

CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – RULES AND REGULATIONS

DEFINING A SPECIAL EVENT:

Special events include outdoor festivals and parades taking place on City property, and any other outdoor events taking place on City property which may require City services over and above those routinely provided or that require the exclusive use of City property. (Ordinance 2015-04, Chapter 8-12, Special Events)

EVENT LEVEL DEFINITIONS:

Level A:

- Event may occur during a single day or multiple days.
- Event may involve street closures and/or the detouring or stopping of traffic.
- Admission may be charged.
- Food may be sold and/or distributed to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Extensive use of equipment (i.e., stage, sound system, booths, tents, fencing, barricades, etc.).
- Event may require electricity and/or other utilities.
- Alcohol may be sold and/or distributed to the general public.

Level B:

- The event may occur during a single day or multiple days.
- Event may involve use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Admission or entry fee may be charged.
- Food may be sold to the general public.
- Merchandise may be sold.
- There may be live entertainment.
- Moderate use of event equipment (i.e. stage, PA system, chairs, tables).
- May or may not require electricity.

Level C:

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- There will be no food sales.
- Food may be distributed to the general public.
- No merchandise sales.
- May or may not involve live entertainment.
- Minimal use of event equipment (i.e. PA system).
- May or may not require electricity.
- Use of carnival amusements, including but not limited to bounce houses.

SPECIAL EVENT PERMIT APPLICATION PROCESS:

1. Special Event Permit Applications are available at the City of Flagstaff Recreation Section's Office of Community Events and can be found online at <http://www.flagstaff.az.gov/index.aspx?nid=463>. The Applicant/Event Organizer must complete a Special Event Permit Application including all necessary attachments, and return the completed application to the Office of Community Events in person, by mail, or via fax or email. Please be advised, that the event should not be advertised until final approval of the application is received.
2. The deadline for submitting a Special Event Permit Application will depend on the type of event being planned. For Level A events, the application must be submitted ninety (90) calendar days prior to the event date; for Level B events, the application must be submitted sixty (60) calendar days prior to the event date; and for Level C events, the application must be submitted fourteen (14) calendar days prior to the event date. Failure to meet these deadlines will result in a late fee or denial of the permit application.

- Level A applications submitted fifty-five – eighty-nine (55-89) calendar days prior to the event date will be assessed a late fee. Applications submitted less than fifty-five (55) days prior to the event date will be denied.
- Level B applications submitted forty – fifty-nine (40-59) calendar days prior to the event date will be assessed a late fee. Applications submitted less than forty (40) days prior to the event date will be denied.
- Level C applications submitted ten – thirteen (10-13) calendar days prior to the event date will be assessed a late fee. Applications submitted less than ten (10) days prior to the event date will be denied.

3. Applications that are incomplete will not be accepted.

SPECIAL EVENT PERMIT REVIEW PROCESS

1. Administrative Review

- Once a special event application has been submitted, an administrative review will be conducted by staff to assess the completeness of the application.
- Administrative review time frame:
 - Level A: ten (10) working days
 - Level B: ten (10) working days
 - Level C: three (3) working days
- The City will issue a written notice of administrative completeness or deficiency within the defined administrative review time frame. If the City determines that the application is incomplete, the City will provide the Applicant/Event Organizer with a list of specific deficiencies. The missing information is due back to the Office of Community events within the time frame below:
 - Level A: twenty-seven (27) working days prior to event date
 - Level B: seventeen (17) working days prior to event date
 - Level C: five (5) working days prior to event date
- Notice in writing of application deficiencies shall suspend the administrative completeness and overall timeframes until such time as all deficiencies have been addressed.
- Acceptance of completeness of an application does not guarantee its approval.

2. Substantive Review

- Once the administrative review is complete and all requested information and documents have been submitted by the Applicant/Event Organizer, City staff will conduct a substantive review of the application. It is after this substantive review that the application will be approved or denied.
- Substantive review time frame:
 - Level A: twenty (20) working days
 - Level B: ten (10) working days
 - Level C: four (4) working days
- After the substantive review, the City may make one (1) comprehensive written or electronic request for corrections. If the applicant fails to resolve an issue identified in a request for corrections, the City may make supplemental written or electronic requests for corrections that are limited to issues previously identified.
- If an applicant requests significant changes, alterations, additions or amendments to an application that are consistent with the purposes of the original application and that are not in response request for corrections, the City may make one additional comprehensive written or electronic request for corrections.
- Notice in writing of a request for corrections shall suspend the substantive review and overall timeframes until such time as all requested corrections have been addressed.
- The requested corrections are due back to the Office of Community events within the time frame below:
 - Level A: five (5) working days prior to event date
 - Level B: five (5) working days prior to event date
 - Level C: two (2) working days prior to event date

3. If the notice granting or denying the permit is not issued within the overall time frame (administrative and substantive review time frames combined), the City shall refund all fees charged for reviewing and acting on the application, and shall excuse the payment of any unpaid fees. The refund shall be made within thirty (30) working days after expiration of the overall time frame or the agreed time frame extension without the applicant having to ask for a refund. City will continue to process the application and there will no longer be any time frame within which the City's review must be completed.

