



CITY OF FINDLAY, OHIO

POLICY AND PROCEDURES

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Approved by:

Anthony P. Iriti
4.25.2006
Mayor Anthony P. Iriti

Subject:

All-Events Plan

Special instructions: This is PUBLIC RECORD. See also

Department:

ALL

Division:

ALL

Supersedes SOP issued:

6-3-05

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4/25/06

Effective date:

4/25/06

I. POLICY – ALL-EVENTS PLAN

It is the policy of the City of Findlay to participate in and to promote community activities that contribute to the City's quality of life. It is further the policy of the City of Findlay to commit its resources and efforts to providing a safe environment for community-oriented events, and public and private celebrations that occur, at least in part, in and around the City on public property or in the public right-of-way.

It is the City's intention to cooperate with event sponsors to minimize costs, both to the City and to event sponsors. In most cases, the City will assess event sponsors a portion of City employee overtime costs associated with the event, which will be deducted from a \$2,500-per event personnel costs credit that the City will advance. Use of City equipment and material will be subject only to a refundable deposit on the use of such items.

The City of Findlay administration hereby endorses an All-Events Plan policy, to provide guidelines for obtaining event permits; and for determining fee schedules to recoup part of the costs associated with the assigning City personnel in response to the event, and with the use of City-owned material and equipment.

This policy is not intended to violate or to supersede any contrary provisions of extant collective bargaining agreements, the terms of which are controlling.

II. TYPE OF EVENTS AFFECTED BY THE PLAN

A. Events open to the public, such as festivals and celebrations, to which any of the following apply:

1. Are held on City property.
2. Involve City right-of-way.
3. Have an impact on parking on City streets.
4. Require closure of any City street.
5. Otherwise require alteration of traffic routes through the City.
6. Use any City-owned property or material.
7. Require the assistance, other than for pre-planning, of City employees, before, during, or after the event. This is particularly important if the involved City employees are needed for security, fire inspection, or for standby fire protection, and must be called in to work on off-duty time.
8. Involve outdoor sound or electrical systems for all or part of the event.

B. Private social events, such as weddings or block parties, to which any of the following apply:

1. Involve the City right-of-way.
2. Have an impact on parking on City streets.

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3. Require closure of any City Street.
 4. Use any City-owned property or material.
 5. Require the assistance, other than for pre-planning, of City employees, before, during, or after the event, and must be called in to work on off-duty time.
 6. Involve outdoor sound or electrical systems for all or part of the event.
- C. Construction projects or other private business events, to which any of the following apply:
1. Involve the City right-of-way.
 2. Have an impact on parking on City streets.
 3. Require closure of any City street.
 4. Require a waiver of City Ordinance traffic and other requirements for routing of heavy equipment, oversized loads; or otherwise requiring City approval by operation of Ordinance.

III. GENERAL GUIDELINES FOR SECURING EVENT PERMISSION

A. General guidelines – all events

1. Seek City permission as early as possible, and as far in advance of the event as possible. A minimum of 30 days' notice in advance of the event is required, except in unusual circumstances, such as oversized loads or commercial deliveries.
 - a. Don't presume that City permission is automatic; plan enough in advance to anticipate and solve problems that might occur.
 - b. Be aware that the City cannot approve an event if it unduly burdens City human and material resources. A burden could occur if too many events are scheduled for the same dates, or if dates overlap in part.
2. Make sure that required forms and documents are obtained as quickly as possible. City permission for any event is conditional until all required documents are appended to the particular event's file in the City's possession.
3. The City determines the number of employees and material needed to conduct the event safely and with the least disruption of City traffic and other services. Event sponsors will only be assessed time charges for those employees who are called in to work on off-duty time. On-duty employees' time will not be charged to event sponsors.
4. The City reserves the right to require modification of event plans and routes to ensure public safety.
5. The City could place time and noise level restrictions on the event, especially as to the use of outdoor sound systems.
6. A Certificate of Liability Insurance, listing the City of Findlay as an additional insured, must accompany every permit application for an event on City property or public right-of-way.
7. Event sponsors are responsible for any directional, advertising, or other signs that are posted regarding the event.
 - a. Signs are not to be posted in or on the right-of-way; and are not to be affixed to utility or other poles or devices that are not the City's property, but that are in the right of way.
 - b. Any sign posted advertising or in other ways connected to the event are to be removed by the event sponsor within 8 hours after the event concludes.

