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CLERK, CIRCUIT & COUNTY
MIAMI-DADE COUNTY, FLA.
#1
OPERATIONAL DIRECTIVE NO. 07-01
Last Amended: March 29, 2017
Effective: January 24, 2019

SUBJECT: Use of MIA Interfaith Chapel

PURPOSE: The purpose of this Operational Directive (OD) is to establish policy and procedures for the use of Miami-Dade Aviation Department's onsite interfaith Chapel at MIA for employees, travelers and other users.

I. AUTHORITY:

- A. Miami-Dade Aviation Operational Directive (OD) 99-02 Operational Directives.
- B. Miami-Dade Aviation Operational Directive (OD) 99-03 Written Directive System.
- C. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations, Section 2.2, Solicitation of Contributions and Distribution of Materials.
- D. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations, Section 2.3, Preservation of Property.

II. DEFINITIONS:

- A. *Employees* - Miami-Dade Aviation Department employees and employees of the Department's business partners.
- B. *Event* – Planned occasion or activity.
- C. *MDAD* - Miami-Dade Aviation Department.
- D. *MIA* – Miami International Airport.
- E. *Officiant* – Leader or administrator of a *Service*.
- F. *Ordination* – The process by which individuals are consecrated and set apart as clergy to perform religious rites and ceremonies.

Operational Directive 07-01

Effective: 1/24/19

- G. *Ordained* – Person who has met all the requirements to perform functions of clergy which may vary in different religious traditions, but they generally involve presiding over specific rituals, teaching doctrines and practices and leading religious services. Depending on the religion it can include education, training, licensure and service (congregational and/or community).
- H. *Service* – Meeting for worship.
- I. *Users* – travelers, employees of MDAD and its business partners, and others accessing the terminal of Miami International Airport.

III. POLICY:

It is the intent of the Department to provide a location within the terminal for travelers, employees and other airport users to have a location for private reflection and/or prayer. That location is the MIA Interfaith Chapel. Upon request, through the established procedures in this written directive, a scheduled religious and/or secular service, conducted by an ordained officiant, can be authorized as provided herein.

IV. ADDITIONAL INFORMATION:

- A. The Chapel is located on Concourse D, lower level (1), room number DC 1948.
- B. The Chapel is open from 9am to 9pm daily, unless otherwise amended as necessary by airport management.
- C. The Special Events Division will schedule chapel services as approved.
- D. Chapel capacity shall not exceed 40 occupants.
- E. MDAD does not provide any religious artifacts/materials to be used to conduct contracted services.
- F. MDAD reserves the right to approve any and all events at the Chapel.

V. PROCEDURES:

A. Non-Service Use:

- 1. Users of the Terminal may access the Chapel during the posted hours of operation for private reflection and/or prayer.

B. Services:

1. To schedule a *service*, officiants must complete the Request to Conduct Service Form [Request] (Attachment A) and submit it with the required documentation via email to the Special Events Manager at least 5 business days prior to the date requested.

a. The Request shall include:

- i. Name, title, and designation of officiant. Include any affiliated organizations;
- ii. Date of planned service;
- iii. Copy of officiant's photo identification (driver's license/passport/state ID);
- iv. Type of *service* planned, duration and frequency;
- v. Number of expected attendees;
- vi. State whether materials will be distributed or displayed during the service (see Section V.C.). If so, a copy should be submitted with the Request; and
- vii. State whether parking validation for the officiant will be required (See Section V.E., below).

b. Documentation to be submitted with Request:

- i. Copy of officiant's photo identification (driver's license, passport or state issued ID);
- ii. Documentation that *officiant* is ordained; and
- iii. Three professional reference letters (with contact information) that refer to the Officiant's experience and/or history conducting services as a member of the clergy.
- iv. Copy of materials to be distributed or displayed during the service, as applicable (See Section V.C., below).