PRIORITY OF USE

Applications will be routed and evaluated on a case-by-case basis. Priorities for assigning City-owned municipal park/facilities for special events are as follows:

- Priority 1: Events sponsored or co-sponsored by the City of Flagstaff.
- Priority 2: Events that have established historical precedent and remain in "Good Standing".
- Priority 3: Events organized by the Flagstaff Unified School District #1 (per IGA).
- Priority 4: Events run by nonprofit groups.
- Priority 5: Events run by a commercial entity or organization.

ORGANIZATION STATUS:

1. All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a community organization (i.e., church or club).
2. Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to the event date and be in good standing with the IRS. A copy of the tax exemption letter certifying the organization's current tax exempt, non-profit status is required and must be included with their application, otherwise commercial, for profit rates will apply.

SECURITY DEPOSITS:

All City of Flagstaff Special Event applicants will be categorized into one of the following groups and assessed variable deposits:

1. *Good Standing* – Event producers and events that comply with City of Flagstaff Recreation Services' Rules and Regulations, leave the municipal park/facilities in an acceptable manner, and are returned all refundable cleaning/damage deposits may be considered "Good Standing." These events will be charged standard deposits as listed on the current Fee Schedule.
2. *Probationary Standing* – Event producers and events that were not returned a full deposit the previous year due to municipal park/facility damage or Special Event Permit violations may be considered "Probationary." Events in this category must provide a refundable cleaning/damage deposit at one hundred fifty percent (150%) the standard amount. If an event in "Probationary Standing" is conducted as agreed to in the Special Event Permit, deposits will be returned and the event or event producer will be moved to "Good Standing" for the next event or year. Events that acquire this status due to improper use of municipal park/facilities will lose historical precedent.
3. *Poor Standing* – If an event producer or event is in "Probationary Standing" and fails to comply with City of Flagstaff Recreation Services' Rules and Regulations, the event and/or event producer(s) will be moved into "Poor Standing." Events that acquire this status due to improper use of municipal park/facilities will lose historical precedent. Events in this category must provide deposits at two hundred percent (200%) the standard amount. If an event in "Poor Standing" is conducted as agreed to in the Special Event Permit, deposits will be eligible to be returned and the event or event producer may be moved to "Probationary Standing" for the next event or year. However, if the event is not conducted as agreed, deposits will not be returned and the event will be refused a Special Event Permit for the following event or year.
4. *New Events* – New special events enter the system in Good Standing.

Regardless of an event's classification within this system, events or event producers that have caused severe damage, have had serious safety infractions, and/or violated the law may be denied further municipal park/facilities usage at any time by the Recreation Services Director and/or Public Works Director.

FEES AND DEPOSITS:

1. All fees and deposits for events will be due twenty-seven (27) business days prior to Level A event dates, seventeen (17) business days prior to Level B event dates, and five (5) business days prior to Level C event dates. Fees and deposits may be paid by cash, check, money order, or credit card. The application fee is due when the application is submitted to the Office of Community Events.
2. Parks, Recreation and/or Facilities Maintenance staff overtime/holiday burden rates will be charged to the Applicant/Event Organizer in the following situations:
 - Parks, Recreation, and/or Facilities Maintenance staff is required to perform maintenance duties outside of their normal working hours.
 - Parks, Recreation, and/or Facilities Maintenance staff is required to repair municipal parks/facilities due to damage caused during the Special Event, or to clean the park/facility during or after the event.
 - Staff is required to be present at the event due to non-compliance issues related to the permit.
 - Minimum of two (2) hours call-out time will be charged to the event producer.
3. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.
4. Upon the conclusion of the event, Recreation staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.
5. Deposit refund balances will be issued to Applicant/Event Organizer within thirty (30) days after all contract terms are met post-event.

CANCELLATIONS AND REFUNDS:

1. In order to receive a full credit of deposits and fees, a written cancellation notice must be delivered to the Office of Community Events at least twenty-seven (27) business days in advance of Level A event dates, seventeen (17) business days in advance of Level B event dates, and five (5) business days in advance of Level C event dates. Cancellations received after these time frames may result in forfeiture of deposits and fees.
2. Application fees are non-refundable.
3. Applicant/Event Organizer may decide up to twenty-four (24) hours prior to event date to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Flagstaff Recreation Services is not obligated to provide a specific date to the Applicant/Event Organizer postponing their event.

MUNICIPAL PARK/FACILITY AVAILABILITY:

1. Special Event Permit Applications are accepted a maximum of one (1) year in advance of the event. If an organization/individual has established a historic event during the same time each year and is in "Good Standing", that organization/individual will take precedence over any other submitted event proposed for the same time frame.
2. The Recreation Services Director and/or Public Works Director have the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events.
3. The use of park property may not be granted when, as determined by the Recreation Services Director and/or Public Works Director or a designated representative, such use is unsafe or will damage the facility.
4. Applicant/Event Organizer must obtain a permit to use a municipal park/facility. This Special Event Permit will allow use for a maximum of three (3) days while allowing for one (1) day prior to event date for set up and one (1) day post-event for tear-down. Events cannot occur during the set up and tear down dates.
5. Park and/or area within a park may be closed off from use in case of damage or other repairs. Playgrounds cannot be reserved and must remain accessible to the general public at all times.

