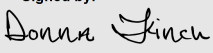
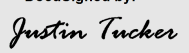




## Administrative Policy

| Title: Special Events Policy                                  |            |               |                                                                                                                                       |                                                                                                                                            |
|---------------------------------------------------------------|------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Administered By: Community Services (Special Events Division) |            |               |                                                                                                                                       |                                                                                                                                            |
| Policy No.                                                    | Issue Date | Revision Date | Department Head Approved                                                                                                              | City Manager Approved                                                                                                                      |
| 06400.002                                                     | 07-01-10   | 07-29-26      | Signed by:<br><br><small>07309350BF72414...</small> | DocuSigned by:<br><br><small>5534336905D94F5...</small> |

### Article I – PURPOSE

#### Section 1.1 General Purpose

The purpose of this policy is to:

- Establish clear, consistent, and equitable guidelines for the rental and use of City-owned facilities and public spaces by individuals, organizations, and businesses for Special Events
- Ensure public safety by requiring appropriate planning, insurance, and compliance with local, state, and federal regulations.
- Clarify responsibilities of event organizers, including financial obligations, liability, and post event cleanup.

This policy assists event organizers in developing successful event plans that comply with local, state, and federal codes, laws, policies, and regulations governing activities related to the production and management of Special Events. The Special Event permit submittal is to be made through the Community Services Department. Various city departments, along with outside agencies, may have regulatory authority over elements of an event application and participate in the review process.

## Article II – DEFINITIONS

### Section 2.1 Definitions

Unless otherwise expressly noted, this policy shall utilize the definitions provided for in CMC Chapter 9.20 (Special Events) and Chapter 12.24 (Parks and Recreation Areas).

- A. Applicant. The term “Applicant” means an individual or organization who submits a request to host a Special Event on City Property. The Applicant is responsible for completing all required application materials, complying with city policies and procedures, and ensuring that the event is conducted in a safe and lawful manner. The Applicant assumes responsibility for any fees, permits, insurance requirements, and liabilities associated with the event.
- B. City. The term “City” means the City of Corona.
- C. City Property. The term “City Property” means as defined in CMC 9.20.010(B)(3). Currently, such section reads as follows:
- “Any publicly owned property in the city, including, but not limited to, public parks (including recreation buildings/facilities, amenities and/or equipment), public streets, public alleyways, public trails, public access ways, public passageways, public rights-of-way, publicly owned landscaped areas or greenbelts, public sidewalks, public libraries, public community centers, public senior centers, public parking lots, and other city owned or controlled public facilities and properties.”
- D. CMC. The term “CMC” means the Corona Municipal Code.
- E. Department. The term “Department” means as defined in CMC 9.20.010(B)(1). Currently, such section reads as follows:
- “The city of corona community services department.”
- F. Director. The term “Director” means as defined in CMC 9.20.010(B)(2). Currently, such section reads as follows:
- “Director of the community services department or their designee.”
- G. Event Attendance. The term “Event Attendance” means an estimate of the total number of people anticipated to attend, participate, and/or provide Vendor services for the Special Event.

- H. Fire Department. The term “Fire Department” means the City of Corona Fire Department.
- I. Police Department. The term “Police Department” means the City of Corona Police Department.
- J. Resident. The term “Resident” means those individuals who reside within the Corona city limits, as well as those organizations which meet the requirements of the following resident organizations in CMC Section 12.24.015: (i) everyone plays youth sports non-profit organizations; (ii) resident non-profit groups; and (iii) resident for-profit groups. Notwithstanding anything to the contrary elsewhere in this policy, the term “Resident” excludes those who reside in unincorporated county areas, even if they share a US Postal Service zip code with the city.
- K. Special Event. The term “Special Event” (sometimes informally referred to as the “Event”) means as defined in CMC 9.20.010(B)(5). Currently, such section reads as follows:
- “Special event** shall mean any meeting, assembly, parade or other event which meets any of the following:
- (a) City Property. Any event which is open to the public and proposed to be conducted in or upon City Property;
- (b) CMC 12.24 Parks Special Event. Any event which is open to the public, proposed to be conducted in or upon the parks of the city, and meets the requirements for a Special Event provided for in Chapter 12.24 of this code;
- (c) Alcoholic Beverages. Any event which involves the sale, consumption, or possession of alcoholic beverages and is proposed to be held on any City Property authorized to be used for such purposes pursuant to § 9.22.020 of this code; or
- (d) Permit Otherwise Required. Is an event which otherwise requires a Special Event permit pursuant to a city resolution or ordinance, including any provision of this code.”
- L. Vendor. The term “Vendor” means those who do any of the following at a Special Event: (i) sell or offer for sale any goods, wares or other merchandise; (ii) contract to provide services to the Applicant; or (iii) persons or organizations who canvas or solicit information related to their business, occupation or organization.

