



## PITTSFIELD CHARTER TOWNSHIP

### SPECIAL EVENTS POLICY

Adopted December 8, 2010

1. **PURPOSE:** The purpose of this policy is:
  - 1.1 To establish guidelines and procedures for approval of special events in Pittsfield Charter Township by the appropriate Township Departments. It is the intent of the Pittsfield Charter Township Board of Trustees to allow special events, both public and private, provided the events are lawful, consistent with Township land use policies, do not endanger public health, safety and welfare, and can be managed with existing or available Township resources.
  - 1.2 This Policy governs any special event for which the approval of one or more Township officials is required. This policy does not apply to an event merely because the event occurs on Township property.
2. **AUTHORITY:**

The Pittsfield Charter Township Board of Trustees.
3. **APPLICATION:**

This policy applies to all Township elected officials, appointed officials, department heads, employees, contractors and the general public.
4. **RESPONSIBILITY:**

The Township Supervisor and/or designee shall be responsible for implementation of this policy.
5. **DEFINITIONS:**

“Special Event” means an event or occasion occurring on a non-permanent basis, such as a celebration, festival or temporary display which is different than the normal lawful use of the location where the event is to be held.
6. **POLICY:**
  - 6.1 **Exemptions:**

This policy shall not be applicable to:

    - 6.1.1 Special Events on private property that do not require additional Township resources (police, fire, building inspections, etc.) and are otherwise permitted by statute or ordinance;
    - 6.1.2 Special Events on Township property that do not require additional Township resources (police, fire, building inspections, etc.) and are otherwise permitted by the Building Use Policy or Parks and Recreation Department policies;
    - 6.1.3 Special Events by Groups which have written agreements with the Board of Trustees which address use of specific Township facilities or lands.
  - 6.2 **Requirements:**
    - 6.2.1 The Supervisor shall have the authority to grant or deny exceptions to this policy which are in accordance with state law and local ordinances, and to



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approve or deny Special Events when this policy does not address the proposed use.

- 6.2.2 Special Events shall be conducted in conformity with the Zoning Ordinance and approval of the Zoning Official will be required.
- 6.2.3 Special Events that require additional Township resources will require approval of the respective Department Head and a contract for the services, unless waived by the Supervisor.
- 6.2.4 Applications for Special Events should be made to the Pittsfield Charter Township Administration Building. The Township Supervisor shall develop and provide forms for this purpose to applicants. The application shall state, at a minimum, the name and address of the applicant; the date, time, location of the proposed event; the expected length of the event; any Township resources required or requested; the nature and purpose of the event; the zoning classification of the property; and the number of people expected to attend the proposed event. In addition, the applicant shall agree to accept responsibility for damages and clean up costs, if necessary, and shall have certificates of insurance in amounts acceptable to the Township. The Township Supervisor may require additional information which s/he deems necessary. Unless otherwise authorized by the Supervisor, applications must be made at least two (2) weeks prior to the Event. Applications not expressly accepted or rejected within two (2) weeks of the application, or within 48 hours of the time of the scheduled use, whichever is later, shall be deemed rejected.

#### 6.3 Revocation of Authorization:

- 6.3.1 Approval granted for Special Events covered by this policy may be revoked for good cause including, but not limited to, acts of vandalism, violence, or rowdiness, violations of law or local ordinance, or threats to the health, safety and welfare of Township residents or visitors. Approval may be revoked by the Township Supervisor or his/her designee, including the senior on-duty members of the Police and Fire Divisions of the Department of Public Safety.
- 6.3.2 Approval of Special Events may be denied to any person, organization or group which has, at any time prior to the proposed Special Event, held, sponsored or hosted a Special Event that resulted in acts of vandalism, violence, or rowdiness, was held in violation of law or local ordinance, or posed a threat to the health, safety and welfare of Township residents or visitors. Subsequent approval may require a higher insurance level or additional security.

#### 6.4 Liability:

Any applicant seeking approval of a Special Event as required by this Policy shall be required to execute an agreement to guarantee and hold harmless the Township from



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any liability to third parties for injury caused by the applicant or any persons or groups attending the Special Event. The applicant shall be liable to the Township for any and all damage to Township property or injuries to Township employees, officers, or agents caused by the event, or by any person attending or seeking to attend the event, whether or not such damage is the result of negligence, intentional acts, or accident. The Township may, if deemed advisable by the Township Supervisor or her designee, require the applicant to provide evidence of liability insurance available to finance the obligations set forth in this Policy, and providing coverage in an amount to be determined by the Township Supervisor, made payable to Pittsfield Charter Township.

#### **6.5 Permits:**

The applicant shall be responsible for securing any permits or approvals, such as parking permits, required in connection with the meeting or other use.

#### **6.6 Security:**

The user shall provide any security which is required by ordinance or which the user desires in addition to any security provided by the township for its own purposes.

#### **6.7 Equal Access:**

This policy shall apply to all groups and individuals applying to hold Special Events. No applicant shall be denied because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by an individual or group, or by any group's members.

#### **6.8 Implementation Authority:**

The Township Supervisor is authorized to implement this policy, prepare forms, and adopt supplemental procedures as necessary to carry out the intent of this policy and address issues as they arise.

#### **6.9 Fees:**

Applicants for Special Events requiring Township resources may be required to execute a contract for the services and pay in advance before the event is approved.