RULES AND REGULATIONS SPECIFIC TO CERTAIN FACILITIES:

Wheeler Park:

1. Events held at Wheeler Park will be limited to a maximum number of 16 events per calendar year. Events with historic precedence will be given first priority.

2. When enclosed by fencing, the maximum capacity of Wheeler Park is limited to four thousand (4000) attendees. With the addition of the adjacent parking lot, the maximum capacity of Wheeler Park is limited to four thousand five hundred (4500) attendees. With the addition of the half closure of Aspen Avenue directly adjacent to the park/parking lot, the maximum capacity is limited to four thousand seven hundred fifty (4750) attendees.
3. Amplification at Wheeler Park must end by 9:00 p.m.
4. Speakers used at events at Wheeler Park must be directed away from neighborhood areas. Speakers must be pointed in a northeast or eastern direction. Speakers may also be oriented in a "surround sound" set up, where speakers are faced into the event space.
5. Wheeler Park may not go without landscape watering for more than three days.

City Hall and Library:

1. City Hall parking lots (west and north) may not be closed for event purposes during City Hall operating hours. City Hall hours of operation are 7:00 a.m. – 4:00 p.m. from May 1st through the day before Labor Day and 8:00 a.m. -5:00 p.m. from Labor Day through April 31st. Half closures are allowed one (1) workday prior to the event in order to allow for the safe set-up of equipment. A loading/unloading zone must be specified within the Event Site Plan.
2. During City Hall non-operating hours, vendors should park at other locations in order to provide ample event attendee parking. Event Organizers, volunteers, vendors, contracted personnel, and attendees are not permitted to park in the Library parking lot.
3. Event Organizer must provide a parking attendant for the Library parking lot when the Aspen Avenue (between Humphreys and Sitgreaves) entrance is blocked by a full or partial street closure. This parking attendant is responsible for monitoring the availability of parking spaces for library patrons and ensuring safe access to the parking lot.

Downtown (including Heritage Square):

1. For vendors at Heritage Square with a table or tent who are not selling services or merchandise, a facility use permit is required and applicable fees will apply. A Special Event Permit is not needed. The facility use permit does not guarantee "exclusive use of the area." The facility use permit will not be issued if a "special event" is permitted for the space. More than one (1) facility use permit may be issued for a facility or park.
2. Events that have the primary purpose of offering goods or services for sale are considered Primary Retail Sales Events. Only one (1) Primary Retail Sales Event per month will be permitted at Heritage Square.
3. Events that do not have a primary purpose of offering goods or services for sale are considered Secondary Retail Sales Events. Secondary Retail Sales Events at Heritage Square are limited to no more than four (4) retail vendors.
4. Due to the fact that Heritage Square is built above an underground parking garage, it has maximum occupancy loads for the plaza area, steps, and stage (identified below), which must not be exceeded during the permitted event. Barricades and persons with counters must be used to enforce the maximum occupancy loads.
 - The maximum occupancy loads for the three (3) sections of Heritage Square are as follows:
 - Plaza Area- Nine hundred fifty seven (957) people
 - Steps- Two hundred thirty (230) people
 - Stage- Eighty-two (82) people
5. If the City determines that the occupancy load limits are not being enforced by the Applicant/Event Organizer, off duty Flagstaff Fire Inspector(s) will be assigned to the event to monitor the occupancy loads until the event ends. The Applicant/Event Organizer will be billed an hourly fee for each Fire Inspector.

Foxglenn:

1. Speakers must be directed away from neighborhood areas.

Ponderosa:

1. Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space

Thorpe Park Multi-Use Field:

1. Speakers must be oriented in a “surround sound” set up, where speakers are faced into the event space.

INSURANCE:

1. For events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), liquor liability (if applicable), and workers’ compensation (if applicable) naming the City of Flagstaff as an additional insured, and provide an additional insured endorsement.
2. Insurance coverage must be maintained for the duration of the event including set up and tear down dates.
3. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the Applicant/Event Organizer may use the following verbiage: “City of Flagstaff is listed as additional insured for any and all events held on City property or right of way.”
5. Insurance providers shall address the certificate to the attention of the City of Flagstaff Recreation Services and submit it with the Special Event Permit Application.
6. Minimum limits are as follows:
 - \$ 1,000,000 per occurrence
 - \$ 2,000,000 aggregate
 - \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
7. \$ 1,000,000 liquor liability insurance (if applicable)Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)The City reserves the right to modify these requirements depending on the event and liability exposures it represents to the City.
8. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, which is described in the Special Event Permit Application as Affidavit of Applicant/Event Organizer.
9. The following applies to Amusement Rides:
 - Pursuant to A.R.S. 44-1799.63, an amusement ride operator must procure insurance for the amusement ride insuring the owner or operator against liability for injury to persons arising from the use of the amusement ride, in an amount of not less than one million dollars for bodily injury and five hundred thousand dollars for property damage per occurrence or in an amount of two million dollars per occurrence for a combined single limit.
10. Contact City of Flagstaff Risk Management at (928) 213-2082 for more information regarding insurance requirements.

EVENT SITE PLAN:

Applicant/Event Organizer must submit an Event Site Plan with the Special Event Permit Application that identifies the event area or route and indicates the location of equipment and specific activity areas. Applications will not be accepted without the Event Site Plan. The Event Site Plan must include all fencing or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Event Site Plan must immediately be communicated to the Community Events Coordinator and a new illustrated Event Site Plan must be submitted.