## Article III – GROUP PRIORITY CLASSIFICATIONS

### **Section 3.1 Group Priority Classification - Definitions**

Those group priority classifications defined in CMC Section 12.24.015 (applicant group priority classifications) shall govern this policy.

### **Section 3.2 Group Priority Classification - Applicability**

The following group priority classifications are applicable to this policy:

| APPLICABILITY OF GROUP PRIORITY CLASSIFICATIONS |                                                                |             |
|-------------------------------------------------|----------------------------------------------------------------|-------------|
| GROUP #                                         | TITLE & DESCRIPTION                                            | APPLICABLE? |
| I                                               | Co-Sponsored Groups, City of Corona & Other Governmental Users | Yes         |
| II                                              | Everyone Plays Youth Sports Non-Profit Organizations           | No          |
| III                                             | Resident Non-Profit Groups                                     | Yes         |
| IV                                              | Resident For-Profit Groups / Non-Resident Non-Profit Groups    | Yes         |
| V                                               | Non-Resident Individuals and For-Profit Groups                 | Yes         |

## Article IV – PERMIT REQUIREMENTS

### **Section 4.1 – Event Application**

As provided for in CMC Section 9.24.040(C), Applicants must specify the following information in the application:

- A. Applicant Contact Information. The Applicant shall provide such contact information for the person or organization completing the application as is requested by the Department, including, but not limited to, the name, address, email, and telephone number of the person requesting the permit. If the Special Event is proposed to be conducted by or on behalf of an organization, the Applicant shall also provide the name, address and telephone number of the headquarters of the organization, as well as the name, address, email, and telephone number of the authorized head of such organization.

- B. Special Event Management Contact Information. The Applicant shall provide such contact information for the person who will be responsible for management of the event as is requested by the Department, including, but not limited to, their name, address, email, and telephone number.
- C. Proposed Location. The Applicant shall provide the proposed location for the Special Event.

PLEASE NOTE: If the Applicant proposes to have their Event at a City Park, the following park locations have been designated as approved Event sites, with each location assigned a maximum event size based on its classification (as determined by the Parks and Recreation Master Plan), as well as its capacity, amenities, and surrounding area.

| APPROVED PARKS FOR SPECIAL EVENTS |                     |                        |
|-----------------------------------|---------------------|------------------------|
| Park Name                         | Park Classification | Approved Event Sizes   |
| Butterfield Park                  | Citywide Park       | Major, Moderate, Minor |
| City Park                         | Citywide Park       | Major, Moderate, Minor |
| El Cerrito Park                   | Citywide Park       | Major, Moderate, Minor |
| Santana Park                      | Citywide Park       | Major, Moderate, Minor |
| HCC North Lawn                    | Special Use         | Moderate, Minor        |
| HCC South Lawn                    | Special Use         | Moderate, Minor        |
| Brentwood Park                    | Community Park      | Moderate, Minor        |
| Citrus Park                       | Community Park      | Moderate, Minor        |
| Eagle Glen Park                   | Community Park      | Moderate, Minor        |
| Mountain Gate Park                | Community Park      | Moderate, Minor        |
| Promenade Park                    | Community Park      | Moderate, Minor        |

- C. Purpose of the Special Event. The Applicant shall provide a general statement regarding the purpose of the event.
- D. Proposed Date(s) of the Special Event. The Applicant shall provide the proposed date(s) on which the event would be held. The date(s) listed on the final permit will be those date(s) provided by the Applicant that are available and can be approved by the Department. All dates listed on the permit must correspond with those listed

on the required insurance documents, and must cover the entire duration of the event.