2. The Special Events Manager can be contacted via email at: specialevents@miami-airport.com. Special Events can also be contact by calling 305-876-0242.

Operational Directive 07-01

Effective: 1/24/19

3. The Special Events Manager will forward requests for *services* to be conducted in the Chapel to the Director, or his designee for approval as required by Section 2.2 of Chapter 25 of the Miami-Dade County Code.
 - a. Prior to forwarding the Service Request to the Director for approval, the Special Events Manager will complete the Special Events Religious Service Checklist [Checklist] (Attachment B) to confirm ordination authority and references.
 - b. Completed Attachment A, Attachment B with the required documentation will be forwarded to the Director or his designee, for approval to conduct the requested service.
 - c. A fee for use of the Chapel for services may be assessed in accordance with current Board of County Commissioners (BCC) Rates, Fees and Charges. Only checks and money orders made payable to the Miami-Dade Aviation Department will be accepted. Upon authorization, the Director, at his discretion, can waive the use fee.
4. Recurring *services* (such as services occurring on a weekly basis) shall require a renewed request every six months.
5. Only those officiants who have been verified and approved by the Director's office may conduct services in the Chapel.
6. The Special Events Manager will maintain and update the schedule posted outside the Chapel.

C. Distribution of Written Materials:

1. Requests to distribute or display written materials in the Chapel must be made in writing at least 5 business days prior to the date requested, as required by Section 2.2 of Chapter 25 of the Miami-Dade County Code.
 - a. The request shall include:
 - i. Name of requestor and/or requesting organization.
 - 1) Full name, and address (and mailing address if different).
 - 2) Contact information to include phone number and email address.

Operational Directive 07-01

Effective: 1/24/19

- ii. Copy of materials to be displayed or distributed.
 - iii. The time period the materials will be displayed or distributed, or reference the *service* (See Section V. B. 1. a. vi. above) for which the materials are to be distributed, if applicable.
 - b. Approved materials will only be displayed for the time period approved, after which time they must be removed by the requestor. The safe-keeping of the materials is not the responsibility of the Department.
 - c. Materials to be distributed during a service should be noted on the Request to Conduct Service Form [Request] (Attachment A), and a copy of the materials should be attached to the Request.
- D. Approval:
 - 1. Requests to schedule a service or distribute/display written materials will be reviewed by the Director, or his designee, and a written response will be sent to the requestor.
- E. Officiant Parking:
 - 1. Requests for parking for the *officiant* must be made in writing when the request to schedule a *service* is made (see Section V. B. 1. a.vii., above).
 - a. The Special Events Manager will arrange for the validation of the parking ticket for the approved *officiant*.
 - b. Any person utilizing this privilege while not acting in an official capacity will have this courtesy revoked.

VI. RESTRICTIONS:

Lack of adherence to below restrictions may result in revocation of privileges to hold future services, and assessment of a fee.

- A. The Chapel's use is for *services*, not *events*.
- B. Neither fees nor donations may be requested or accepted.
- C. Chapel users shall conduct their prayers or reflections in silence to allow all users equal participation of the facilities.

Operational Directive 07-01

Effective: 1/24/19

- D. Users shall not deface, defame or in any way malign the chapel or other visitors to the Chapel per Section 2.3 of Chapter 25 of the Miami-Dade County Code. All furniture, fixtures, and equipment in the Chapel are, and shall remain the property of MDAD.
- E. Users shall not bring food or beverages into the Chapel.
- F. Users shall collect all materials and remove any debris after the completion of services.
- G. The Director has the right to restrict the time, duration and attendance of *services* in addition to denying the request, to assure the safe and orderly use of airport facilities by the public as provided by Section 2.2 of Chapter 25 of the Miami-Dade County Code.
 - 1. The Director is empowered to restrict the activities provided by this Directive in the event of emergencies, including, but not limited to, accidents, civil commotion, power failures, hurricanes, or other conditions tending to disrupt the normal operation of the airport. If the need arises, the Department reserves the right to cancel a pre-planned *service* at any time.