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- c. Any event-related sign that damages City property while being affixed to while being removed could result in liability for repairs to City property being assessed to the event sponsor.
 - d. City Ordinance prohibits any signs in the right of way, making the act of placing signs in the right of way a minor misdemeanor.
9. The City of Findlay reserves the right to adjust, to modify, or to waive certain event-related fees, upon the Mayor's sole discretion, and only with his approval.
10. Fees
- a. No charge will be made to event sponsors for use of City material (barricades, parking cones, bleachers, and the like), beyond a refundable deposit of \$5 per item.
 - b. Public Service Division employee costs (Public Works Department and other non-sworn employees) will not be assessed for the event unless circumstances occurring during the event result in the City's having to pay overtime for such Service Division employees' participation.
 - c. In advance of the event date, the City will itemize the estimated total cost of the event to the City, in terms of employee hourly costs only, and only as to employees who are called in to work on off-duty time directly related to the event.
 - i. These costs will be for hourly pay for Police Department security and traffic control, and will be assessed at \$24 per hour per person.
 - ii. For events which require Fire Inspector presence off duty at an event, or which require the manning of a fire truck at the event, the costs will be the hourly pay for each Fire Fighter or Fire Inspector assigned to be on duty at the event. Fire Fighters' or Fire Inspectors' will likewise be assessed at \$24 per hour per person.
 - iii. There will be no costs assessed for Police Department or Fire Department personnel involved in event pre-planning, or for those who are assigned to the event while regularly scheduled to be on duty.
 - d. The event sponsor will receive a reasonable credit of \$2,500 from the City toward any Public Safety Division personnel overtime costs for the event. Any employee overtime costs over \$2,500 will be paid to the City by the event sponsor no later than 30 days after the event has concluded. The City will send an invoice to the event sponsor, indicating the actual amount over the \$2,500 credit for overtime pay to Police and Fire Department personnel.

B. Public events and social events ~ Pre-Planning Meeting

- 1. In the case of public events that are scheduled to occur for one day (4 hours) or more, the City requires a pre-planning meeting as soon as possible before the event. Please call the Mayor's Office at 419-424-7137 to arrange the meeting.
- 2. The purpose of the pre-planning meeting is to determine City Personnel costs and the event sponsor's material needs.
- 3. A final planning meeting is required at least one week before the event is scheduled to take place.
- 4. The City reserves the right to require modifications of event plans to ensure public safety. The City also reserves the right to place time and noise level restrictions on the use of public sound systems used outdoors or clearly audible outdoors.
- 5. If an event will sell or distribute food for consumption at the event or as carry-out items, the event sponsor must arrange for Health Department approval of food-related preparations for the event. The Health Department must be notified by the event sponsor at the pre-planning meeting that such food will be offered at the event.

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6. If liquor is to be sold as part of the event, a copy of the event's Ohio Department of Liquor Control permit must accompany the City's All-Events Permit application. If the liquor permit is not available at the time that the All-Permit is filed with the City, then the event will be given conditional approval until the liquor permit copy is provided to the City.
 7. Before an event permit will be issued and given final approval, the event sponsor must arrange for an on-site inspection of the event premises of the City of Findlay Fire Department, Fire Inspection Unit. Arrangements for that inspection can be made at the pre-planning meeting.
 8. Preliminary approval of the event will be made within 10 days after the All-Events Permit application is received. If a pre-planning meeting is required, then the Permit application will be approved within 3 days following the pre-planning meeting.
 9. Final approval of any All-Events Permit will be made after all required documentation is provided to the City; and upon the event organizer's written agreement to pay the required fees.
 10. Traffic barricades, parking cones, and other traffic control devices.
 - a. A refundable deposit of \$5 per item must be made to secure barricades, parking cones, and the like.
 - b. The deposit must be made at or before the final planning meeting one week before the event is to occur.
 - c. The items must be returned to the City within 7 calendar days after the event concludes, after which the deposit will be refunded, or a charge for the items' replacement will be assessed.
 - d. The Findlay Police Lieutenant in charge of Special Projects determines the number of traffic cones, barricades, and other material required for parking restrictions associated with any private event.
 - e. The Findlay Police Lieutenant in charge of Field Operations determines the need for and placement of traffic barricades at an event requiring street closure or other traffic re-routing for public events and large-scale private events.
 - f. The Police Department provides traffic cones and scene tape, which are available at the Traffic Section Office, on the first floor of City Hall.
 - g. The Findlay Public Works Department provides barricades and barricade lights, which the Public Works Department places at the site of the event. The Public Works Department Clerk maintains a sign-in/sign-out log to verify the quantities of barricades and other material that are secured with the sponsor's refundable deposit. The event sponsor is responsible for arranging for the return of all barricades and related items borrowed under the deposit.
- C. Construction projects and other private business events
1. Oversize load permit requests will not be honored, except in extreme circumstances, if the permit application is received 4 hours or fewer before the oversized load is to arrive and travel through the City.

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2. Construction projects or store fixture deliveries that block parking spaces or otherwise impede traffic flow must be cordoned off in such a way that foot and vehicular traffic are least impeded.
 - a. Traffic cones provided by the Findlay Police Department will be placed as the Police Department indicates. Other protection devices and measures might also be required, at Police Department discretion.
 - b. Traffic cones are to be obtained from the Lieutenant in charge of Special Projects, at the Traffic Office on the first floor of City Hall. A refundable deposit of \$5 per item is required. The fee must be paid in advance at the Traffic Office.
 - c. The Police Department will determine the necessity of using barricades at a particular project or event site.
 - i. The Public Works Department will place barricades.
 - ii. The refundable deposit of \$5 per barricade is likewise paid at the Police Department Traffic Section.
 - d. Traffic cones cannot be obtained until an All-Events permit is completed and approved.
 - e. Traffic cones are to be returned to the Police Department at the end of the construction project.

IV. ALL-EVENTS PERMIT MATERIALS

- A. The All-Events Permit Application attached to this Policy Statement is to be used whenever an All-Events Permit is requested.
- B. A copy of this Policy Statement is also available on the City's website (www.ci.findlay.oh.us); or may be obtained by calling the Mayor's Office at 419-424-7137.