- E. Proposed Hours of the Special Event. The Applicant shall provide the proposed hours during which they would like the event to be held, including, but not limited to, detailed timelines for all activities, including setup, takedown, and cleanup. Permitted Event hours are between 7:00 AM and 10:00 PM (all activities, including takedown and cleanup, must conclude by 10:00 PM). Any request to modify these hours must receive prior approval from the Director. For multi-day events and/or setups involving equipment or supplies left on-site overnight, the Applicant is required to provide overnight security at their own cost. The hours listed on the final permit will be those times provided by the Applicant that are available and can be approved by the Department. All times listed on the permit must correspond with those listed on the required insurance documents, and must cover the entire duration of the Event.
- F. Participation Fee Information. The Applicant shall provide information regarding event admission, registration and/or participant fees, as applicable.
- G. Attendance. The Applicant shall provide an estimate of the Event Attendance. Please note that this number must include those anticipated to attend, participate, and/or provide Vendor services for the Special Event.
- H. Site Plan. The Applicant shall provide a detailed map or site plan to illustrate the Event elements. The site plan must include the location and description of all Event elements, including, but not limited to, the following:
  - 1. The Event footprint (i.e. boundaries).
  - 2. Permanent structures.
  - 3. Waste management plan.
  - 4. Restrooms (permanent and portable).
  - 5. Traffic control & parking plan.
  - 6. Stages and other temporary structures (e.g. platforms and bleachers).
  - 7. Temporary Event signage.
  - 8. Canopies.
  - 9. Vendor area(s).
  - 10. Chairs and tables.

11. Sound systems.
  12. Fencing and barricades.
  12. Other Event-related items.
- I. Vendor List. A complete list of known Vendors is required to be provided with the Application, along with categories of services for which applicant is still seeking vendors. As provided for in Section 4.4 below, the Applicant will eventually be required (not later than seven (7) calendar days before the Event) to submit business information for all participating Vendors.
- J. Parades. If the Special Event is a parade, Applicants also must specify the following information in the application:
1. The proposed parade route.
  2. The approximate number of persons, as well as the approximate number and kind of vehicles and animals, proposed to participate in the parade.
  3. The location of the assembly area of the parade.
  4. The location of the dispersal area of the parade. If the dispersal area is located in another city, such city shall be identified. If a permit has been issued by such city, Applicant shall provide a copy of such permit. If a permit has not been issued by such other city, in the event such permit may not be issued, Applicant shall specify an alternate route and alternate dispersal area in the City.
  5. The plans for the assembly and dispersal of the parade, including the times thereof.
  6. A statement as to whether the parade will occupy all or only a portion of the City Property proposed for the Special Event, including any street(s) proposed to be used for the parade route, assembly area, and dispersal area.
- K. Other Information. Such other information relating to the Special Event as the Department may require in the Application.

## **Section 4.2 – Status Verification**

As provided for in CMC Section 12.24.015, Applicants must provide the following verifications as part of the application process:

- A. Residency Verification. All Resident Applicants or Resident organizations (e.g. non-profits) must provide valid documentation verifying residency within the City. Acceptable forms of proof include a current driver's license or a recent utility bill showing a Corona address. Additionally, the official mailing address of the Applicant or organization must be located within the City.
- B. Proof of Non-Profit Status. Non-profit Applicants must provide proof of 501(c)(3) status from the IRS and current a non-profit determination from the California Franchise Tax Board, confirming good standing with both agencies. The organization must have its official business address within the City and must have been established for at least one year, with the date of establishment listed in its official bylaws.

### **Section 4.3 – Insurance Requirements**

As provided for in CMC Section 9.20.060, Applicant and all Vendors, as applicable, must provide the following insurance as part of the application process:

- A. Minimum Insurance Requirements. Although complete insurance requirements for a Special Event will be determined based on the City's risk assessment of the Event and all activities listed on the application, the minimum insurance requirements include the following:
  - 1. Commercial General Liability (\$1M/\$2M). Commercial General Liability ("CGL") insurance covering property damage, bodily injury and personal & advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to the Special Event or the general aggregate limit shall be twice the required occurrence limit.
  - 2. Automobile Liability. Either business or personal automobile liability insurance, depending upon the Special Event risk assessment and applicant status (business or individual), covering bodily injury and property damage, with limits appropriate for the Special Event risk assessment.
  - 3. Liquor Liability. If Applicant will be supplying alcoholic beverages, the CGL insurance policy shall include host liquor liability coverage. If Applicant is using a Vendor to supply alcohol, that vendor must have liquor liability coverage. If Applicant intends to sell alcohol, either the Applicant or Vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.
- B. Potential Insurance Requirement. Depending on the City's risk assessment of the Event and all activities listed on the application, the minimum insurance requirements may also include the following:

