




Leisure Services Department Administrative Policies and Procedures

Subject: Special Events Permitting	Dept./Division: Department Section: Operations Number: LSD-O-005
Approved:  <hr/> Pam Reidy, Director	Issue Date: 8/19/15 Date of Last Review: 8/19/15 Rescinds: N/A

RELATED POLICIES/REFERENCES FOR MORE INFORMATION: None

PURPOSE:

To establish Department policy and procedures to make park property and its facilities available to the public for the purpose of holding special events. The policy’s intent is to assist with facilitating events organized by outside entities to ensure success, provide participant safety and avoid negative impacts on Department property and resources.

Definitions:

Special Event is defined as any organized activity that is open to the public having as its purpose entertainment, recreation and/or education, such as festivals, races, tournaments, concerts, etc., that is initiated by an entity other than the Department. Activities that are not open to the public are considered facility rentals and do not require a special event application and are not included in this policy.

Co-Sponsored Events are events in which an outside organization partners with the Department to hold an event in one of the Department’s facilities. These types of events may be granted fee considerations. An event may only have consideration for co-sponsorship if it meets at least one of the following criteria:

1. The non-profit organization is formally affiliated with the Department whose event’s purpose is to raise funds that support the Department.
2. The event is organized by the Clarke County School District and falls within the parameters of the shared use agreement.
3. The event is organized by another ACC Department, for government purposes. Events that are designed as fundraisers are subject to fees.
4. The event is initiated by Department staff and provides a service or expertise to the public that Department staff could not otherwise provide. This type of event must have prior approval of the Department Director or designee.

Public Assembly is any meeting, demonstration, rally or gathering of more than 50 people for a common purpose as a result of prior planning that occupies park area open to the general public and will require a permit. A public assembly of fewer than 50 people is not a special event and does not require a special event permit.

POLICY:

Special Events as defined in Department Special Event Policy may occur during or beyond normal operating hours. An event should not be denied solely based on lack of staff hours. Park Assistant hours used to staff special events will be tracked and “credited” for future use if a facility falls short Park Assistant hours due to the staffing of special events. If the size of the event warrants additional staff, including any from Park Services, then the Program Specialist for Special Events (hereafter referred to as Events Specialist) will assist in securing that staff. (See Attachment #1 – Staffing for Special Events Procedures.)

Administration:

The Department shall appoint a coordinator who shall be responsible for receiving all applications, coordinating the use of parks and the facilities associated with the event and facilitating the permitting process. Special events planned and delivered outside the normal purview of the park or facility’s services are managed and approved by this coordinator with input and assistance from the facility staff.

Event organizers initiate the permitting process by completing and returning an application to the Events Specialist at least 60 days in advance of the event’s date. Applications received less than 60 days may be reviewed but may be less likely to gain approval due to time needed to properly process them. Events cannot be booked more than one year in advance of the event’s date.

The application goes through a reviewing process. If approved, the organizer is given a timeline of when any additional information is required, the fees associated with the event, and the terms of the agreement. Upon meeting all requests, the organizer is granted final authorization for the event.

Fees:

An application fee will be charged to cover the cost of processing. Depending on the size and scope of the event, other fees may include, but are not limited to, security deposits, amenity/building rentals, direct costs to the Department, and user fees.

Insurance Requirements:

A Certificate of Insurance is required for special events. The Certificate of Insurance shall:

- Provide \$1,000,000 coverage per occurrence with an aggregate of \$2,000,000. (Aggregate must apply per location and not nationally in the event of a national, multi-location festival or event.) Insurance requirements may be increased due to the size and type of the event as deemed necessary by the Athens-Clarke County Unified Government.
- Clearly identify that the event, not the organization, is covered.
- Name Athens-Clarke County Unified Government as an additional insured.
- Include a statement that Athens-Clarke County Unified Government will be provided 30 days’ notice of cancellation.
- Include the name, date and location of event.

The insurance company should be approved by and in good standing with the State Insurance Commissioner’s Office.

All events are subject to review by the Department and/or Athens-Clarke County Safety & Risk Management Division, as are insurance certificates, submitted by organizers which are not delivered in a standard format.

