

Procedure

Date	Policy Description	Adoption Date	Amendment Date	Page/Section
2/6/2009	Special Events Procedure		10/21/2013	

SPECIAL EVENTS PROCEDURE

I. INTENT

- a. A Special Events Permit shall only be required for events whose procession or assemblage will require the closure of Township roads, sidewalks, and bikeways, regardless of the duration of the event or required closure. A Special Events Permit shall not be required for the closure of bikeways, trails, or other pathways within municipal and regional parks.
- b. The Township of Ferguson, Centre County, Pennsylvania recognizes that, in certain circumstances, organizations may request the use of Township and regional facilities to host special events such as races, walk-a-thons, bike-hikes, and other events.
- c. Generally, the Township has determined that conducting special events on or crossing Township roads, sidewalks, and bikeways is prohibited except by permit. The Township has identified certain requirements, as described below, which will be prerequisite to the issuance of a Special Events Permit. Applicants agree to obtain the necessary authorization from all required entities.
- d. Such events, when permitted, will be conducted in a manner that is consistent with the policies established in this procedure, as well as municipal park regulations and the Large Group Events (LGE) Policy of the Centre Region Parks and Recreation Authority, where applicable.

II. POLICY

- a. The use of the Township's Special Events Procedure to authorize and govern special events within the Township will apply when the proposed event will be held on roads, sidewalks and bikeways in Ferguson Township, or when the proposed event will be held on roads, sidewalks and bikeways of two or more municipalities, and/or on municipal or regional parkland.

- b. Roads, Sidewalks and Bikeways - It shall be the primary purpose of this procedure to maintain public safety on Township roads, sidewalks, and bikeways. The Township recognizes that some roadways are too narrow, and have many access points such as driveways, lanes, and other entrances, that it would not be feasible to conduct certain events safely without closing the entire roadway to traffic. Similarly, the Township recognizes that certain roadways, specifically those that serve as the only point of access to properties within the Township, are prohibited from closure for any special event.
- c. Parks- This procedure is intended to work in coordination with the policies of the Township with those of the Centre Region Parks and Recreation Authority (CRPRA) for the use of public parks.

III. REQUIREMENTS

- a. Roads, sidewalks, and bikeways- The Township has established the following criteria for the permitting of special events and the procedures to request a permit:
 - i. Sponsors of the event can demonstrate to the Township that the event can be held safely and that the sponsor will assume all costs and liabilities associated with holding this event.
 - ii. Measures can be implemented to ensure minimum disruption to the normal routine of Township residents.

IV. PROCEDURE

- a. For events that are held solely within Ferguson Township parks operated by CRPRA, the applicant will refer to the attached LGE Policy of CRPRA. It shall be the responsibility of the event sponsor to notify the Ferguson Township Police Department of the intent to host an event in a municipal park at least three (3) weeks prior to the event date in accordance with the LGE Policy of CRPRA. The Police Department will then assess whether the event will require municipal resources such as Police or Public Works assistance.
- b. For events held in two or more municipalities or events whose procession will lead through multiple municipal jurisdictions, it is the responsibility of the sponsoring organization or authorized agent to ensure compliance with all applicable municipal regulations. Ferguson Township staff can only authorize events held solely on Township roads, sidewalks, and bikeways, and a permit to host such an event in Ferguson Township does not guarantee approval in a neighboring jurisdiction. While the denial of a Special Events Permit by another agency will not affect the status of the application in Ferguson

Township, it may be necessary to revise the procession or planned event accordingly. For this reason, it shall be the responsibility of the sponsoring organization or authorized agent to inform the Ferguson Township Police Department of the involvement of other municipalities in the event planning process. The sponsoring organization may also be required, when necessary, to assist in facilitating meetings between all involved municipalities and entities.