1. Automobile Liability. Either business or personal automobile liability insurance, depending upon the Special Event risk assessment and applicant status (business or individual), covering bodily injury and property damage, with limits appropriate for the Special Event risk assessment.
- C. CGL Endorsements. The CGL policy shall include the following endorsements:
1. Additional Insured. The City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to liability arising out of the Special Event.
  2. Primary Insurance. The insurance coverage shall be primary insurance coverage as respects the City, its directors, officials, officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the insurance and shall not be called upon to contribute with it in any way.
- D. Acceptability of Insurers. Unless under the circumstances a different rating is approved by the City, insurance is to be placed with insurers which meet either of the following criteria : (i) an insurer with a current A.M. Best's rating no less than A-:VII and licensed as an admitted insurance carrier in California; or (ii) an insurer with a current A.M. Best's rating no less than A-:X and authorized to issue the required policies in California.
- E. Insurance Cancellation. Should any insurance policy be canceled or non-renewed before the Special Event has concluded, either the insurer or insured (Applicant or Vendor) shall notify the City in writing. Acceptable replacement insurance shall be provided or the Special Event will be cancelled, as determined by the Director.
- F. Verification of Coverage; Deadline. Applicant and all Vendors shall furnish City with original certificates of insurance, as well as amendatory endorsements or copies of the applicable policy language effecting the required coverage. Unless a shorter or longer deadline is approved by the Director, all documents must be received and approved by the City no less than seven (7) calendar days before the Special Event. Notwithstanding the foregoing, any failure to obtain the required documents prior to the stated deadline shall not waive the obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- G. Special Risk or Circumstances. The City reserves the right to modify the insurance requirements, including limits, based on any of the following: (i) the nature of the risk of the Special Event; (ii) the prior experience of the insured; (iii) the rating or other quality or characteristic of the insurer; (iv) any special or unique coverage issues; and (v) any other special or unique circumstances.

- H. Vendor Insurance Obligation Agreement. In addition to providing their required insurance, all Vendors are required to execute the City's Vendor Insurance Obligation Agreement. The City must have a document by which the Vendors acknowledge their obligation to provide insurance and, particularly, their obligation to provide the CGL Endorsements noted herein.

#### **Section 4.4 – Vendors**

##### **A. Required Documentation.**

Applicant and all Vendors are required to comply with all applicable federal, state and local (county and City) laws, rules and regulations required for the conduct of their activities during the Special Event, including, but not limited to, this policy, CMC Chapter 9.20 (Special Events), and (if applicable) CMC Chapter 12.24 (Parks and Recreation Areas). Accordingly, Applicant shall gather and provide to the City, prior to the issuance of the Special Event permit, all of the following documents for its Vendors:

1. Vendor Business License. The City requires all individuals and organizations conducting business within City limits to obtain a valid business license. Accordingly, proof of a valid business license shall be provided for all Vendors (including the Applicant, if applicable) who will be providing applicable services during the Special Event. Business licenses can be obtained by contacting [corona@hdlgov.com](mailto:corona@hdlgov.com) or calling (951) 736-2275.
2. Vendor List - Business Information. The following information shall be provided for all participating Vendors: (i) business name; (ii) business address; (iii) representative name; (iv) representative email; (v) representative telephone number; (vi) a description of services to be provided. This information will be used to verify compliance with City requirements.
3. Food and Beverage Distribution. Any Vendor (including the Applicant, if applicable) providing or selling food must have all required health permits or food handler certifications, as required by the County of Riverside.
4. Alcohol Sales or Service. Any Vendor (including the Applicant, if applicable) providing or selling alcohol must have all required authorizations from the State of California Department of Alcohol Beverage Control (ABC) and the Police Department.
5. Amplified Sound. Any Vendor (including the Applicant, if applicable) wishing to use a loudspeaker or amplifying device must have any necessary permit from the Police Department pursuant to CMC Chapter 9.24.

