

**WORK SESSION AGENDA**  
**AMENDED**

**CITY COUNCIL WORK SESSION  
TUESDAY  
MARCH 31, 2015**

**COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE  
6:00 P.M.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**

*NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.*

MAYOR NABOURS  
VICE MAYOR BAROTZ  
COUNCILMEMBER BREWSTER  
COUNCILMEMBER EVANS

COUNCILMEMBER ORAVITS  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

4. **Preliminary Review of Draft Agenda for the 04/07/2015 City Council Meeting.** \*

*\* Public comment on draft agenda items may be taken under "Review of Draft Agenda Items" later in the meeting, at the discretion of the Mayor. Citizens wishing to speak on agenda items not specifically called out by the City Council for discussion under the second Review section may submit a speaker card for their items of interest to the recording clerk.*

A. **Discussion of Ordinance No. 2015-03. (Zoning Code Amendment to permit freight/trucking in RD zone)**

5. **Public Participation**

*Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.*

6. **Revisions to the Special Event Permit Packet and Ordinance (previously item #7)**
7. **Parking Issues in the Vicinity of the Northern Arizona University Campus. (Previously item #10)**
8. **Consideration of Proposals:** Remodel/Expansion of Municipal Court Building **(Previously item #6)**

**RECOMMENDED ACTION:**

Information and direction.

**9. ~~US 180 Winter Congestion Report (REMOVED FROM AGENDA)~~**

**RECOMMENDED ACTION:**

Discussion and possible direction

**10. ~~Discussion of Procurement Preferences Regarding Carbon Footprint and Disadvantaged Businesses (REMOVED FROM AGENDA)~~**

**11. Review of Draft Agenda Items for the 04/07/2015 City Council Meeting.\***

*\* Public comment on draft agenda items will be taken at this time, at the discretion of the Mayor.*

**12. Public Participation**

**13. Informational Items To/From Mayor, Council, and City Manager.**

**14. Adjournment**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Elizabeth A. Burke, MMC, City Clerk

## Memorandum

6.

### CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**From:** Glorice Pavey, Recreation Supervisor  
**Date:** 03/20/2015  
**Meeting Date:** 03/31/2015



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#### TITLE:

**Revisions to the Special Event Permit Packet and Ordinance (previously item #7)**

#### DESIRED OUTCOME:

Provide review and guidance to staff regarding revisions to the Special Event Permit Packet and Ordinance.

#### EXECUTIVE SUMMARY:

The Special Event Permit Packet is a dynamic document used to provide oversight of events that occur on City property to reduce unnecessary disruption of traffic and business activity for existing store front businesses and the public, as well as accommodate desired commerce by temporary use organizations, event promoters and vendors. Staff routinely update the document every two-three years. While the original intent of the update was to address downtown street closures and retail sales at Heritage Square, staff have taken this opportunity to make additional changes to other portions of the permit packet that will streamline the process for applicants and lessen the time required to complete, providing quicker turnaround while still providing essential oversight.

Street closures in the north Downtown District and retail sales in Heritage Square have raised concerns among business owners and residents. Street closures have the potential to impact traffic flow and parking, which in turn can negatively or positively affect sales for those businesses. Additionally, large community events can affect both businesses and residents by creating additional trash, vandalism and increased noise. By creating more guided parameters to regulate street closures and sales at Heritage Square, the City is hoping to minimize impacts and create a less burdensome process.

#### INFORMATION:

##### COUNCIL GOALS:

- Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics
- Relieve traffic congestion throughout Flagstaff
- Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments
- Foster relationships and maintain economic development commitment to partners

##### REGIONAL PLAN:

###### Transportation

Goal T.1. Improve mobility and access throughout the region.

###### Public Facilities, Services, and Safety:

Goal PF.3. Provide high quality emergency response and public safety services including law enforcement, fire, medical, and ambulance transport service.

### Economic Development:

Goal ED.3. Regional economic development partners support the start-up, retention, and expansion of existing business enterprises.

Goal ED. 6.Tourism will continue to provide a year-round revenue source for the community, while expanding specialized tourist resources and activities.

Goal ED.7. Continue to promote and enhance Flagstaff's unique sense of place as an economic development driver.

Additional information regarding changes to the Special Event Permit Packet and Ordinance have been added as attachments.

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**Attachments:**     Memo to City Council  
                         Special Event Permit Packet Rules (Red Lined)  
                         Special Event Permit Packet Rules (Clean Copy)  
                         Special Event Application (Red Lined)  
                         Special Event Application (Clean Copy)  
                         Proposed Ordinance Amending Chapter 8-12 of City Code Regarding Special Events  
                         Draft Resolution Approving Amended Permit Packet Rules and Application  
                         PowerPoint Presentation





## RECREATION SERVICES MEMO

DATE: 03/25/2015  
TO: Mayor and Councilmembers  
FROM: Brian Grube, Recreation Services Director  
Glorice Pavey, Recreation Supervisor  
CC: Jeff Meilbeck, Josh Copley, Jerene Watson, Leadership Team  
Re: Revisions to the Special Event Permit Packet

MEETING DATE: March 31, 2015

This memorandum provides information relevant to the March 31, 2015 City Council work session regarding revisions to the Special Event Permit Packet.

