


# CITY COMMISSION POLICY

<b>GRAND RAPIDS</b>  <b>MICHIGAN</b>	<b>NUMBER:</b> 1000-05	<b>HISTORY</b>	
		<b>FILE #</b>	<b>DATE</b>
	<b>DATE:</b> May 6, 1980	36341	6/10/80
	<b>FILE NUMBER:</b> 36197	40198	4/13/82
	<b>DEPARTMENT:</b> ENGINEERING	40307	5/11/82

**SUBJECT:**     **PERMITTING TEMPORARY USE OF CITY STREETS AND THE PUBLIC RIGHT-OF-WAY FOR SPECIAL EVENTS**

**PURPOSE:**    To establish terms and conditions upon which the City will permit temporary use of its streets and public right-of-way for special events, such as parades, foot and bicycle races, block parties, street fairs, etc., in order to insure that the conduct of such events promotes rather than detracts from the public health, safety, and welfare.

**POLICY:**

The City shall permit the temporary use of its streets and public rights-of-way for special events only upon the terms and conditions set forth herein.

GENERAL CONDITIONS:

1. The City may, in its sole discretion, grant written permission to responsible persons or organizations to make temporary use of its streets and public rights-of-way when it determines that significant segment of its citizens shall benefit from such use and that such use shall not materially detract from the public health, safety and welfare.
  
2. A permit may be denied or revoked without prior notice at any time the City Manager or his designate determines that the conduct of the requested event may jeopardize significantly the public health, safety or welfare, even though the applicant for the permit has complied, or has manifested the intention and ability to comply, with the minimum requirements set forth herein.
  
3. The permit holder and all participants within the control of the permit holder shall observe all laws and ordinances during the event. If the Street Supervisor for the Grand Rapids Police Department who is monitoring the event determines that the participants are not complying with the law and such non-compliance results in a situation which, in the Supervisor’s opinion, constitutes an immediate threat to the general public health, safety and welfare, the Supervisor may revoke the permit without further notice and terminate the event prior to its scheduled time of completion.

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4. Unless otherwise authorized by the City Commission, no alcoholic beverages are to be dispensed on or near the site of and in conjunction with an event subject to this policy, unless such beverages are within a permanent, licensed establishment. If alcoholic beverages are dispensed in violation of this condition, the Street Supervisor for the Police Dept. may revoke a permit without further notice and without further notice and terminate the event prior to its scheduled completion.
5. As a condition to issuance of any permit hereunder, the City reserves the right to request that the proposed site or route for the event be modified; that the time, date or day of the week be changed; that a limit be placed upon the number of participants, of that the sponsors conform to any other condition which is reasonably necessary to preserve the health, safety and welfare of the public.
6. Applicants shall be required to pay a non-refundable application fee of Twenty Dollars (\$20.00), except applications for parades which shall be without charge. The block party application fee shall be Five Dollars (\$5.00).
7. The permit holder of an event shall agree to clean the event site of any litter and trash caused by the event. If the permit holder fails or refuses to properly clean the event site, the City shall perform said cleanup and charge the permit holder for the cost thereof.
8. Failure of a permit holder to abide by all provisions of this policy and all other conditions imposed by the City pursuant to this policy, may result in a denial of future requests for permits by the permit holder or any other person or organization associated with the permit holder.
9. Applicants who desire modification or waiver of any of the provisions of this Policy may make a request for the same, in writing, to the City Manager at the time of filing the application. The permit fee is to be considered non-waivable.

The City Manager may modify or waive any provisions of this Policy (except permit fee) if, upon cause shown, the City Manager determines that a strict application of the provisions of this Policy would cause a severe hardship to the applicant and the proposed modifications would, if allowed, still protect the health, safety and welfare of the public and the participants of the event. If the City Manager denies a request for modification or waiver, in whole or in part, the applicant may appeal such decision to the Committee of the Whole of the City Commission. The decision of the Committee of the Whole shall be final.

## SPECIFIC CONDITIONS:

### A. MOVING EVENTS

The following specific conditions shall apply to applications for moving events such as parades, bicycle races, neighborhood street fairs and running events:

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## 1. Application

Any person or organization desiring to make a temporary use of City streets or public rights-of-way for a moving event shall apply in writing for permission to the Traffic Safety Engineer upon forms provided.

- a. The application shall contain a description of the nature of the event or activities anticipated, the date and time period for which the permit is requested, a reasonable estimate of the anticipated crowd and/or number of participants and a detailed map (with accompanying written description as necessary) showing the streets or rights-of-way for which use is requested.
- b. The completed application and all supporting and required materials shall be submitted to the Traffic Safety Engineer at least thirty (30) days prior to the date set for the event.

## 2. Insurance

Applicants shall submit proof of insurance for the event, in a form acceptable to the City Attorney, in the following amounts as applicable for the type of event:

- a. Automobile and public liability and property damage for owned and non-owned vehicles in the amount of Three Hundred Thousand Dollars (\$300,000) per person and Five Hundred Thousand Dollars (\$500,000) per occurrence for personal injury and Three Hundred Thousand Dollars (\$300,000) per occurrence for property damage.
- b. Applicants for parades, street fairs and other non-athletic type events are encouraged to obtain general liability insurance with coverage limits of at least \$500,000 combined single limit. The City's Risk Manager is to provide the applicant with recommended insurance limit coverage, either as an additional insured on a City insurance policy or through a separate insurance policy. If a separate insurance policy is purchased by the applicant, the City is to be named as an additional insured.

For athletic type events, or for any event deemed by the Risk Manager to pose unusual risk exposures, the applicant is required to provide a minimum of \$1,000,000 general liability insurance coverage (combined single limit).

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- c. All insurance must name the City of Grand Rapids as an insured, guarantee a minimum of ten (10) days prior to written notice to the City of cancellation or material modification of coverage, and provide no deductible amounts.

3. Event Monitors

The permit holder shall provide such civilian personnel, properly attired and equipped, as the Traffic Safety Engineer shall determine is necessary to assist in crowd control and participant direction for the event.

4. Safety Equipment

The permit holder shall provide for such directional signs, barricades, or other safety equipment as the Traffic Safety Engineer shall determine is reasonably necessary to protect the health, safety and welfare of the public and participants during the event. Equipment so used shall meet the specifications established by the Traffic Safety Engineer.

5. Site Clean-up

At the conclusion of the event, the permit holder shall promptly remove all signs, barricades, other safety equipment and all noticeable litter and trash from the event site or route.

## B. STATIONARY EVENTS (Block Parties)

The following specific conditions shall apply to applications for stationary events (block parties):

1. Application

Any person or group desiring to make temporary use of City streets or public rights-of-way for a stationary event shall apply to the Traffic Safety Engineer for permission.

- a. The application shall state the date and time of the proposed event and an exact description of the portion of the City street or right-of-way which is desired for use. The application shall designate the name, address, and telephone number of the person who is in charge of the block party.
- b. The completed application shall be submitted to the Traffic Safety Engineer at least twenty (20) days prior to the scheduled date of the event.

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2. Safety Equipment

The permit holder shall provide for such safety equipment (barricades, ropes, etc.) as the traffic Safety Engineer shall determine is necessary to protect the health, safety and welfare of the participants.

3. Site Clean-up

At the conclusion of the event, the permit holder shall promptly remove all barricades, ropes or other safety equipment and all noticeable trash and litter from the event site.