AND/OR IMPROPER CLEAN-UP WILL RESULT IN THE WITHHOLDING OF ALL OR PART OF THE SECURITY DEPOSIT.**

Our kitchen facilities, which include: stove/oven, dishwasher, coffeemakers, ice machine, glassware, silverware and china, are available for use. Thirty (30) chairs, a podium, and three (3) 60" circular fold-up tables (for exterior use only) with chairs are also available with pre-notification.

Restroom facilities are located on the first floor of the Garage building.

**CLEAN-UP IS THE RESPONSIBILITY OF THE APPLICANT AND SHALL INCLUDE ALL AREAS USED FOR FUNCTIONS. THIS INCLUDES ALL DISHES/GLASSWARE (IF USED), COFFEEPOTS AND COUNTERTOPS IN KITCHEN. ALL ITEMS STORED IN THE REFRIGERATOR MUST BE REMOVED. KITCHEN SHOULD BE LEFT IN THE CONDITION IN WHICH IT WAS FOUND.**

## **RENTAL FEES**

### **NOT-FOR-PROFIT ORGANIZATIONS**

**MAXIMUM NUMBER OF GUESTS INDOORS: 30 (ENFORCED)**

**MAXIMUM NUMBER OF GUESTS OUTDOORS: 150**

**MINIMUM RENTAL PERIOD: THREE (3) HOURS**

#### **Daytime Meetings**

(Monday through Friday)

9:00 a.m. – 5:00 p.m.

**Note: House not available for rental  
from 12:00 to 5:00 on Wednesdays**

\$50.00 basic fee + \$30.00 per hour for each additional hour or part thereof.

(\$200.00 refundable security deposit.)

#### **Evening Meetings**

(Monday through Thursday)

5:00 p.m. – 10:00 p.m.

\$100.00 basic fee + \$30.00 per hour for each additional hour or part thereof.

(\$200.00 refundable security deposit.)

#### **Weekend Events**

Friday 5:00 p.m. – 10:00 p.m.

Saturday 9:00 a.m. – 10:00 p.m.

Sunday CLOSED

\$200.00 basic fee + \$30.00 per hour for each additional hour or part thereof.

(\$200.00 refundable security deposit.)

One hour set up charge allowed at no extra charge.

#### **PLEASE NOTE:**

**Events in excess of 100 guests will require off-duty Police Department representation. Please call 305-460-5427.**

**Parking is limited. Plan to make additional accommodations for guests in excess of 50 people.**

**Rental fees may be waived by recommendation of the Coral Gables Merrick House Governing Board and approved by the City Manager.**

**Please see attached “Rental Rules” for more information.**

**CITY OF CORAL GABLES  
CORAL GABLES MERRICK HOUSE  
907 CORAL WAY  
CORAL GABLES, FLORIDA 33134**

**APPLICATION FOR USE OF FACILITY**

**Applicant Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Hours:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

Detail fully the intended use of the facility and list any special arrangements needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The rental fee and security deposit **MUST** accompany your application.*

**I CERTIFY THAT I HAVE READ AND UNDERSTAND AND WILL ABIDE BY  
THE ATTACHED RULES AND REGULATIONS.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please complete the application and mail a check, payable to the **“City of Coral Gables,”** to:

*Secretary, Coral Gables Merrick House, c/o Historical Resources Department*

*City of Coral Gables, P.O. Box 141549, Coral Gables, FL 33114*

*Telephone: 305-460-5095*

**FOR OFFICE USE ONLY:**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Monitor: \_\_\_\_\_

Pre-Inspection Date: \_\_\_\_\_ Post-Inspection Date: \_\_\_\_\_