Event Site Plan must include:

- Location of equipment
- Location of public parking
- Location of set up/tear down equipment and parking for those setting up the event
- Location of fencing, barriers and/or barricades(indicate any removable fencing for emergency access)
- If the event involves the closure of any street, the establishment of emergency access lanes throughout the event venue, which must be at least fifteen feet (15') wide.
- The location of first aid facilities and ambulances
- The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, Beer Gardens, cooking areas, trash/recycling containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and

- other temporary structures or activities
- Designation of the direction that any speakers will be facing
- Generator locations and/or source(s) of electricity
- Placement of vehicles and/or trailers
- Exit locations for outdoor events that are fenced and exit locations within tents and tent structures
- Identification of all event components that meet accessibility standards (i.e., parking for the disabled, access areas, etc.)
- Other related event components not listed above

The Recreation Services Director and/or Public Works Director or designee has the right to adjust Event Site Plans in order to protect the well-being of the public.

TENTS OR CANOPIES:

1. Stakes may not be driven into turf, grounds, asphalt or other surfaces without express written approval from the Parks Department. If approved, the Applicant/Event Organizer must call Blue Stake (1-800-782-5348) at least five (5) days before the event to locate utilities. The Blue Stake notice number must be provided to the Office of Community Events prior to any staking.
2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved, tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.
4. The Parks Department or Office of Community Events will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted Event Site Plan.
5. Tents and membrane structures that have an area in excess of four hundred (400) square feet are to be manufactured of flame resistant material or to be treated with an approved flame retardant and require a permit from the Flagstaff Fire Department.

NOISE CONTROL:

1. Event amplification must end by 10:00 p.m., unless a different time is noted in the "Rules and Regulations Specific to Certain Facilities" above. All events with amplification may not begin amplified entertainment until 9:00 a.m. Monday through Saturday and 12:00 p.m. on Sundays.
2. It is the intent of the City Council of the City of Flagstaff to provide citizens with an environment free from excess sounds or noise that may jeopardize their health, welfare and safety, degrade the quality of life, interrupt the tranquility of a neighborhood, or deny the right of quiet enjoyment of personal property. Applicant/Event Organizers must be mindful of noise generated by an event and how it may negatively affect the quality of life of nearby residents and businesses. The City's Noise Control Ordinance (Flagstaff City Code, Chapter 6-08) applies at all times. The City of Flagstaff Police Department may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints. If police directives are not followed, the Flagstaff Police Department has the authority to close an event or a portion of an event in response to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the Applicant/Event Organizer.
3. The ability to offer live amplified entertainment in City-owned parks will be determined on a case-by-case basis.
4. The following rules will apply to all permits allowing amplified entertainment:
 - Applicant/Event Organizer is required to have a decibel level meter at the soundboard for all events with amplified sound. Decibel levels must be monitored by the Applicant/Event Organizer and remain within the required limits.
 - Decibel levels read from one hundred (100) feet of the speaker locations must not exceed ninety (90) decibels, "A" weighted.
 - Working directly or in concert with the Applicant/Event Organizer, the Police Department and/or Recreation Services may at any time during the event require that decibel levels be

lowered. The genre of music will not be considered when determining whether to lower decibel levels.

BANNER AND SIGNAGE GUIDELINES:

1. Regulations governing temporary signs can be found in the Zoning Code 10-50.100.090 (Temporary Signs). <http://www.flagstaff.az.gov/index.aspx?NID=2998>
2. Intent to display banners must be indicated on the Special Event Permit Application.
3. Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
4. Banners must be identified on the Event Site Plan for placement on permanent structures or trees and approval is required.
5. Directional signage may be placed up to one (1) day before the event and must be taken down one (1) day after the event. Directional signage must not exceed an area of six (6) square feet.
6. Banners shall only be hung for the days permitted by the event producer, which may include the set up day.
7. Banners may not promote products that are illegal to consume by the patrons attending the event.
8. Banner language or depictions may not be profane or obscene.

ACCESSIBILITY PLAN

1. To comply with all City, County, State and Federal Disability Access requirements, an Accessibility Plan is required when submitting your application.
2. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
3. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
4. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, and/or accessible vendors and booths.
5. The use of truck track is required to cover electrical cables impeding access on paths of travel.
6. In order to mitigate tripping hazards, small electrical cords must be secured.
7. If all areas are not accessible, a map or program must be provided to disabled attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

MEDICAL PLAN:

1. The Applicant/Event Organizer is required to provide first aid and medical coverage for events open to the general public.
2. A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one (1) CPR and first aid certified individual with appropriate supplies.
3. The station must be capable of calling "911" in case of a medical emergency.

SANITATION AND RECYCLING:

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must arrange for trash and recycling services.
2. The provision of on-site containers for the collection of recyclable materials must meet the following standards:
 - Container Quantity- The number of recycling containers shall equal the number of solid waste containers.
 - Container Placement- The solid waste and recycling containers shall be placed next to one another throughout the event venue.
 - Accepted Materials- The types of recyclable materials suitable for deposit into each recycling container shall include, at a minimum, aluminum and metal cans, cardboard, and rigid plastic containers (#1-#7- except Styrofoam, plastic wrap, and plastic bags). Additional recycling materials may be collected as long as they conform to the City's current list of acceptable recycling materials. The most recent list may be obtained by visiting the City of Flagstaff website at www.flagstaff.az.gov/recycle .