### Overview of Proposed Changes to the Special Event Permit Packet:

- Updated the definition of a special event to coincide with the proposed revisions to the chapter of the City Code regarding special events. The revised definition is more clear and concise.
- Added a provision that special events should not advertise until after final approval of the application.
- Changed the deadlines so that they are consistent throughout the review process. This applies to fees, cancellations/refunds, substantive review.
- Removed historical precedent for events in probationary standing.
- Removed the provision that prohibited skateboard and BMX events from obtaining a special event permit. These events will be evaluated on a case-by-case basis.
- Created a provision to limit the number of special events at Heritage Square that have the primary purpose of offering goods or services for sale. Such events will be considered Primary Retail Sales Events and be limited to one per month at Heritage Square.
- For special events at Heritage Square that do not have the primary purpose of offering goods or services for sale (Secondary Retail Sales Events), a provision has been added that limits the number of vendors at such events to four (4).
- Created objective criteria for approving or denying street closures.
- Removed provision that City Council must approve requests for one way street closure or parade.
- Removed provision that City Council must approve applications that include the sale of alcohol at Heritage Square.

- Gave authority to the Public Works Director or his designee to make changes to the permit packet rules and regulations.
- Made the special event permit packet more user-friendly by simplifying the language, removing repetitive provisions, and rearranging the order of the regulations.
- Added a provision that Wheeler Park's use would be limited by a landscape watering schedule.

#### Compulsory Changes to the Special Event Permit Packet:

- Section regarding temporary signs has been updated to conform with recent revisions to the sign code.
- Section regarding Tax and Licensing has been updated.
- Section regarding insurance requirements has been updated after receiving input from Risk Management.
- Section regarding administrative and substantive review process has been updated to conform to HB1443.

#### Input from Downtown District Manager:

- Supports limiting the number of Primary Retail Sales Events at Heritage Square.
- Supports limiting the number of vendors at Secondary Retail Sales Events at Heritage Square.
- Supports removing the requirement that all events proposing to serve alcohol must obtain City Council approval.
- Does not want to limit the number of street closures in Downtown District.
  - Supports adding the following parameters for street closures
    - Limit street closures to events that actually warrant a street closure
      - See page 12, "Street Closure"; #5
        - Provides for denial of street closure request when 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)
    - Deny new requests that seek to close streets on busy or holiday weekends
      - See page 12, "Street Closure"; #5
        - Street closure would substantially or unnecessarily interfere with traffic
        - Street closure would unreasonably impact business activities in the immediate vicinity of the closure
    - Staff should consider recent closures when approving or denying requests
      - See page 12, "Street Closure"; #5
        - Street closure would unreasonably impact business activities in the immediate vicinity of the closure

- Supports Recreation staff having authority to review and approve street closures without City Council input, based upon the following system:
  - Special Event applications would be sent to the Downtown District Manager for review and comment.
    - Two opportunities for review: administrative and substantive
  - District Manager will provide opportunity for business owners to give their input based upon the objective criteria established in the special event permit packet.
  - Public comment is structured and funneled through the Downtown District Manager.
  - District Manager will have opportunity to request that certain conditions be placed on approval of the street closure and to provide input on the event's site plan.
  - City Council will be informed about any street closure requests, including outreach, public comments, conditions and approval or denial of the application, through a memo from staff.
  - City staff (members of the special event review committee), the Downtown District Manager, and the Applicant/Event Organizer will conduct a pre-event "walk-through" to ensure that all conditions and public concerns have been addressed. .

Attachments:

- Red-lined version of the special event permit packet
- Clean version of the special event permit packet
- Red-lined version of the special event application
- Clean version of the special event permit packet
- Proposed ordinance amending Chapter 8-12 of the City Code concerning special events
- Resolution

# 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. Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a permit. (Ordinance ~~2010-27~~ 2015-04, Chapter 8-12, Special Events)

Comment [g1]: Updated

## 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 GUIDELINES 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 returns the completed application to the City of Flagstaff, Recreation Services—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 Applications will depend on the type of event being planned. For Level A events, the application must be submitted is ~~ninety~~ (90) calendar days

Comment [g3]: New

~~prior to the event date; for Level A events; for Level B events, the application must be submitted sixty (60) calendar days prior to the event date; and for Level C events, for Level B events; and the application must be submitted fourteen (14) calendar days for Level C events prior to requested the event date(s).~~ Failure to ~~do so meet these deadlines~~ will result in a late fee or denial of the permit application.

- Level A applications submitted ~~between 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 ~~between 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 ~~between 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 ~~or not accompanied by the required information~~ will not be accepted.**

**4. ~~All applications should include the following for initial submittal:~~**

- ~~Completed and signed application (both signature lines)~~
- ~~Application fee~~
- ~~Certificate of insurance see page 5 (valid for event dates, set up and tear down)~~
- ~~Complete and detailed site plan see pages 7-8~~
- ~~Electrical Plan see pages 10-11 (if applicable)~~
- ~~Submit IRS letter of nonprofit status see page 3 (if applicable)~~
- ~~Traffic Control Plan see pages 13-15 (if applicable)~~

**SPECIAL EVENT PERMIT REVIEW PROCESS**

**Comment [g4]:** Duplicative of information in application.

**1. Administrative Review**

- Once a special event application has been submitted, an administrative review ~~by staff~~ 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 ~~shall will~~ issue a written notice of administrative completeness or deficiency within the defined administrative review time frame. ~~Multiple departments within the City will provide a coordinated notice to the Office of Community Events. If the City determines that the application is incomplete, the City will provide the Applicant/Event Organizer with a A-list of specific deficiencies, will be provided to the Applicant/Event Organizer and when compiled by the event producer are 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
- ~~The time clock is stopped until the missing/corrected information is resubmitted to the City. 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 ~~submittal is does~~ not guarantee ~~of~~ its approval.