- c. Any event that will be held jointly within Centre Region Parks and Township roads, sidewalks, and bikeways will follow the appropriate LGE Policy of CRPRA (attached) as well as this procedure.
 - i. It is recommended that, for such events, the required permitting is secured from CRPRA prior to securing authorization from the Township. However, under certain time or resource constraints, permitting can take place concurrently.
 - ii. Regardless of whether or not the event will require the use of Township roads, sidewalks, and bikeways, the applicant will notify the Ferguson Township Police Department of its intent to host such an event at least three (3) weeks prior to the event date.
- d. For all events *excluding* those that will be held solely within Centre Region Parks, the following procedure is applicable:
 - i. Persons or organizations who believe they meet the criteria for a permit established within this policy should submit a Special Events Permit Application to the Township within ten (10) to twelve (12) weeks of the date of the event to allow a thorough examination of their request and to allow adequate time for any potential appeal of the Township's decision.
 - ii. The permit application will be forwarded to the Ferguson Township Police Department where it will be reviewed to:
 1. Determine if the permit criteria are satisfied.
 2. Determine the impact on Township staffing and resources, as well as approximate cost to the sponsor.
 - a. Regardless of whether Township roads, sidewalks, or bikeways will be utilized, the Police Department will, at this step, identify what municipal resources will be required in excess of normal operations, as well as provide an estimate of the costs of such resources to the applicant.
 3. The Police Department will contact the applicant and report the results of its findings.

- a. Requests for a permit will be processed by the Police Department within thirty (30) days of receipt by the Township.
 - b. If the application is accepted, with or without conditions, the application for the event along with the Police Department's review and recommendation will be placed on the next available Board of Supervisor's meeting agenda for consideration.
4. After the application has been considered by the Board of Supervisors, the applicant will be contacted by the Police Department and notified of the Board's decision.
 - a. If the application is rejected during this or at any other point of the application process, the applicant may appeal the decision to the Board of Supervisors by following the procedures described in Section XI of this policy.
 - b. If the application is approved, the Police Department will assist the sponsor in preparing for the event.

V. SPECIAL EVENT OPERATIONS

- a. Ferguson Township is unable to financially assist in the operation of special events. The Township may assign staff for maintenance and public safety before, during, or after the event based on the potential number of visitors the event may generate. The applicant is responsible for any expenses incurred in excess of normal Township operations and maintenance. Event sponsors will be required to place an amount in escrow with the Township prior to hosting an event. Additionally, the applicants will be invoiced for any costs incurred in conjunction with the event in excess of the amount escrowed. The escrow amount shall be included in the Township Fee Schedule, as may be amended annually.
- b. Associated Costs:
 - i. For Special Events Applications, a non-refundable permitting fee shall apply, regardless of whether the event is approved or rejected. The permitting fee shall be waived for sponsoring organizations with 501(c)(3) tax exempt status.
- c. The Police Department and Department of Public Works shall, at the time of application, determine the approximate personnel costs associated with hosting a special event. Should the actual personnel costs exceed this estimate, such as when an event lasts longer than originally anticipated, the sponsor shall be invoiced for the additional cost, or have the additional cost

withheld from escrow. Personnel costs shall apply to all sponsoring organizations. Personnel costs shall be subject to a three (3) hour minimum.

VI. INSURANCE

- a. During the applicant's initial discussion with the Township regarding the proposed event, it will be determined whether or not a Certificate of Insurance (COI) will be required to be secured prior to the event's authorization. This determination will involve initial assessment of risk and practical considerations, such as whether or not it is feasible to request that an organization maintain the required level of liability insurance.
- b. When required, the following elements will be incorporated within the COI:
 - i. Required insurance should be written on a per occurrence basis
 - ii. The COI will list Ferguson Township as an 'Additional Insured' on a primary basis with regard to any other insurance available to the Township.
 - iii. Notice of Cancellation. All applicants shall provide a minimum of thirty (30) days advanced written notice of cancellation, nonrenewal, or reduction of limits of policies required under a COI.
 - iv. The COI shall contain the following information:
 1. Name and address of the producer/agent for the policy
 2. Phone and fax number for the producer/agent for the policy
 3. Name of the insurance company and the insurance policy number(s)
 4. Policy period
 5. Name and address of the insured
 6. Policy limits
 7. Signature of the producer/agent who authorized the COI issuance with the date of issuance
 - v. Types of Coverage and Minimum Amounts:
 1. Commercial General Liability insurance:

a. General Aggregate	\$2,000,000
b. Each Occurrence	\$1,000,000
c. Personal and Advertising Injury	\$1,000,000
 2. Automobile Liability Insurance:

a. Each Accident	\$1,000,000
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- c. The insurer shall be rated "A-" or better by A.M. Best Company.