- Each recycling container shall be clearly identified as a recycling container and display a list of the types of recyclable materials that may be deposited into the container.
 - The City of Flagstaff Sustainability Division offers reusable recycling lids, free of charge to aid in reducing contamination.
- 3. Recyclable materials deposited in to the recycling containers must be delivered to a recycling facility or dumpster for recycling, not a landfill or refuse dumpster for disposal. The Applicant/Event Organizer is responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, Applicant/Event Organizers may be billed an additional service charge for time spent cleaning the waste (see staffing costs, Park Maintenance).
- 4. If City of Flagstaff recycling containers are used during the event and are returned contaminated with food or liquids the Applicant/Event Organizer will be billed a per container charge for cleaning.
- 5. Call Environmental Services at (928) 928-213-2110 for assistance in determining trash and recycling needs.

PORTABLE AND PERMANENT RESTROOMS:

1. Portable restrooms are required for any event estimating an attendance of one hundred (100) or more people. If no permanent restrooms are on site and the event expects less than one hundred (100) attendees, portable restroom requirements will be determined on a case-by-case basis. The Applicant/Event Organizer is responsible for contacting and securing a portable restroom vendor.
2. For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish the restrooms five (5) hours into the event in order to maintain appropriate health and sanitation standards.
3. For multi day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
4. It is up to the Applicant/Event Organizer to fully consider all aspects of their event (i.e., alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
5. Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required.
6. The Americans with Disabilities Act requires that five percent (5%) of all portable toilet units ordered be wheelchair accessible, or a minimum of one (1) per order.
7. Portable units may not be placed on sidewalks or grass areas.
8. Portable toilets are to be removed immediately after the event or teardown time specified within the Special Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
9. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. Restrooms will be locked at night and opened in the morning during the event by the Applicant/Event Organizer to prevent unauthorized use. The Applicant/Event Organizer is responsible for any damage to the restrooms. The City will charge the Applicant/Event Organizer for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.

FOOD CONCESSIONS, VENDING, OTHER:

1. Applicant/Event Organizer will specify the location of all proposed food and vendor booths on the Event Site Plan. Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.
2. Applicant/Event Organizer is responsible for obtaining County Health Permits for food handling, preparation and public distribution. Contact (928) 679-8750 for more information regarding County Health Permits.
3. Food vendors must be self-contained.

4. Applicant/Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.
5. Applicant/Event Organizer must provide electrical amperage draws for all equipment that is to be used by vendors when submitting application.
6. The Special Event Permit allows the Applicant/Event Organizer exclusive control and regulation of any concessionaires/vendors within defined event venue.
7. Sales at special events are subject to the City sales tax. Each vendor and organizer is required to obtain a City Transaction Privilege (Sales) Tax license and file a monthly, quarterly, or yearly tax return report and remit sales tax for such sales. Entities that may be exempt from this requirement include Federally Exempt Organizations and Food Producers for sale of food products. For additional information related to the City sales tax license requirements and exemptions, please contact the City Sales Tax Section at (928) 213-2250 or by email: SalesTax@flagstaffaz.gov.
8. Organizer and/or vendor should obtain a permanent sales tax license from the Arizona Department of Revenue (ADOR) and report sales tax information to ADOR.

POTABLE WATER:

1. Recreation Services does not provide water connections for events.
3. Hydrant Meter set-up and removal will only occur Monday-Friday from 8:00 a.m. – 3:00 p.m.
4. Applicant/Event Organizer is responsible for hydrant meter, all consumption recorded on hydrant meter, and backflow device.
5. Applicant/Event Organizer must contact the Customer Service Manager seven (7) business days prior to the event at (928) 213-2230 to set up service.

ELECTRICAL INFORMATION:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an electrical site plan indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and to ensure that adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up.

1. The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. The plan must be approved by the Facilities Maintenance Superintendent and the City Electrician at least seven (7) days prior to the start of the event.
2. The City will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.
3. Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with truck tracks to prevent any tripping hazards.
4. Generators larger than twenty-five (25) kVA or Twenty-five thousand (25,000) watts require an over-the-counter electrical permit from the City's Development Services Division (contact 928-213-2618.)

The following rules apply:

- A licensed electrical contractor is to be used for installation and setup and must be on site during inspection with the City Electrical Inspector.
- Inspection of generator set-up is required. Additional fees apply when an inspection must occur during non-City Hall business hours. If an event requires multiple generators, a fee per generator is charged and added to the basic permit fee.
- If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and, if applicable, the after hour inspection.
- Larger generators may require a grounding stake. The location of each generator must be identified on the submitted site plan and approved by the Parks Department. The Applicant/Event Organizer must contact Blue Stake (1-800-782-5348) if a generator requires staking.
- A fire extinguisher must be kept near all generators. Minimum size: 2A-10BC.