**2. Substantive Review**

- Once the administrative review is complete and all requested information and documents have been submitted by the ~~event producer~~ Applicant/Event Organizer, City staff will conduct a substantive review ~~of the application on substance~~. It is after this substantive review that the application will be approved or denied.

- ~~By mutual agreement the City and the applicant may extend the substantive review time frame, but may not exceed 25% of the overall time frame.~~
- ~~The City and applicant may mutually agree in writing to allow the City to submit supplemental requests for information during the substantive review.~~
- 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 additional information 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.
- The time clock is stopped until the missing/corrected information is resubmitted to the City. 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.
- A list of deficiencies will be provided to the applicant and when compiled by the event producer 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

**Comment [g5]:** This language removed when SB1598 was amended by HB2443.

**Comment [g6]:** HB2443.

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.

**Comment [g7]:** HB2443

### 3. 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.
- After the event, the applicant/event organizer will also be apprised of "Status Standing" (i.e.: if conditions established by the City were not followed). The cost of cleaning and/or damages assessed and billed against the security deposit and remaining balances billed to Applicant/Event Organizer.
- The event producer is guaranteed exclusive use of the permitted municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The event producer must have the issued Special Event Permit in their possession at all times. The event producer has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire. If the violator(s) fail to exit the premises, the Flagstaff Police Department may be called for assistance.

**Comment [g8]:** Moved to another section of the document.

**Comment [g9]:** Moved to another section of the document.

**Comment [g10]:** Moved from another section of the document.

## **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.

#### PERMIT HOLDERS AGREEMENT:

The special event Applicant/Event Organizer/event organizer will be required to sign the Permit Holders Agreement prior to issuance of the Special Event Permit. By signing the Permit Holders Agreement, the permit holder(s) acknowledge and agree that they:

- ~~Are aware of the non-refundable application fee~~
- ~~Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment~~
- ~~Will operate the event and use of any related equipment in a safe manner~~
- ~~Will maintain in force, throughout the duration of the event, liability insurance coverage~~
- ~~Will operate only from the areas specifically designated~~
- ~~Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area~~
- ~~Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule~~
- ~~Will provide the City of Flagstaff, Recreation Services—Office of Community Events all necessary deposits (i.e. key and/or cleaning)~~
- ~~Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity~~
- ~~Will be responsible for any privately owned equipment left at the facility~~
- ~~Will abide by all conditions of use~~
- ~~Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received~~
- ~~Will provide access to event in accordance and compliance with American Disabilities Act standards~~
- ~~Will defend, indemnify and hold harmless the City of Flagstaff.~~
- ~~Pursuant to City of Flagstaff Ordinance No. 2010-27, it is unlawful for any person in charge of, or responsible for the conduct of, a duly permitted special event to knowingly fail to comply with any term or condition of a special event permit.~~

**Comment [g11]:** This agreement is signed at the end of the permitting process and does not need to be included in the permit packet.

#### FAILURE TO COMPLY:

~~Failure to comply with 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 the Status Category of the event (Good Standing, Probationary Standing, Poor Standing)~~

**Comment [g12]:** Moved to another section of the document.

#### ORGANIZATION STATUS

1. ~~All entities or organizations without valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, or club, school).~~
2. ~~Nonprofit organizations need to have been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the tax exemption letter~~

**Comment [g13]:** Moved to another section of the document.

certifying your current tax exempt, non-profit status is required.

3. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

#### **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. ~~User fees and deposits must be determined per current Special Event Fees and Charges and required as stated in the policies.~~
2. ~~Security deposits will be determined as follows: Events in "Good Standing" and new events will be required to pay the current stated security amounts; "Probationary" events will be required to pay 150% the stated security deposits; Events in "Poor Standing" will be required to pay 200%.~~
3. ~~1. All fees and deposits for events will be due forty – five ~~twenty-seven~~ (45/27) business days prior to Level A event dates, thirty-seventeen (30/17) business days prior to Level B event dates, and seven ~~five~~ (7/5) 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 at the time that when the application is submitted to the Office of Community Events.~~
4. ~~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.
  - ~~Event Organizer fails to perform adequate cleanup during and after the event.~~

**Comment [g14]:** Moved from another section of the document.

**Comment [g15]:** Duplicative of information in application.

**Comment [g16]:** Recommend that we change the timelines so that all deadlines are consistent: fees, substantive review and cancellation/refunds.



- 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.

5.3. All fees and deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met.

6.4. 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.

7.5. 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 thirty [twenty-seven (30)27] business days in advance of Level A event dates, fifteen [seventeen (15)17] business days in advance of Level B event dates, and three [five (3)5] business days in advance of Level C event dates. for a full credit of deposits and fees. Cancellations received after that these time frames may result in forfeiture of deposits and fees.