#### **Section 4.5 – Permit Conditions**

Applicant and all Vendors are required to comply with all applicable federal, state and local (county and City) laws, rules and regulations required for the conduct of their activities during the Special Event, this policy, CMC Chapter 9.20 (Special Events), and (if applicable) CMC Chapter 12.24 (Parks and Recreation Areas). To this end, Applicant and all vendors must adhere to the following permit conditions:

- A. Alcohol Sales or Service – Authorized Locations. Alcohol is permitted only in those City Properties indicated in CMC Section 9.22.020 and Administrative Policy No. 06100.001 (Permitted Alcohol Use in City Facilities).
- B. Alcohol Sales or Service – Police Conditions. The Police Department is required to sign-off on the permit issued by the State of California Department of Alcohol Beverage Control (ABC). In doing so, the Police Department may place any conditions they believe are necessary for public health, safety and welfare reasons, including, but not limited to, required security services (as discussed below).
- C. Waste Management Plan. Applicants are responsible for providing and managing trash and recycling containers. All container specifications, including size, type, location, and pickup/delivery times must be detailed in the Event site plan and are subject to review and approval by the City's Utilities Department. Applicants are required to contract with Waste Management for Special Event waste disposal. A variety of container types, including cardboard boxes and specialized bins, are available through Waste Management. Applicants must ensure the Event site remains clean during and immediately after the Event. This includes the removal of all litter and debris, as well as the power washing of any grease or food waste if necessary. The Event site will be inspected post-event. If additional cleaning or janitorial services are required due to non-compliance, the Applicant will be financially responsible for all related costs. Failure to pay these costs may result in collection efforts and could impact future permit approvals.
- D. Restrooms. The Applicant is responsible for ensuring adequate restroom access throughout the Special Event to adequately serve the Event Attendance. Minimum restroom availability shall be at the rate of one restroom for every 400 persons. If existing public restrooms are insufficient or unavailable, Applicant must provide portable restrooms at their own cost. All restroom facilities must be maintained in a clean and sanitary condition and comply with ADA accessibility requirements. The City reserves the right to determine the appropriate number and placement of restroom units based on event size and location.
- E. Public Safety. All Special Event permits require a public safety review by internal City departments and any applicable outside partnering agencies.

1. Police Services. The Police Department will determine the type of police services needed and the number of personnel required during the Special Event, including during setup, takedown, and cleanup if necessary.

The Police Department's initial determination (to be included in the permit) will be based on a variety of factors, including, but not limited to, the following: (i) the type of Special Event; (ii) the Event Attendance; (iii) the traffic control needs for the Event; (iv) the need for specialized police teams; (v) venue layout; (vi) public ingress and egress complexity; (vii) the Special Event's historical operational and other needs; and (viii) counter events. Please note that, unless special circumstances exist as determined by the Police Department, a minimum of two (2) law enforcement officers, plus one sergeant, will be required when Event Attendance is expected to meet or exceed 2,000 persons.

The Police Chief, or their designee, must be satisfied at all times that the requisite number of peace officers are assigned to the Special Event, regardless of the number required in the Permit. Accordingly, the Police Chief, or their designee, may order additional peace officers to be assigned to the Event at any time, based upon Event activities or other factors. Such factors can include newly obtained intelligence and/or a change in any of the factors discussed above.

Applicants are solely responsible for all costs of police services. The cost of those services specified in the permit shall be paid upon issuance of the permit, and in no event later than fourteen (14) calendar days prior to the Special Event. The cost of those services ordered by the Police Chief or their designee after permit issuance shall be paid as provided for in the City's invoice. Failure to pay these costs may result in collection efforts and could impact future permit approvals.

All peace officers assigned to the Special Event will be under the complete direction and control of the Police Chief.

2. Security Services. The Police Department may also deem that an Event warrants the presence of one or more security personnel, and the cost of these services are the responsibility of the Applicant. If security services are required by the Police Department, Applicant must obtain licensed, uniformed security personnel, subject to approval by the Police Department. Proof of obtaining security personnel must be provided to the Police Department at least fourteen (14) calendar days prior to the Special Event.
3. Fire Services. The Fire Department will determine the type of fire safety measures needed during the Special Event, including during setup, takedown, and cleanup if necessary. The Fire Department's initial determination (to be included in the permit) will be based on a variety of

factors, including, but not limited to, the following: (i) the type of Special Event; (ii) the Event Attendance; (iii) the complexity of the Event; and (iv) any unique safety issues regarding the Event.

The Fire Chief, or their designee, must be satisfied at all times that the requisite number and type of fire safety measures have been mandated for the Special Event, regardless of what was stated in the Permit. Accordingly, the Fire Chief, or their designee, may order additional or different safety measures be mandated for the Event at any time, based upon Event activities or other factors. Such factors can include newly obtained intelligence and/or a change in any of the factors discussed above.