Considerations:

The Department will work toward approving requests, but reserves the right to decline applications if the requested event:

- Presents a danger to the public or park patrons
- Conflicts or competes with Department programs or events
- Impairs the atmosphere of the park or is contrary to the purposes for which the park was established.
- Interferes with the other activities of the park
- Harms the operations or the physical condition of the park

PROCEDURE:

1. Organizations wishing to hold events in one of Leisure Services parks/facilities must complete a Special Event Application (See Attachment #2) and return it to the Events Specialist. Applications are processed in the order in which they are received. Dates and amenities are not held until an application has been received.
2. Events Specialist reviews the application and contacts applicant for any additional information, if needed.
3. Events Specialist sends application to site supervisor (and Parks Services Administrator, if applicable,) for review.
4. Site supervisor contacts Events Specialist in writing to recommend approval of event or give reason to decline the event.
5. Events Specialist informs applicant of the Department's decision. The Department's goal is to have a response to the applicant within two weeks of receipt of the application.
6. If the event is approved, the Events Specialist provides a written outline of requirements to be fulfilled by the applicant before the event can be held. Information typically includes list of fees, insurance requirements, site visit requirement, and any issues that need to be addressed.
7. To confirm event, the applicant pays rental or user fee within 30 days of notification of approval. If the event is less than 60 days away, staff may require payment to be made immediately.
8. Events Specialist is responsible for processing all fees and entering information into rental management system. The Events Specialist will create one itemized invoice for the event, regardless from where those fees are generated.
9. Events Specialist schedules a site visit with the applicant and site supervisor to discuss logistics, additional requirements, and any other fees that may apply. Depending on the scope of the event, this meeting takes place 2-8 weeks prior to the event. Also dependent on the scope of the event, other staff may be asked to participate.
10. Following the site visit, the Events Specialist, or designee, follows up on any outstanding issues before providing final authorization for the event.

11. Site supervisor is responsible staffing the event as needed. Events Specialist is responsible for invoicing and collecting remaining payments.
12. If additional staffing is required, site supervisor will schedule Park Assistants from his/her facility or from within the Department using the Park Assistant Tracking Form. (See Attachment #3)
13. After the event, the Events Specialist follows up with site supervisor and/or applicant to get an assessment of event. The Events Specialist closes out all event transactions in rental management system.

ATTACHMENTS:

Attachment #1: Staffing for Special Event Procedures

Attachment #2: Special Event Application

Attachment #3: Park Assistant Tracking Form

Staffing for Special Events Procedures

Some special events may require additional staff support. When that occurs, Park Assistants (PA) will be the primary source for filling those staffing needs. Duties may include providing early access or late closing of a park or facility, and/or assistance during the event. The Department budgets a limited number of PA hours for use when additional staffing is required *and* PAs are working outside the hours budgeted for their positions. The following procedures should be followed when using PAs for special events.

Procedures:

1. When an event requires additional staffing, the site supervisor attempts to staff event with his/her facility PA.
2. If a facility does not have PAs associated with it, or a facility has none available to assist with the special event, the site supervisor contacts the Events Specialist for assistance.
3. Events Specialist seeks needed PA(s) from the Department PA List.
4. Once PAs are secured, the site supervisor provides any training needed in order to fulfill the staffing *needs* of the event (e.g. provides key, codes, location of supplies, etc.). In most cases, duties involve assisting in early openings or late closings.
5. Site supervisor tracks PAs hours (outside normal work schedule) for all events.
6. The PA's regular supervisor is responsible for tracking the PA hours (outside normal work schedule) and ensuring that hours are recorded on PA's regular time sheet. (See Attachment 1-B: Park Assistant Hours Tracking Form.)
7. If a site supervisor has a deficit of PA hours toward the end of the fiscal year *due to staffing special events*, he/she may request reimbursement from the Department. The site supervisor submits a written request that documents dates, events, and hours to Department Director for the number of PA hours used on special events.
8. Upon request, the Events Specialist will confirm that facility's number of PA hours used through independent tracking records kept for all Department special events.
9. Upon approval, funds will be transferred to the appropriate account from Department Administration.

7/9/2015

**Athens-Clarke County Services Department
Special Event Application**

Attachment #2

Please complete the following application and mail/deliver, along with a non-refundable **\$25 application fee** (checks payable to Athens-Clarke County) to **Athens Clarke County Leisure Services, P.O. Box 1868, Athens, GA 30603**. If you have questions, please call (706) 552-0529 or email Leslie.Trier@athensclarkecounty.com.

This document is only an application. Completing it does not imply acceptance of event or reservation of date or amenity. No publicity of event should occur until organizer receives written approval from the Department. The Department will provide applicant with a response within two weeks of receipt of completed application.

APPLICANT INFORMATION:

_____ For Profit Not for Profit
Name of Organization

_____ Mailing Address _____ City _____ State _____ Zip

_____ Contact _____ Contact's Email

_____ Day Time Phone _____ Phone Day of Event

Is this the first time organizing an event in an Athens-Clarke County Park/Facility: Yes No

EVENT INFORMATION:

_____ Name of Event (Classic City 5K, Tree Fair, etc.)

Requested Event Date: Please allow 2 months lead time and an alternate date:

(1st Choice) _____ (2nd Choice) _____
Day of Week Date Day of Week Date

Event Set Up Time: _____

Event Start Time: _____

Event End Time, (including breakdown): _____

Requested Park or Facility: Check all that apply.