2. Application fees are non-refundable, and are applicable regardless of event cancellation.

3. Applicant/Event Organizer may decide up to twenty-four (24) hours prior to use 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 acceptable date to the Applicant/Event Organizer postponing their event.

4. If the notice granting or denying the permit is not issued within the overall time frame, the City shall refund all fees charged for reviewing and acting on the application, and shall excuse the payment of as yet unpaid fees. The refund shall be made within 30 working days after expiration of the overall time frame of the agreed time frame extension without the applicant having to ask for a refund. City shall continue to process the application, and there is no longer any time frame within which it must be completed.

#### **HOURS OF OPERATION:**

1. Flagstaff City Code (8-11-001-005. Use By the General Public/Hours of Use)

- Permitted hours of use must be between 5:00 a.m. and 10:00 p.m., Sunday through Thursday, and 5:00 a.m. and 12:00 midnight, Friday and Saturday, unless such person has acquired the appropriate permit from the City of Flagstaff, Recreation Services Office of Community Events.

2. City Hall business hours between the dates of May 1<sup>st</sup> through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31<sup>st</sup> are 8:00 a.m. – 5:00 p.m.

#### **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 an historic event during the same time each year and rates is in "Good Standing" or "Probationary 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 Community EnrichmentPublic Works Services Director have the authority to decline proposals for events that are located in areas of close proximity to historic or already permitted events. The Recreation Services Director and/or Community Enrichment Services also have the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.

3. The use of park property may not be granted when, as determined by the Recreation Services Director and/or Community Enrichment ServicesPublic Works Director or a designated representative, such use is unsafe, or will damage the facility, or is not in the best interest of the City.

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 with 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.

**Comment [g17]:** Recommend that we change the timelines so that all deadlines are consistent: fees, substantive review and cancellation/refunds.

**Comment [g18]:** Moved to another section of the document.

**Comment [g19]:** Duplicative of information in application.

**Comment [g20]:** New

4.5. ~~Park and/or area within a park may be closed off from use in case of damage or other repairs.~~

5. ~~The exclusive use of playground areas, skate parks, and BMX parks cannot be reserved by one group, and access to the area by the general public must be available at all times. Playgrounds cannot be reserved and must remain accessible to the general public at all times. The City of Flagstaff, Recreation Services Office of Community Events does not permit special events in any City-owned skate park or BMX park.~~

**Comment [g21]:** New

**Comment [g22]:** New. Risk management is no longer denying these events outright. Skate parks and BMX parks may be able to be rented with appropriate insurance policy.

## 6. PRIVATE PROPERTY/TEMPORARY USE PERMITS:

### 1. Events Requiring a Temporary Use Permit

- Events on private property may require a Temporary Use Permit issued by the Community Development Department Planning and Development Services.
- Regulations governing temporary uses located on private property can be found in the Land Development Code. Contact the Planning and Development Services at (928) 213-2641 for information and permit procedures.

### 2. Events that do not require a Temporary Use Permit

- Except as specifically provided in the Land Development Code, restrictions on temporary uses shall not apply to any use that is conducted entirely on private residential property, operated by the person, company, or organization owning the property, provided that the duration of the temporary use does not exceed forth-eight (48) hours and is repeated not more than four (4) times a year.
- This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

## 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 business hours between the dates of May 1<sup>st</sup> through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31<sup>st</sup> are 8:00 a.m. – 5:00 p.m.
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 1<sup>st</sup> through the day before Labor Day and 8:00 a.m. – 5:00 p.m. from Labor Day through April 31<sup>st</sup>. 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.

**Comment [g23]:** Community Development

**Comment [g24]:** Moved from another section of the document.

**Comment [g25]:** New

**Comment [g26]:** Moved from another part of the document.

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.

Comment [g27]: New

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.

Comment [g28]: New

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. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed below. The occupancy load must not be exceeded throughout during the permitted event. Use 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 is 1269 people, with the breakdown of distribution are as follows:
  - Plaza Area- Nine hundred fifty seven (957) people
  - Steps- Two hundred thirty (230) people
  - Stage- Eighty-two (82) people
- When the Fire Department determines that the occupancy load limits are not being enforced by the Applicant/Event Organizer, off duty Flagstaff Fire Inspector(s) will be called assigned to this event to monitor the occupancy loads until the event ends and to ensure that the occupancy load is not exceeded. The Event Organizer or Applicant/Event Organizer will be billed an per-hourly fee for each Fire Inspector.

Foxglen:

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.

Comment [g29]: Moved from another section of the document.

#### **INSURANCE:**

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability (if applicable), and 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 dismantle 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. Have-It 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
  - \$ 12,000,000 aggregate
  - \$ 1,000,000 automobile liability (or non-owned automobile liability) (if applicable)
  - \$ 1,000,000 liquor liability insurance (if applicable)
  - Workers' Compensation statutory coverage with basic employers' liability limits (if applicable)
  - \$100,000 per occurrence for bodily injury
  - \$100,000 per employee for bodily injury by disease
7. \$500,000 aggregate for bodily injury by disease.

Comment [g30]: Updated risk management requirement.

~~8.7. Additional limits may be required after review. The City reserves the right to modify these requirements depending on the event and liability exposures it represents to the City.~~

Comment [g31]: Removed by risk management.