- d. The COI shall be maintained by the Township in a single central location and should be kept on file for a minimum of five (5) years after the completion of each project/activity.
- e. Failure to provide and maintain sufficient evidence of insurance can result in immediate denial of a Special Events permit.
- f. Township insurance requirements do not replace insurance requirements of CRPRA, as enumerated within the attached Special Events Policy for Large Group Events (LGE), where applicable. Events held solely within municipal parks, and are as such governed by the regulations of the LGE Policy of CRPRA, shall be only required to comply with CRPRA insurance regulations.

VII. PARKING AND VEHICLE ACCESS

- a. Parking along Township roads and parks can be limited. Parking is permitted only in designated locations. During the application process, Ferguson Township staff shall advise the applicant of areas where parking is not permitted for the event.. For processions, the organizers of the event should provide event staff to assist in directing the event procession. However, event staff shall be prohibited from directing traffic on Township roadways. Direction of traffic shall be the responsibility of the Police Officers or, in certain cases as directed by the Township Police Department, Fire Police assigned to the event.
 - i. Consideration should be given to make directional and information signs for the event.
 - ii. Vehicles parked illegally will be ticketed and subject to towing at the owner's expense.
 - iii. Vehicular access to any areas other than paved roadways must be approved by the Township and/or CRPRA in advance, including by any event contractors, caterers, other event leaders, etc.

VIII. COMMERCIAL ACTIVITIES

- a. Any commercial activities involving the serving of food, goods or services to the public are prohibited at Special Events except where specifically authorized by the Township Board of Supervisors or, where applicable, the Director of CRPRA.
- b. Event sponsors requesting to engage in commercial activities will be required to notify the Township of such intent at the time of application and provide information on sales tax identification and a health inspection permit, if applicable.

- i. The request will be included in the Board of Supervisor's meeting agenda along with the request to host the event, and will be considered separately from the decision to approve or deny the event in its entirety.

IX. FEES TO PARTICIPANTS

- a. Special Event sponsors are prohibited from charging entrance fees or parking fees, except where authorized to do so by the Township and, where applicable, CRPRA staff. Donations may be requested from event participants. Donations may also be requested for food, special services or products offered at the event.

X. APPEALS

- a. Upon receiving a denial to host a Special Event during any stage of the application process, the event sponsor may choose to appeal the decision to the Board of Supervisors.
- b. Any applicant that wishes to appeal the denial of a permit must notify the Township Manager within (7) days of the denial.
- c. The Board of Supervisors will hear the appeal at their next scheduled Regular Meeting, during which the appellant shall state their reason for appealing the denial. Ferguson Township staff shall also be permitted to explain the justification for the denial of a Special Events Permit.
- d. All decisions regarding the issuance or denial of a Special Events Permit made by the Board of Supervisors shall be final.
- e. On successful appeal, the application shall be deemed to have advanced to the next phase of the application process. A successful appeal does not guarantee the Special Events Permit will be granted. The issuance of a Special Events Permit is contingent upon the application's adherence the remaining requirements of the application process.

XI. MISCELLANEOUS ITEMS

- a. Nothing in this policy shall exempt a sponsoring organization from complying with all applicable municipal ordinances, state and federal law, and any other applicable policies or regulations of Ferguson Township, CRPRA, or the Pennsylvania Department of Transportation.

- b. Any placement of temporary structures on special event locations related to the event must be approved by Township staff and/or, where applicable, CRPRA staff.
- c. Should the event involve any food services, Health Department regulations apply. A pre-event health inspection may be required. The Township should be notified at least three (3) weeks prior to the event that food services will be provided at the event.
- d. The Special Event sponsor should provide adequate first aid care during the event.
- e. Alcoholic beverages are strictly prohibited at Special Events.
- f. The Police Department shall determine at the time of an application whether an ambulance and/or water station will be required at the event. Sponsoring organizations shall be responsible for all costs associated with providing these services.