Applicants are solely responsible for all costs of fire services. The cost of those services specified in the permit shall be paid upon issuance of the permit, and in no event later than fourteen (14) calendar days prior to the Special Event. The cost of those services ordered by the Fire Chief or their designee after permit issuance shall be paid as provided for in the City's invoice. Failure to pay these costs may result in collection efforts and could impact future permit approvals.

All Fire Department personnel assigned to the Special Event will be under the complete direction and control of the Fire Chief.

- F. Traffic Control and Parking Plan. Events requiring street closures, traffic modifications, parking lots, or alleyways that pose a significant impact to vehicular traffic must have an approved traffic control plan created by a licensed and qualified traffic control person or company. All traffic control and parking plans are subject to review and approval by the City Traffic Department, in conjunction with the Police Department. It is the financial and logistical responsibility of the Applicant to obtain and properly install all required traffic control equipment, including k-rails.
- G. Stages and Other Temporary Structures. Building and electrical permits may be required for stages and other temporary structures such as platforms, bleachers, and structures that stand over thirty (30) inches in height. Applicants must apply for and pay all fees associated with such permits.
- H. Temporary Event Signage. Temporary event signage is the responsibility of the Applicant and may only be displayed during the approved Event hours listed on the permit. All signage must avoid obstructing public rights-of-way, ADA access routes, and public entry or exit points. The Applicant will be billed for any damage to City Property caused by signage. The cost of those damages shall be paid as provided for in the City's invoice. Failure to pay these costs may result in collection efforts and could impact future permit approvals.

## **Article V – PERMIT PROCESS**

## **Section 5.1 Application Submittal**

- A. **Application Deadlines.** Permit applications are required to be submitted according to the deadlines listed below. As defined in Section 2.1 above, the Event Attendance means the total number of people anticipated to attend, participate, and/or provide Vendor services for the Special Event.

| APPLICATION SUBMITTAL DEADLINES |                  |                                                                             |
|---------------------------------|------------------|-----------------------------------------------------------------------------|
| Event Size                      | Event Attendance | Application Submittal Deadline                                              |
| Regional                        | 6,001 +          | No less than one hundred and eighty (180) calendar days prior to the Event  |
| Major                           | 3,001 – 6,000    | No less than 120 calendar days and no more than 1 year prior to the Event.  |
| Moderate                        | 1,001 – 3,000    |                                                                             |
| Minor                           | 50 - 1,000       | No less than 80 calendar days and no more than 6 months prior to the Event. |

- B. **Required Documents.** Applicants must complete an Event permit application, site plan, and any additional required supporting documentation before the required deadline. Submitting the application or initiating the review process does not deem the permit application approved, nor should an Event producer begin to execute or market their event without a final approved permit. At the sole discretion of the City, Applicants may submit written amendments to the initial permit application due to unique or changing circumstances related to the Event.

## **Section 5.2 Fees and Payment**

- A. **Initial Fees and Costs.** Permit fees referenced in this policy are outlined in the City Council's approved Master Fee Schedule. Initial costs referenced in this policy will be billed to the Applicant via invoice. All initial fees and costs must be paid in full prior to the issuance of the permit.
- B. **Additional Fees and Costs.** Any additional fees or costs incurred as a result of the Event, including, but not limited to, damages or services (e.g. Police or Fire Services) beyond the scope of the original permit, will be billed to the Applicant after the Event. The cost of those services shall be paid as provided for in the City's invoice. Failure to pay these costs may result in collection efforts and could impact future permit approvals.

### **Section 5.3 Completed Application**

- A. Application Deemed Complete. An application will not move onto the review process unless it is deemed to be complete by the Recreation Services Manager or their designee. The City may deem an application complete once the Recreation Services Manager or their designee has determined that: (1) the application was submitted timely pursuant to Section 5.1(A) above; (2) all required documentation has been submitted pursuant to Section 5.1(B) above; (3) all required Initial Fees and Costs have been paid pursuant to Section 5.2(A) above; (4) any date, time or other Event conflicts have been cleared; and (5) the Applicant is not subject to a suspension pursuant to Section 6.3 (Remedial Action Procedures) below.
- B. Deemed Complete Notice; Application Review. Once an application is deemed complete, the Applicant will receive notice that it is complete and that it will move onto the application review process.
- C. Notice of Rejection as Incomplete. The Applicant shall receive notice that its application cannot be deemed complete by the Recreation Services Manager or their designee at the earlier to occur of the following: (1) fourteen (14) calendar days following a request for payment or for documentation from the applicant that has not been completed; or (2) as soon as it is determined that there is no way that an application can be deemed complete (e.g. the application was not submitted timely pursuant to Section 5.1(A) above; any date, time or other Event conflicts cannot be cleared; or the Applicant is subject to a suspension pursuant to Section 6.3 below).