~~9.8. 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.~~

Comment [g32]: Added by risk management.

~~10.2. The following applies to Amusement Rides:~~

- ~~• The State of Arizona through statute ARS 44-1799.61-1799.64 requires Pursuant to A.R.S. 44-1799.63, an amusement ride operator must have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD), 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.~~
- ~~• This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated.~~

Comment [g33]: Amended by risk management.

~~10.20. 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, an Event Site Plan that includes identifies the event area or route and indicating 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 is required must be submitted.

Event Site Plan must include:

- ~~• Your event site plan should be submitted on an 8 1/2" x 11" or 8 1/2" x 14" format.~~
- ~~• Location of equipment and~~
- ~~• parking must be provided in the event site plan. Location of public parking~~
- ~~• Location of set up/tear down equipment and parking for those setting up the event.~~
- ~~• If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.~~
- ~~• The location of fencing, barriers and/or barricades (indicate any removable fencing for emergency access).~~
- ~~• If the event involves the closure of any street, the provision establishment of minimum fifteen feet (15') emergency access lanes throughout the event venue, which must be at least fifteen feet (15') wide, if the event involves the closure of any street.~~
- ~~• When closing streets, Fire Lanes are required; they must be approved and indicated on the Event Site Plan.~~
- ~~• 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 pointing facing.~~
- ~~• Generator locations and/or source(s) of electricity.~~
- ~~• Placement of vehicles and/or trailers.~~
- ~~• Exit locations for outdoor events that are fenced and/or 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.)~~
- ~~• The Recreation Services Director and/or Community Enrichment Services Director or~~

~~designee has the right to adjust event site plans in order to protect the well-being of the public.~~

- ~~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 explicit-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 ~~Recreation Services~~ 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 planPlan.
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. ~~Tent closed on more than 25% of all sides.~~

#### **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, Monday through Sunday with the exception of Wheeler Park where event amplification must end by 9:00 p.m. All events with amplification may not begin amplified entertainment until 9:00 a.m. Monday through Saturday and 12:00 p.m. on Sundays and 9:00 a.m. Monday through Saturday.
2. ~~It is the intent of the City Council of the City of Flagstaff to endeavor to provide citizens with an environment free from such excess sounds or noise as that may jeopardize their health, welfare and safety, degrade the quality of life, interrupt the tranquility of a neighborhood, or deny the right to quiet enjoyment of personal property. Applicant/Event Organizers must be mindful of noise generated by an event entertainment and equipment and how it may negatively affect the quality of life of nearby residents and businesses. Police may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints.~~
3. ~~The City's Noise Control Ordinance (Flagstaff City Code, SectionChapter 6-08) applies at all times.~~
4. ~~2. The City of Flagstaff Police Department may submit a written notice to the Event Organizer providing requirements to alleviate noise related complaints. If event staff decides not to comply with police submissions directives are not followed, the Flagstaff Police Department has the authority to close an event or a portion of an event when responding 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.~~
5. ~~4. However, the following rules will apply to all permits allowing amplified entertainment:~~
  - ~~Wheeler Park – Speakers will 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.~~
  - ~~Foxglenn Park – Speakers will be directed away from neighborhood areas.~~
  - ~~Thorpe Park Multi-Use Field and Ponderosa Park – Speakers must be oriented in a "surround sound" set up, where speakers are faced into the event space.~~
  - 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.

**Comment [g34]:** Moved to another section of the document.

**Comment [g35]:** Moved to another section of the document.

- Decibel levels read from one hundred (100) feet of the speaker locations must not exceed ninety (90) decibels, "A" weighted.
- ~~Event Organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored by the event producer(s) and remain within the required decibels.~~
- Working directly or in concert with the event producer/Applicant/Event Organizer, the Police Department and/or Recreation Services may at any time during the event require that lower decibel levels be lowered at any time during the event. The genre of music will not be used to considered when determine determining whether to lower decibel levels.

#### **BANNER AND SIGNAGE GUIDELINES:**

1. Regulations governing temporary signs can be found in the Zoning Code 10-50.100.0270 (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 temporarily displayed in Wheeler Park and Heritage Square at designated locations on poles provided by Recreation Services – Office of Community Events for the day(s) listed on the permit.~~
4. ~~Temporary signs associated with events restricted to a City park or other City owned or operated public property, including streets, vacant land and parking lots, shall be reviewed and approved by the Recreation Services section in compliance with the Special Event Permit Policy.~~
5. 4. 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.
6. 5. Banners must be identified on the Event Site Plan for placement on permanent structures or trees and approval is required.
7. ~~Banners may not be affixed to trees.~~
8. ~~Banners may not be displayed on street medians, FUTS trails or within rights of way. An exception is the Downtown Banner Program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the Downtown Banner Program.~~
9. ~~Event banners must remain within the event site.~~
10. ~~Banners affixed to the City's banner pole sleeves may not exceed sixty (60) square feet in total area.~~
11. ~~Banners affixed to temporary fixtures may not exceed twenty four (24) square feet in total area.~~
12. 6. 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.
7. Banners shall only be hung for the days permitted by the event producer, which may include the set up day(s).
13. 8. ~~For more information regarding City sign standards, please r of the City's Zoning Code~~
14. 2. Banners may not promote products that are illegal to consume by the patrons attending the event.
15. 10. Banner language or depictions may not be profane or obscene.