- All generators associated with the event must be turned off (with the exception of a whisper-watt quiet generator approved by the Recreation Services - Office of Community Events staff) concurrently with the event ending each evening.
- Applicant/Event Organizer may supply those in need of overnight electrical use access to the City electrical pedestal or direct them to legal camping locations where generator use does not impact residential areas. The power provision excludes power to overnight facilities such as Recreational Vehicles, camper trailers, etc. The power is for event related tents and event equipment ONLY. Violators will be charged a one hundred dollar (\$100) fee.

FLAGSTAFF POLICE DEPARTMENT SERVICE INFORMATION & SECURITY PLAN:

1. Depending on the nature of the event, the Applicant/Event Organizer may need to provide professional security services and/or law enforcement.
2. Special events that generally require Police Department presence are those that:
 - Involve the sale and consumption of alcohol
 - Involve other public safety risks such as parades, sizeable attendance, or other factors potentially adverse to community tranquility and peace.
3. The Flagstaff Police Department has final authority to determine event security requirements. The Police Department will determine the necessity and make the final determination as to whether uniformed personnel must be present at a Special Event.
4. For Special Events at which alcohol will be served a Special Event Liquor License must be obtained through the City of Flagstaff Police Department prior to submitting a Special Event Permit Application or during the application review process.
5. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizer will be billed at the full overtime/holiday burden rate of the individual officer(s) working the event. Applicant/Event Organizer is reminded that officers working special events, although assigned specifically to the particular event, are employees of the City of Flagstaff and do not work for the Applicant/Event Organizer.
6. If the prescribed number of Flagstaff Police Department officers or private security guards is not provided, or proves inadequate, the Flagstaff Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Applicant/Event Organizer.
7. The Flagstaff Police Department may be reached at (928) 774-1414 or (928) 214-2532 for more information.

FLAGSTAFF FIRE DEPARTMENT SERVICE INFORMATION:

The Flagstaff Fire Department will consider and require the following items:

1. Tents and membrane structures that have an area in excess of four hundred (400) square feet are to be manufactured of flame resistant material or to be treated with an approved flame retardant and require a permit from the Flagstaff Fire Department. A tent is defined as a structure that is closed on more than twenty-five percent (25%) of all sides. A canopy is defined as a structure that is open on seventy-five percent (75%) of all sides.
2. Vendors using heat, spark, or flame producing equipment must keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
3. Food preparation inside an enclosed self-contained structure that produces grease laden vapors must be equipped with an approved type one (1) grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
4. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Flagstaff Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
5. Tents where cooking is performed shall be separated from other tents, canopies or other membrane structure by a minimum of twenty (20) feet.
6. Compressed gas bottles/cylinders must be stabilized to prevent tipping or falling over.
7. Extension cords must be of the heavy duty, grounded type twelve/three (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and must only be plugged into a three (3)-pronged receptacle.

8. Liquid or gas fueled appliances must be in good repair without fuel leaks or frayed electrical cords. Extra fuel must be kept in containers approved for that use and must not exceed five (5) gallons in capacity.
9. When closing streets, fifteen (15) feet fire lanes are required. They must be approved and indicated on the Event Site Plan and Traffic Control Plan. Additionally, parking on adjacent streets must be monitored to ensure passage is not obstructed and temporary "No Parking" signs must be installed where needed.
10. Upon review of the Special Event Permit Application, the Fire Prevention Inspector may require that an on-site inspection take place. If so, the Applicant/Event Organizer will be notified and will then have five (5) working days prior to the event to schedule an inspection. Make an appointment with a Fire Prevention Inspector by calling (928) 213-2500 or by visiting the Fire Department Administration Office located in City Hall, 211 W. Aspen Ave.
11. Banners, signs, arches, and objects shall not be strung or erected across any portion of the street or fire department access; unless the clearance below any part of the object is Thirteen' Six" (13'6") or higher, and the width is one traffic lane wide. Arches placed in the traffic lane shall have a clearance of at least Thirteen' Six" (13'6") from side to side, and shall not diminish the width of one (1) street lane at the base.

PARKING, LOT USE & CLOSURES:

1. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification one (1) day prior to the affected date.
2. It is the responsibility of the Applicant/Event Organizer to ensure that vendors, delivery vehicles, staff, and anyone associated with the implementation of the event do not park in any non-permitted parking lots during normal business hours.
3. A parking and/or shuttle plan is recommended for all events and may be required for certain types of events, as determined by the Office of Community Events. A parking plan should address the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which the event will take place. .
4. The use of carpools and public transportation should be used whenever possible.
5. Accessible parking must be included in your Event Site Plan.

COMMUNITY OUTREACH:

1. It is recommended that Level "A" events conduct community outreach in the neighborhood surrounding the park in which the special event is proposed to take place.
2. Residents, participants or event producers who wish to register feedback about events should call 928-213-2318 or submit comments through the City's website by clicking on "report a concern" (<http://www.flagstaff.az.gov/requesttracker.aspx>).

STREET CLOSURES:

Street closure requests are not granted as a matter of course and may require approval of the Flagstaff City Council.

1. Street closures may occur when affiliated with outdoor special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure must be illustrated through an Event Site Plan and Traffic Control Plan, which are required with the Special Event Permit Application. Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer.
2. All street closures must allow for fire lane access during the event.
3. The Police Department will determine if the special event and street closure requires uniformed personnel present at the event.
4. The Applicant/Event Organizer must notify merchants and residents affected by the street closure (those residents and merchants located on the route or street closure; within the perimeter of the route or street closure; and those within a one block radius of the street closure) no later than two weeks (14 calendar days) prior to the event and no sooner than thirty (30) calendar days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the City of Flagstaff, Recreation Services - Office of Community Events no less than two weeks (14 calendar days) prior to the event.