- | | | |
|---|---|---|
| <input type="checkbox"/> Athens Tennis Center | <input type="checkbox"/> Holland Sports Complex | <input type="checkbox"/> Rocksprings Community Ctr. |
| <input type="checkbox"/> Ben Burton Park | <input type="checkbox"/> Lay Park | <input type="checkbox"/> Sandy Creek Nature Center |
| <input type="checkbox"/> Bishop Park | <input type="checkbox"/> Lyndon House Arts Center | <input type="checkbox"/> Sandy Creek Park |
| <input type="checkbox"/> Dudley Park | <input type="checkbox"/> Memorial Park | <input type="checkbox"/> Southeast Clarke Park |
| <input type="checkbox"/> East Athens Community Ctr. | <input type="checkbox"/> North Oconee Greenway | <input type="checkbox"/> Trail Creek Park |

Requested area(s) of Park/Facility: For example, picnic shelter, community building, softball field, walking track, gymnasium, bike trail, specific section of Greenway, etc.

If field space is requested, please specify dimensions of playing field needed (Use maps or attachments if necessary):

Event Description – provide a brief description of your event and its purpose.

Event Details: Check all that apply.

Event open to public Amplified sound of any kind Electricity Needed
 Inflatables/Jump Houses Animals part of the event Water Needed
 Ticket/Merchandise Sales Registration Fees Field Lights
 Food/Beverage

Do you plan to request an Alcohol Permit for your event? Yes No

If this is a timed race, has a professional race director been secured: Yes No

Department Equipment – check the equipment Leisure Services Department can provide, if available, to be used for your event. Fees apply.

Showmobile (portable stage) Price Range: \$425-\$550 per day
 Tents (10x10) Qty: (Max 6) Price Range: \$95 per day
 Tents (20x20) Qty: (Max 4) Price Range: \$195 per day
 Tables and Chairs* Qty: (Max 75) Price Range: \$5.00/Table, \$2.50/Chairs
 Barricades Qty: (Min of 25 required) Price Range: \$90-\$175

*Tables and chairs only available with Showmobile rental.

Other Equipment – check the equipment below that will be provided by the organizer.

Port-o-lets Grills Tables/Chairs Fencing Tents
 Portable Lights Generator Stage Sound System

Please provide estimates for the following:

Participants: _____

Parking Spaces Needed: _____

Spectators: _____

Volunteers Needed: _____

Athens-Clarke County Leisure Services Department

Special Event Agreement

1. Acknowledge that all information provided in application is correct. Changes cannot be made without written permission from Athens-Clarke County Leisure Services Department staff.
2. Permission for use is only for the date, time, and for the purpose stated on the application.
3. Acknowledge and accept the terms outlined in the Athens-Clarke County Leisure Services Department Special Events policy. (See attached.)
4. Upon approval of the event, follow the written terms and conditions provided by the Department.
5. Provide a Certificate of Insurance for the event.
6. If required by Athens-Clarke County Leisure Services Department, provide security for the event.
7. Be on site at the beginning of set up throughout the duration of the event.
8. To insure that Athens-Clarke County Leisure Services Department Park rules and applicable Athens-Clarke County Ordinances are followed by event's participants, volunteers and spectators. Please note that alcohol and smoking are prohibited in Athens-Clarke County parks and facilities.
9. Require all vendors to hold the appropriate licenses, permits and insurance.
10. Allow Athens-Clarke County Leisure Services Department to set up informational tables promoting Department programs and events.
11. Unless noted in agreement, permit is for non-exclusive use of the facility.
12. Remove any private equipment, signs, etc. by the facility's closing time the day of the event.
13. Leave the facility in the same condition as found, placing trash and recyclable material in provided containers.
14. Agree to indemnify, protect, and hold harmless Athens-Clarke County, its officers, officials, employees, agents and servants from any and all claims, demands, actions, suits, damages, loss and expenses of whatever kind or nature to any person or to any property arising out of or in connection with the Agreement herein for the utilization of the said facility and to pay for any costs associated with the above resulting from the use of the facility by the organizer and event attendees.

15. Accept that Athens-Clarke County Leisure Services Department has the right to cancel the event if safety of participants or condition of property is at risk.
16. Understand that failure to comply with the Athens-Clarke County ordinances, park rules, terms of this agreement and written conditions can be used as grounds for immediate cancellation of event and/or revocation of facility usage and/or loss of future privileges.

As organizer of the _____ Special Event described in this application, I understand that the above terms are my/our responsibilities and requirements for the event and by submitting this application agree to them.

Printed Name of Authorized Representative

Date

Signature of Authorized Representative

Park Assistant Tracking Form

Preparer: _____

Date: _____

ACTIVITY				Park Assistant Name	# of Hours	Salary Cost	Total Cost w/ Benefits
Date	Name	Location	Type				
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
						\$ -	\$ -
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TOTALS					0.00	\$ -	\$ -