**Comment [g36]:** Duplicative of information in application.

**Comment [g37]:** Not common practice. Do not review.

**Comment [g38]:** Covered in the new sign code.

**Comment [g39]:** Covered in the new sign code.

**Comment [g40]:** Duplicative of information in application.

#### **ACCESSIBILITY PLAN**

1. To comply with all City, County, State and Federal Disability Access requirements, an accessibility Accessibility plan 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 are required to 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 have-be-capable capability of calling "911" in case of a medical emergency.
4. ~~The following matrix is provided as a tool in an effort to help determine the appropriate medical services needed based on the number of anticipated attendees.~~

PUBLIC ATTENDANCE	# OF FIRST AID STAFF	# OF FIRST AID STATIONS
200—1,000	1	1
1,001—10,000	2	1
10,001—14,000	4	2
14,000 +	4	2+ standby ambulance

#### **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](http://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.
  - ~~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.~~
3. ~~Event~~ The Applicant/Event Organizer ~~is~~ are 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 ~~to-be-determined according-to-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.

Comment [g41]: New

#### **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 vendors.
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 multiple 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 ~~(any person may use these)~~.
6. The Americans with Disability ~~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. ~~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.~~
8. Portable units may not be placed on sidewalks or grass areas.
9. 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.
10. 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. ~~Sales at special events will be subject to sales tax. Each vendor and the Organizer will be required to get a regular permanent TPT license and file a monthly/quarterly/yearly tax return on which they will report and remit sales tax for these sales.~~
2. ~~Same exemptions that applied to certain type of businesses before the current changes would continue to apply. Food Producers are preempted by the State from city requirements for sales tax, fees or licenses. So they would be exempt when participating in the Farmer's Market. Some of the other exempt entities include 501(c)(3) non-profit organizations, any business licensed under Title 20 The Event Organizer is required to obtain a Special Event permit from the City of Flagstaff Tax, License, and Revenue Division for each event.~~
2. ~~Applicant/Event Organizer will be required to provide a list of all individuals scheduled to sell merchandise, food or other items at least fourteen (14) days prior to the event. The information must include company name, contact person, address, phone number and current City business license number if applicable. All information is confidential and is for City Tax and Licensing use only.~~
3. ~~Contact the City Tax and Licensing Department at (928) 213-2251 for more information.~~
4. ~~If there are vendors at the event, the Applicant/Event Organizer must collect a \$15.00 fee from each vendor that does not already have a City Sales Tax or Business License. The fees and list of vendors must be submitted to the Tax, License, and Revenue Division on the following business day after the event.~~
5. ~~Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.~~
6. ~~Overnight camping within City limits unless in a designated camp site is not permitted per Land Development Code (City Code Chapter 8-11-001-0010 Prohibited Activities).~~
7. ~~Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Office of Community Events).~~
8. 1. Applicant/Event Organizers 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.~~
9. 2. Include location of vendors on site plan submitted with your application. ~~Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.~~

~~10.3.~~ Applicant/Event Organizers ~~are-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.

~~11.4.~~ Food vendors must be self-contained.

~~12.~~ Fire extinguishers are required per Fire Department regulations.

~~13.5.~~ 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.

~~14.6.~~ Applicant/Event Organizer must provide electrical amperage draws for all equipment, that is to be used by vendors, when submitting your application.

~~7.~~ The Special Event ~~permit~~ Permit will allows ~~you the Applicant/Event Organizer~~ exclusive control and regulation of any concessionaires/vendors within your defined event venue.

~~8.~~ 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.

~~15.9.~~ 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.

~~16.~~ For vendors at Heritage Square, with a table or tent who are not selling services or merchandise, a use permit is required and applicable fees will apply. A special event permit is not needed. The general use permit does not guarantee "exclusive use of the area." The general use permit will not be issued if a "special event" is permitted for the space. More than one general use permit may be issued for a facility or park.

**Comment [g42]:** Duplicative of information in application.

**Comment [g43]:** Updated Tax and Licensing requirements.

**Comment [g44]:** Moved to another section of the document.

#### **POTABLE WATER:**

1. Recreation Services does not provide water connections for events.

~~2.~~ There are two water needs options available for Event Organizers:

- ~~Water can be hauled to the site. The City of Flagstaff does not provide recommendations for water delivery vendors.~~
- ~~Water can be supplied by a Hydrant Meter at the event location if available. Fees and deposits may apply.~~

3. Hydrant Meter set-up and removal will only occur Monday-Friday from 8:00 a.m. – 3:00 p.m.

4. Applicant/Event Organizers are-is responsible for hydrant meter, all consumption recorded on hydrant meter, and backflow device.

5. Applicant/Event Organizers must contact the Customer Service Manager seven (7) business days prior to the event at (928) 213-2230 to set up service.

~~6.~~ For after hours emergencies, call (928) 774-0262.

#### **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 an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order 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. A less extensive plan must still be submitted for those using minimal electricity. 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-truck Tracks-tracks~~ to prevent any tripping hazards.