ATTACHMENT: POLICIES AND PROCEDURES FOR LARGE GROUP EVENTS IN CENTRE REGION MUNICIPAL PARKS

****NOTE** THIS POLICY IS ACCURATE AS OF DECEMBER 9, 2010 AND IS SUBJECT TO CHANGE**

I. PURPOSE

The purpose of this policy is to specify and clarify procedures regarding the use of municipal parks for special events or large group events. **A Large Group Event (LGE) can be defined as any event that exceeds 100 people, or an open event to which the general public is invited where the number of visitors may exceed this number.** This policy applies to:

- all municipal park areas, including Friedman Parklet, Tudek Dog Park and leased parklands,
- the community swimming pools,
- Millbrook Marsh Nature Center, and
- Orchard Park Amphitheater,

Due to the popularity of the areas with residents (for family and group picnics, tennis, basketball, softball, baseball, soccer, volleyball, aquatics, etc.) and for Large Group Events, this process is based upon the ordained responsibility by the five participating municipalities to regulate organized group uses of municipal park areas.

Since each event is somewhat unique, the Director of Parks & Recreation will determine if the planned event shall be covered by this policy. Each organization sponsoring an LGE must be sponsored by a group based in a participating municipality of Centre Region Parks & Recreation, unless expressly waived by the Director or the CRPRA Board. While five of the municipal picnic pavilions are able to accommodate more than 100 people, the limiting factors for all parks involve parking and the availability of other park facilities, especially if more than one pavilion is in use at a park.

EXAMPLES: The following types of large group events are subject to the provisions of this policy:

- Community events sponsored by Centre Region-based civic or social organizations
- Fund-raising events to benefit a Centre Region-based nonprofit group or agency
- Centre Region-based company picnic involving more than 100 visitors
- Special athletic or sporting events by a Centre Region-based group

- Concerts or public performance events at any park
- Special events at Tudek Dog Park
- Other events as determined by the Director or the Parks and Recreation Board

The base Permit Fee for issuing an LGE Permit has been set at \$50 per day per park, year-round (including events at Friedman Parklet, where this permit shall also function as a reservation). Events at either of the two community pools are exempt from the permit fee. The LGE Permit Fee is in addition to:

- Any Pavilion Reservation Fees that may be required
- The Electrical Service Fee of \$5 per day at applicable sites. (The Director is authorized to increase this fee if high-demand electrical devices are used at an event.)
- Reimbursements for event-related costs incurred by CRPRA (for planning, set-up, operations, or clean-up)

As with pavilion reservations, the LGE Permit Fee for State College Area School District-sponsored groups will be waived for Monday through Friday (daytime and evening) uses during the school year (from 14-days prior to the opening of school through the last day of school for students). Uses at other times will be subject to the \$50 LGE Permit Fee plus the standard pavilion reservation fee, where applicable.

II. SCHEDULING

Park facilities (including picnic pavilions) are available to be reserved by groups starting January 2 for that year. An LGE must be scheduled around previously-made facility reservations. For that reason, early reservations are important. LGE organizers must pay the appropriate pavilion reservation fees in advance, according to standard procedures. Since Large Group Events may restrict typical park uses, the Director may:

- Deny or revoke permits to any event which is not compatible with the park facility or other scheduled events
- Restrict the total number of Large Group Events which may be held per year at each park
- Deny or revoke permits to any event with the potential of overloading park visitor capacity with respect to public safety or facility damage
- Move activity locations or cancel specific activities if inclement weather has created hazardous conditions or the potential for excessive facility damage

All cases of permit denial or revocation may be appealed to the Centre Regions Parks & Recreation Board at their next regularly-scheduled monthly meeting.

III. EVENT PLANNING

LGE leaders shall meet with the Director or his designee at least 45 days prior to the event to review preliminary event plans, determine activity locations in the park, and confirm all operational details. A second meeting 7-10 days prior to the event may also be scheduled. Provisions for rain should be made by the sponsoring group with regard to all event operations (parking areas, activities, food service, etc.). CRPRA must approve event details in advance. Any tent over 200 sq. ft. also requires a permit from the Centre Region Code Agency.