VII. AMENDMENTS:

MDAD reserves the right to amend this OD at any time based on current law, Miami-Dade County policies and operating needs.

VIII. REVOCATION:

Revocations and removal of established Departmental policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

IX. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this OD is illegal or void, the remainder of this OD shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade County Board of County Commissioners.

X. CROSS REFERENCES: None

XI. EFFECTIVE DATE:

This OD shall become effective 15 days subsequent to its filing with the Clerk of the Circuit Court as Clerk of the Commission. This OD shall remain in effect until revoked or modified.



Lester Sola, Aviation Director

Date: _____

Attachments:

Attachment A – Request to Conduct Service Form

Attachment B – Special Events Religious Service Checklist



**Miami-Dade Aviation Department
Request to Conduct Service Form
Per Operational Directive 07-01**

Complete Name of Officiant Performing Service: _____

Title of Officiant: _____ Designation: _____

Organization of Ordination: _____

Officiant's affiliations with religious organization, (name of church, synagogue or mosque) if any:

Type of Service: _____ Number of Expected Attendees: _____

Will materials be distributed or displayed during service? _____ / _____
Yes No

Will Officiant require parking validation? _____ / _____
Yes No

Service Date: _____ Will this be a one-time service? _____ / _____
Yes No

If No, what is the proposed Service schedule (weekly, monthly, etc.) _____

Will services continue indefinitely, or fixed duration (month, six months, etc.) _____

DOCUMENTS TO BE ATTACHED TO THIS REQUEST:

1. Copy of Officiant's Photo ID (driver's license, passport, or state issued ID).
2. Copy of Ordination.
3. Three (3) professional reference letters (with contact information) that refer to the Officiant's experience and/or history conducting services as a member of the clergy.
4. Copy of materials to be distributed or displayed during the service, if applicable.

IMPORTANT INFORMATION:

- The fee to conduct a service in the Interfaith Chapel is \$100.
- Chapel capacity shall not exceed 40 occupants.
- Neither fees nor donations may be accepted or requested.
- Attendees are responsible to pay for parking; fees are only waived for officiant.
- For all procedures and requirements please refer to Operational Directive 07-01 Use of MIA Interfaith Chapel, available at: <http://www.miami-airport.com/od2.asp>.
- Lack of adherence to restrictions listed in Operational Directive 07-01 Use of MIA Interfaith Chapel (Section VI. Restrictions) may result in revocation of privileges to hold future services, and assessment of a fee.

Signature of Officiant

Date



**Miami-Dade Aviation Department
Special Events Religious Service Checklist
Per Operational Directive 07-01**

Name of Officiant Performing the Service: _____

Officiant's affiliations with religious organization, (name of church, synagogue or mosque) if any:

Service Date: _____ Will this be a one-time service? _____ / _____
Yes No

If No, what is the proposed Service schedule (month, six months, etc.) _____

Will services continue indefinitely, or fixed duration (month, six months, etc.) _____

Required Actions:	Yes	No
1. Officiant submitted photo identification (Driver's License/Passport/State ID).		
2. Officiant's ordination documentation has been submitted and attached.		
3. Identification and ordination information has been verified as authentic.		
4. Authentication was performed by calling the issuing authority. If verification was performed differently, advise method.		
5. Officiant has submitted three (3) reference letters that refer to the Officiant's experience and/or history conducting services as a member of the clergy.		
6. References verified and verbal attestations are consistent with letters.		
7. Officiant submitted materials to be distributed during services, if applicable.		

SPECIAL EVENTS STAFF COMPLETING CHECKLIST:

Name _____ Title _____

Signature _____ Date _____

EXECUTIVE MANAGEMENT APPROVALS:

Waive Chapel Use Fee? _____ / _____
Yes No

Request to Conduct Service Approved:

Signature of Chief of Staff _____ Date _____