**Comment [g45]:** Moved from another section of the document.

4. Generators larger than twenty-five (25) kva-kVA or Twenty-five thousand (25,000) Watts-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 set-up 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 if applicable.
  - For more information on generator permit costs refer to the Special Event Fees and Charges.
  - 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. Blue-The Applicant/Event Organizer must contact Blue Stake (1-800-782-5348) may be called 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 Organizers 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.

**Comment [g46]:** This fee is set by Community Development and is not contained in the special event fees and charges.

#### ELECTRICAL PLAN:

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 an electrical site plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure 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.

- The electrical site plan must be completed by a licensed electrical contractor for those events using multiple power outlets. A less extensive plan must still be submitted for those using minimal electricity. The plan must be approved Facilities Maintenance Superintendent and the City Electrician at least 7 days prior to the start of the event.
- 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.

**Comment [g47]:** Moved to another section of the document.

#### FLAGSTAFF POLICE DEPARTMENT SERVICE INFORMATION & SECURITY PLAN:

1. Depending on the nature of the eEvent, 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, high-profile or other factors potentially adverse to community tranquility and peace.
3. The Flagstaff Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on as to whether uniformed personnel must be present at a Special Event.
4. An approved For Special Events at which alcohol will be served a Special Event Liquor License application must be obtained through the City of Flagstaff Police Department prior to submitting a Special Event Permit Application or during the application review routing process through the City of Flagstaff Police Department.

**Comment [g48]:** Moved from another section of the document.

5. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizers will be billed at the full overtime/holiday burden rate of the individual officer(s) working the event. Applicant/Event Organizers ~~are 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. ~~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, high profile or other factors potentially adverse to community tranquility and peace.~~

7. ~~Applicant/Event Organizers should consider all security factors early in the special event planning process and coordinate with the Flagstaff Police Department as soon as possible.~~

8. ~~The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan.~~

9. ~~The Flagstaff Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.~~

10. ~~8.~~ If the prescribed numbers of Flagstaff Police Department ~~Officers~~ officers or private security guards are not provided, or prove 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 ~~Host Organization~~ Applicant/Event Organizer.

11. ~~9.~~ The Flagstaff Police Department may be reached at (928) 774-1414 or (928) 214-2532 for more information.

**Comment [g49]:** Moved to another section of the document.

**Comment [g50]:** Moved to another section of the document.

## 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, producing 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 sSite pPlan 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. ~~Heritage Square is built above an underground parking garage. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed below. The occupancy load must not be exceeded throughout the event. Use barricades and persons with counters to enforce the maximum occupancy loads.~~
  - ~~The maximum occupancy load for Heritage Square is 1269 people, with the breakdown of distribution as follows:~~
    - ~~Plaza Area-957 people~~
    - ~~Steps-230 people~~
    - ~~Stage-82 people~~~~When the Fire Department determines the occupancy load limits are not being enforced, off-duty Flagstaff Fire Inspector(s) will be called to this event to monitor the occupancy loads until the event ends and to ensure that the occupancy load is not exceeded. The Event Organizer or Applicant/Event Organizer will be billed a per hour fee for each Fire Inspector.~~
11. 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.
12. 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.

Comment [g51]: Clarification.

Comment [g52]: Moved to another section of the document.

## **PARKING, LOT USE & CLOSURES:**

1. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification one (1) days prior to the affected date.  
~~During City Hall non-business hours, vendors should park at other locations in order to provide ample event attendee parking.~~
2. It is the responsibility of the Applicant/Event Organizer to ensure that vendors, delivery vehicles, staff, ~~or and~~ anyone associated with the implementation of the event does not park in any non-permitted parking lots during normal business hours.  
~~City Hall business hours between the dates of May 1<sup>st</sup> through the day before Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31<sup>st</sup> are 8:00 a.m. – 5:00 p.m.~~

**Comment [g53]:** Moved to another section of the document.

**Comment [g54]:** Moved to another section of the document.

## **PARKING AND SHUTTLE PLAN**

3. A ~~Parking parking~~ and/or shuttle plan is recommended for all events and may be required for certain types of events, ~~to be as~~ determined by the Office of Community Events. A parking plan should address, for the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which your the event will take place. Parking, traffic congestion and environmental pollution are all factors of concerns with events that should be addressed in this plan.
4. The use of carpools ~~and,~~ public transportation ~~and alternate modes of nonpolluting transportation~~ should be used whenever possible.
5. Accessible parking must be included in your Event Site Plan.  
Accessible parking and/or access in your event plans must be included.

## **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 may register feedback submit comments on through the City's website by clicking on "report a concern";~~ (http://www.flagstaff.az.gov/requesttracker.aspx).

## **STREET CLOSURES:**

Please be advised that sStreet closure requests are not granted as a matter of course and may require approval of the Flagstaff City Council.

**Comment [g55]:** New

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 will must be illustrated through an ~~event Event site Site plan 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 ~~Devises 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.  
~~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 safety and availability of parking spaces for library patrons.~~
5. Requested street closures may be denied for any of the following reasons:

**Comment [g56]:** Moved to another section of the document.

- 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;

5. One way streets may not be closed in the Downtown Historic District (bordered by Humphreys Street, Route 66, San Francisco Street, Cherry Avenue and Birch Avenue east of Humphreys) except for:

- Parades
- Community-wide events for all ages when there are no other venues available. Other locations include any outdoor location owned by the City large enough to occupy a community-wide event. Other venue availability is determined by previously reserved activities that may conflict with a community-wide event. If there are not conflicts, other venues are preferred and will be approved for use in replacement of one-way street closures.