5. Requested street closures may be denied for any of the following reasons:
 - The nature of the event does not justify a street closure (street closures are intended to accommodate parades or other events that require the exclusive use of a street, as well as large-scale events that require additional space to ensure public safety);
 - Street closure would substantially or unnecessarily interfere with traffic;
 - Street closure would unreasonably impact business activities in the immediate vicinity of the closure;
 - Adequate emergency services, such as police, fire, and ambulance services are not available at the date and time requested;
 - Emergency services would be unreasonably inhibited in their ability to travel on and across public streets; or
 - Area requested to be closed is under construction or due to be under construction during time requested.

PARADES, MOTORCADES, WALKS AND RACES:

1. Detailed illustration of event routes, and assembly and disassembly areas are to be included on the Event Site Plan and submitted with the Special Event Permit Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing items from parade floats is strictly prohibited.
3. When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (i.e., AZ State highways, railroad, National Forest Service, etc.). The approval must be submitted with the Special Event Permit Application.
4. The Applicant/Event Organizer is responsible for cleaning the parade, motorcade, walk, or race route. Scheduling street sweepers may be required. Contact the Streets Section at (928) 774-1605 for rates and availability.
5. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the Applicant/Event Organizer.
6. Contact the Flagstaff Police Department to discuss police escorts.
7. Portable restrooms are required along the parade route for event attendee use.

TRAFFIC CONTROL PLAN:

If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, a Traffic Control Plan indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.

- The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved, the Traffic Control Plan must be executed by a certified technician from the barricade company.
- A Traffic Control Plan must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area.
- Traffic Control Plans must include/indicate the proposed parade/race route, if applicable.
- Traffic Control Plans must be dated and approved for the current year.
- Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer.
- The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs.
- Traffic Control Plans must be finalized and approved by the City's Traffic Engineer at least seven (7) business days prior to the event.
- All flaggers shall be Certified per ARS 28-653,2001 and shall receive and review the COF – Volunteer Flagger Informational Handout.

Applications *will not* be processed without a current Traffic Control Plan as described above.

ALCOHOL:

1. For special events that will include the sale of alcohol, a Special Event Liquor License must be obtained through the City of Flagstaff Police Department prior to submitting a Special Event Permit Application or during the application review process. Liquor licenses are distributed by the State of

Arizona but require the approval of the municipality and/or county in which the event is being proposed.

2. Special Event Liquor License applications are available at the City Clerk's Office located in City Hall, 211 W. Aspen Ave. Contact (928) 213-2076 for additional information. After completing the application, the Applicant/Event Organizer must deliver or send the application to the Police Department for review no later than seventy-five (75) days prior to the event.
3. Flagstaff Police Department Special Event Liquor License Applications will not be processed without a copy of the Special Event Permit Application and Event Site Plan..
4. The Police Department will not approve an application for a Special Event Liquor License if the application involves the closure of a street for the primary purpose of providing more square footage to the Applicant/Event Organizer for the sale and consumption of alcoholic beverages.
5. If three (3) or more alcohol-related criminal acts occur at an event with alcohol, a "Beer Garden" (see below) will be mandated for the next year of your event. If no violations occur the following year, the Beer Garden requirement will be open to negotiation. If three (3) or more violations occur the subsequent year with the Beer Garden in place, the Flagstaff Police Department may deny any future requests for permits.
6. If a beer garden is mandated, the following guidelines apply:
 - Beer Garden must be enclosed by an approved barrier.
 - The entrance and exit must be properly marked.
 - Entrance and exit must be staffed with security personnel who are checking identifications.
 - Only those over the age of twenty-one (21) are allowed in the Beer Garden unless with a parent or guardian.
 - Those over the age of twenty-one (21) must be given bracelets to identify them as over the age of twenty-one (21).
 - No over-serving.
 - No drinks are allowed to leave the Beer Garden.
 - Depending on event size, more than one (1) Beer Garden may be approved.

FAILURE TO COMPLY:

Failure to comply with the rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract
- Eviction from the premises
- Loss of future rental privileges
- Impact to the Status Category of the event (Good Standing, Probationary Standing, Poor Standing).

EQUIPMENT RENTAL:

1. An appointment must be made in order to pick up banner poles.
2. The Applicant/Event Organizer and City staff must mutually inspect and agree on the condition of the equipment prior to the event and upon return of the items.
3. It is the responsibility of the Applicant/Event Organizer to demonstrate to staff that they fully understand the safe operation of any equipment rented.
4. Rentals are available on a first-come, first served basis.
5. It is the responsibility of the Applicant/Event Organizer to pay the cost to replace or repair any damaged equipment.
6. City of Flagstaff Sustainability offers lids for 90 gallon recycling containers that will aid in reducing trash contamination. Please contact sustainability@flagstaffaz.gov for more information.