### **Section 5.4 Application Review Process & Permit Decision**

- A. Application Review Process.
  1. Pre-Event Planning Meeting. A pre-Event planning meeting will be held with the Applicant no less than thirty (30) calendar days before the Special Event date. The purpose of this meeting is to: (i) discuss the Event in detail; (ii) discuss and address any changes to the application, city concerns, and date, time or other Event conflicts; (iii) troubleshoot solutions; and (iv) assist the City in determining its necessary permit conditions. Additional representatives of the City or partner agencies may participate in the meetings as appropriate. A post-event meeting may also be scheduled at the request of the City or Applicant.
  2. Additional Information and Documents. Throughout the City's review of the application, the City may request additional information and/or documents. Applicants must comply as promptly as possible. Any delay in providing the requested information may affect the City's ability to complete its application review and permit issuance in a timely manner.

- B. Permit Issuance. Once the Recreation Services Manager or their designee has determined that all of the City's concerns can be addressed adequately, including, but not limited to, all potential permit conditions, and once all required documentation and payments are received, the City will approve the permit and issue it to the Applicant within fourteen (14) calendar days.
- C. Notice of Permit Denial. If the Recreation Services Manager or their designee has determined that a permit application must be denied because all of the City's concerns cannot be addressed adequately or because all required documentation and/or payments were not received timely, notice of such determination and the reason therefor shall be provided to the Applicant.

### **Section 5.5 Appeals**

- A. Right to Appeal. Applicants have a right to appeal to the Director the following two types of decisions by the Recreation Services Manager or their designee: (1) any rejection of their application for not being complete pursuant to Section 5.3(C) above; or (2) any denial of a permit as provided for in Section 5.4(C) above.
- B. Deadline to Appeal. Applicant must submit their appeal to the Director no more than five (5) calendar days following the City's issuance of the determination being appealed.

### **Section 5.6 Event Cancellations and Permit Changes**

- A. City Cancellations. The City reserves the right to cancel a permit (i.e Special Event), without prior notice, when necessary for the safety and enjoyment of the public, for the protection of City Property, or for violation of any applicable federal, state or local (county and City) laws, rules and regulations required for the conduct of their activities during the Special Event, this policy, CMC Chapter 9.20 (Special Events), and (if applicable) CMC Chapter 12.24 (Parks and Recreation Areas).
- B. Return of Permit Fees and Costs. Should the City cancel the Event for any reason not the fault of the Applicant, then the permit fees and costs for services not yet performed (e.g. Police or Fire Services) shall be refunded. Application fees and any costs for services already provided will not be refunded.
- C. Applicant Cancellations. All cancellations initiated by the Applicant may incur a cancellation fee for each occurrence, as listed in the Master Fee Schedule. Failure by the event Applicant to arrive at a scheduled Event and/or failure to provide a written cancellation notice will be considered a "No Show" by the Applicant. Three (3) or more "No Shows" may result in the loss of reservation privileges.
- D. Permit Amendments. Permit amendments, including changes to the Event date, time, or amenities, are permitted. One amendment may be made at no charge if requested, in writing, by the Applicant at least fourteen (14) calendar days prior to

the Event. Any additional changes may incur a processing fee. Refunds or credits will not be issued for early departure from an approved permit.

## **Article VI - POLICY VIOLATIONS AND REMEDIAL ACTIONS**

### **Section 6.1 – Objective of Remedial Actions**

The primary objective of any remedial action is to help ensure adherence to this policy, as it allows fair and safe access to well-maintained and attractive City Properties.

### **Section 6.2 – Types of Policy Violations**

Violations include, but are not limited to, the following:

#### **A. Application and Permitting Process.**

1. Submission of False or Misleading Information. Submission of false or misleading information, including documentation.
2. Failure to Submit Information or Documentation. Failure to supply required information or documentation.