IV. PARK OPERATIONS

Centre Region Parks and Recreation Authority is not able to financially assist special or fund-raising events. The agency may assign staff for park maintenance before, during, and after the event (for trash collection, restroom maintenance, special setups/take downs, facility maintenance), based on the potential number of visitors the event may generate. The agency will invoice the LGE sponsors for all expenses incurred that were in excess of the normal level of park operations (such as manpower & utilities), based on the potential number of visitors the event may generate. Only agency employees are permitted to operate agency vehicles and equipment. The LGE sponsors may also be required to provide volunteers to direct event parking and pedestrian access, and to assist with trash collection duties. Therefore, the organizing group can expect to pay for these functions:

- LGE Permit Fee
- Pavilion Reservation Fee(s)
- Extra agency staff: expense depends on event details; an estimate can be provided in advance
- Repairs to park facilities, as required and if resulting from the group's use
- Portable toilet rental (supplemental) from a private supplier, pending event details
- Insurance premiums for coverage of the park and, if needed, for any private parking areas near the park (see below)

V. INSURANCE

LGE organizers shall provide to CRPRA, in advance of the event, a Certificate of Insurance which:

- Evidences coverage in both commercial general liability insurance and automobile liability insurance for a minimum coverage amount of \$500,000 per occurrence, combined single limit, and
- Lists Centre Region Parks & Recreation and the owning municipality as additional insureds on the general liability policy

The minimum coverage amount that is required by CRPRA may be increased pending the event. Food service operations may require additional insurance coverage, (as well as meeting the requirements of the municipal health department). In addition,

other groups or businesses which use park facilities during LGE times (pony rides, food concessionaires, etc.) must also present in advance a similar Certificate of Insurance for their operations. Please contact CRPRA regarding specific insurance requirements for the planned event.

VI. PARKING AND VEHICLE ACCESS

Parking at all parks can be at a premium. Parking is permitted only in designated spaces. No parking on the grass or in driveways is permitted during an LGE, except with the express written permission of CRPRA. The organizers should also make arrangements to furnish Parking Guides (volunteer or paid) to safely direct vehicles to the proper spaces, as well as providing safe pedestrian crossings of nearby roadways.

- Considerations should be given to making directional and information signs for your event
- Vehicles parked illegally on park property or public roadways will be ticketed by Police and are subject to towing at the owner's expense
- It is especially important that no emergency access areas be blocked during the event
- Vehicular access to any areas off the paved roadways must be approved by CRPRA in advance, including by event contractors, caterers, event leaders, etc.

VII. COMMERCIAL ACTIVITIES

A "commercial activity" involves selling goods or services to the public. Commercial activities are prohibited in all parks, except as specifically permitted by the Director of Parks & Recreation or the elected officials of the municipality that owns the park. In the case of the two public swimming pools, the Centre Region Parks & Recreation Board must approve all requests for commercial activities. Organizers must allow 60 days prior to the event to obtain the necessary approvals.

VIII. FEES TO PARTICIPANTS

No private group may charge an entrance fee to visitors for admittance to public park property. Similarly, no parking fee may be charged. However, donations may be requested from event participants, and donations may be requested for special services, products or events offered by the organizer (i.e., food, family or individual games).

IX. MISCELLANEOUS ITEMS

- The placement of all temporary structures and activity locations related to the event must be approved by CRPRA staff.
- The sponsor shall advise the municipal Police Department (for the park site) of all event details at least three (3) weeks prior to the event.

- If the event involves any food services, municipal Health Department requirements may apply, and a pre-event Health Dept. inspection may be required. The sponsors should call the municipal Health Department for information at least three (3) weeks prior to the event.
- The sponsor should make provisions for adequate first aid care at the park during the event.
- All provisions of the municipal park ordinances apply to Large Group Events.
- Alcoholic beverages are strictly prohibited in all municipal parks.
- Pets are prohibited in all Borough parks (except they are permitted on-leash at Lederer Park & Walnut Springs Park) and must be kept on a leash in all Township parks (except inside the Tudek Dog Park).