SPECIAL REQUIREMENTS:

1. At the conclusion of the permitting process, the Applicant/Event Organizer will be required to sign the City's Permit Holder's Agreement. The Applicant/Event Organizer agrees to comply with and accepts these requirements. The City of Flagstaff retains the authority to cancel an event at any time, including when in progress, if these special requirements are not met or if public safety is jeopardized.
2. Pre-event:

- If the nature of the event warrants, Recreation staff will schedule the event for an "informal review" by City staff. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.
 - Upon meeting all requirements and payment of fees, an approved permit is issued to the Applicant/Event Organizer.
3. The Applicant/Event Organizer will be apprised of "Status Standing" (i.e., if conditions established by the City were not followed) at the conclusion of the event. The cost of cleaning and/or damages will be assessed and against the security deposit and any remaining balances will be returned to the Applicant/Event Organizer.
 4. The Applicant/Event Organizer is guaranteed use of the permitted municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The Applicant/Event Organizer must have the issued Special Event Permit in their possession at all times.

APPEAL PROCESS:

If the Special Event Permit Application is denied, the applicant may submit a written appeal to the Office of Community Events within ten (10) working days of the denial. Once confirmation of written appeal has been accepted, it will be reviewed by staff and/or the City Manager's office. The applicant has the right to resubmit an application if denied. All Special Event Permit fees will apply separately to this new application unless the applicant resubmits the application for the same purposes with only revisions or corrections to the original application. For questions regarding this appeal process, contact Glorice Pavey at 928-213-2312.

City Contacts for Special Events

| | |
|---|----------------------------------|
| Building Safety Electrical Permits/Generators | (928) 213-2618 |
| City Clerk (Liquor License) | (928) 213-2076 |
| Community Development (Private Property) | (928) 213-2641 |
| Convention & Visitors Bureau | (928) 779-7611 |
| Environmental Services (Trash/Recycling) | (928) 213-2110 |
| Fire Department | (928) 213-2500 |
| Recreation Administration | (928) 213-2300 |
| Community Events Coordinator | (928) 213-2311 or (928) 213-2312 |
| Parks Maintenance | (928) 774-2868 |
| Police Department | (928) 214-2532 |
| Risk Management (Insurance) | (928) 213-2082 |
| Tax & Licensing (Sales Tax Permit/License) | (928) 213-2251 |
| Traffic Engineering (Street Closures) | (928) 213-2606 |
| Utilities/Water Needs (Customer Service) | (928) 213-2230 |
| Utilities After-Hours Emergencies | (928) 774-0262 |

Community Contacts for Special Events

| | |
|---|----------------|
| Coconino County Parks and Recreation/Fort Tuthill | (928) 679-8000 |
| Coconino County Environmental Health Department | (928) 679-8750 |
| Mountain Line Transit | (928) 779-6624 |
| Blue Stake | (800) 782-5348 |
| Arizona Department of Transportation | (928) 774-1491 |

Checklist

Required information for initial submittal (Applications will not be accepted without this information):

- Completed and signed application
- Application fee
- Certificate of insurance-see page 6 (valid for event dates, set up and tear down)
- Complete and detailed Event Site Plan-see page 6
- Electrical Plan-see page 10(if applicable)
- IRS letter of nonprofit status-see page 3 (if applicable)

- Traffic Control Plan-see page 13 (if applicable)

Other:

- Permit Holder's Agreement
- Walk-through (dependent upon the event)
- Trash/Recycling scheduled-submit invoice or receipt
- Portable restrooms scheduled-submit invoice or receipt
- Schedule security or police-submit invoice or receipt (if applicable)
- Submit City tax information to Tax & Licensing Dept- (if applicable)
- Obtain County health permits (if applicable)
- Pay permit fees-see page 4 for deadlines and attached fee matrix
- Schedule a fire inspection –see page 11 (if applicable)
- Obtain a permit for a tent-see page 7 (if applicable)
- Conduct flagger training (if applicable)
- Write and deliver a letter to anyone impacted by a street closure (submit letter and confirmation of delivery)-see page 12 (if applicable)
- Obtain an ADOT permit (submit approved permit, issued by ADOT to Community Events) (if applicable)
- Notify Mountain Line Bus Transit of any street closures or impacts (if applicable)
- Schedule a water meter-see page 9(if applicable)
- Obtain a liquor license (submit approved license, issued by the AZ State Liquor Board to Community Events)-see page 13(if applicable)
- Obtain a generator permit-see page 10 (if applicable)
- Schedule a street sweeper-see page 12 (if applicable)
- Key contract and deposit for key to the City electrical boxes at Heritage Square or Wheeler Park (if applicable)

Timeline Matrix

| | Application Due (Calendar Days) | Last Possible Date to Accept App (Calendar Days) | Admin Review (Work Days) | Event Producer Admin Requirements Due (Work Days) | Substantive Review (Work Days) | Deadline for Event Producer to Submit All Items (Work Days) |
|---------|---------------------------------|--|--------------------------|---|--------------------------------|---|
| Level A | 90 days prior to event date | 55 days prior to event date | 10 days | 27 days prior to event date | 20 days | 5 days prior to the event date |
| Level B | 60 days prior to event date | 40 days prior to event date | 10 days | 17 days prior to event date | 10 days | 5 days prior to the event date |
| Level C | 14 days prior to event date | 10 days prior to event date | 3 days | 5 days prior to event date | 4 days | 2 days prior to event date |