#### **B. Event Related.**

1. Use of Closed Facilities. Use of closed facilities (e.g. due to inclement weather, safety, or maintenance).
2. Use Outside Permitted Conditions. Use of facilities outside of the permitted Event footprint, Event Attendance, or Event dates or times.
3. Improper Subletting. Subletting or allowing others (non-Applicant or non-permittee) to use City Property.
4. Improper Cleaning. Failure to properly clean City Property following the Special Event.
5. Improper Vehicle or Equipment Use. Unauthorized or improper driving of vehicles or other equipment on City Property, including, but not limited to, fields or other unauthorized locations.
6. Improper Noise. Unauthorized or improper use of amplified sound or creating excessive noise in violation of this policy or the CMC.
7. Inappropriate Conduct. Any form of disrespectful, unprofessional, or discourteous behavior toward members of the public, City personnel, or authorized representatives. This includes, but is not limited to, physical

violence, verbal abuse, yelling, use of profanity, or any other form of aggressive or inappropriate conduct.

8. Inappropriate Use of City Property. Unauthorized or improper use of City Property, including, but not limited to, tampering with or damaging such property, or failure to reasonably prevent or respond to violence during the Event or on City Property.
9. Unauthorized Alcohol Issues. Unauthorized alcohol sales or consumption on City Property before, during or after the Special Event, as well as adjacent to City Property and related to the Special Event.
10. Non-Payment of Fees or Costs. Nonpayment of any fees or costs owed to the City.

## Section 6.3 – Remedial Action Procedures

The City upholds and maintains a progressive remedial action policy, which differentiates between “minor” and “major” violations.

### A. Minor and Major Violations.

Minor and Major violations are broken down as follows:

| MINOR VS. MAJOR VIOLATIONS                                   |                                                                                                                                       |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| MINOR                                                        | MAJOR                                                                                                                                 |
| <b>Section 6.2(B)(1):</b> Use of Closed Facilities.          | <b>Section 6.2(A)(1):</b> Submission of False or Misleading Information.                                                              |
| <b>Section 6.2(B)(2):</b> Use Outside Permitted Conditions.  | <b>Section 6.2(A)(2):</b> Failure to Submit Information or Documentation - if it can lead to public health, safety or welfare issues. |
| <b>Section 6.2(B)(3):</b> Improper Subletting.               | <b>Section 6.2(B)(7):</b> Inappropriate Conduct – towards City staff.                                                                 |
| <b>Section 6.2(B)(4):</b> Improper Cleaning.                 | <b>Section 6.2(B)(8):</b> Inappropriate Use of City Property - and failure to pay for damages as required by the City.                |
| <b>Section 6.2(B)(5):</b> Improper Vehicle or Equipment Use. | <b>Section 6.2(B)(9):</b> Unauthorized Alcohol Issues.                                                                                |
| <b>Section 6.2(B)(6):</b> Improper Noise.                    | <b>Section 6.2(B)(10):</b> Non-Payment of Fees or Costs.                                                                              |
| Other violations not constituting a major violation.         |                                                                                                                                       |

- B. Minor Violations - Progressive Actions. For any minor violations (need not be the same violation each offense), the Recreation Services Manager or their designee may take the following progressive actions against an Applicant or permittee in their discretion:
1. First Offense - Written Warning. Written warning sent to the Applicant and maintained in the Applicant's file.
  2. Second Offense - One Month Suspension. Suspension of Special Event privileges for one month.
  3. Third Offense - Three Month Suspension. Suspension of Special Event privileges for three months.
  4. Fourth and Following Offenses - One Year Suspension. Suspension of Special Event privileges for twelve months.
- C. Major Violations – Immediate Actions. For any major violations, the Recreation Services Manager or their designee may immediately suspend an Applicant's or permittee's Special Event privileges for one month or longer, up to and including a permanent loss of Special Event privileges.
- D. Remedial Actions Not Exclusive. The remedial actions discussed herein shall not be the exclusive list of remedial actions available to the City. For instance, the City can also pursue criminal, civil, or administrative remedial measures, as well as monetary collection efforts (e.g. legal action and/or referral to a collections agency).

### **Section 6.3 – Appeals**

- A. Timing. A request to appeal a remedial action taken by the Recreation Services Manager or their designee must be submitted in writing by an authorized agent of the Applicant to the Director or their designee no more than fourteen (14) calendar days following imposition the remedial action.
- B. Director Decision is Final. The Director's decision regarding any appeal is final and not subject to further appeal.