6. Two way (both directions), single block side street full closures are permitted except for:

- The full or half closure of Birch Avenue between Humphreys Street and Sitgreaves.

**Comment [g57]:** New objective criteria.

#### **PARADES, MOTORCADES, WALKS AND RACES:**

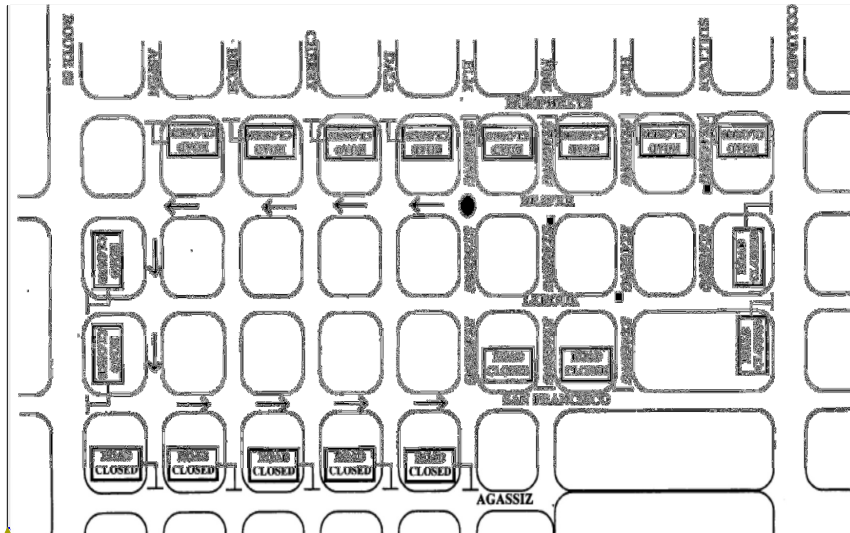
1. Detailed illustration of event routes, and assembly, and disassembly areas are to be included on the Event Site Plan and submitted with the Special Events Permit Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing any items from parade floats is 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.
8. The following route is the Standardized Parade Route available to Applicant/Event Organizers for the Historic Downtown Business District. With the exception of the following annual parades, Armed Forces Day Parade, 4<sup>th</sup> of July Parade, NAU Homecoming Parade and the Northern Lights Holiday Parade, the proposed use of the Standardized Parade Route must be approved by Council.

*\*The route below does not include approved signage by the Office of Traffic Engineers. This is not a Traffic Control Plan.*

**Comment [g58]:** Replaced by new conditions indicated above.

**Comment [g59]:** New conditions make this section unnecessary.





**Comment [g60]:** New conditions make this map unnecessary.

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#### **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.
- [This-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.
- [Include 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 [Devises 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 [Office of City's](#) Traffic Engineers 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](#) ~~An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Flagstaff Police Department. 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. ~~or e~~ [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, from the Office of Community Events](#).
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. ~~Council approval must be received in order for a Special Event Permit to be issued for any event proposing to serve alcohol at Heritage Square.~~
- 6.5. 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 ~~is~~ will be open to negotiation. If ~~there are~~ three (3) or more violations occur the subsequent year ~~occur~~ with the Beer Garden in place, the Flagstaff Police Department may deny ~~your permit any future requests for permits.~~
- 7.6. ~~If mandated, 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. ~~Mats may be picked up at the Office of Community Events the day prior to the event and must be returned the next business day following the event.~~
- 2.1. An appointment must be made in order to pick up banner poles.
- 3.2. 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.
- 4.3. It is the responsibility of the Applicant/Event Organizer to demonstrate to staff that they fully understand the safe operation of any equipment rented.
- 5.4. 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.](#)
7. Fees:
  - Mats: \$5.00 per mat per weekend
  - Banner Poles: \$5.00 per 3 poles per weekend

**Comment [g61]:** New recommendation to remove this requirement.

**Comment [g62]:** Moved from another section of the document.

**Comment [g63]:** No longer rent mats.

**Comment [g64]:** No longer rent mats.

## CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – STATUS POLICY

### A. PURPOSE OF STATUS POLICY:

The purpose of this policy is to provide an objective and uniform process to determine to whom the City of Flagstaff Recreation Services will permit and under what terms it will permit.

### B. POLICY GOALS:

The goals of this policy are to:

1. Establish an objective and fair application process to determine to whom the City of Flagstaff will and will not permit and what fees, deposits, and special conditions will be applied to each event.
2. Ensure all traditional and non-traditional municipal park/facility users comply with City of Flagstaff Recreation Service's Special Event Status Policy and the Rules and Regulations.
3. Ensure that all event producers have signed contracts that outline exact expectations and limitations of their use.
4. Ensure the event is safe and creates a minimal impact on the community surrounding the event.
5. Ensure that those who do not follow rules and regulations are subject to consequences such as impact to the Status Category of the event, loss of future rental privileges, eviction from the premises, and/or termination/cancellation of event or rental contract.

### C. APPLICATION CONSIDERATIONS:

All Special Event Permit Applications will be evaluated on the following:

1. Availability of municipal park/facility on requested date(s).
2. Accordance between Whether the requested municipal park/facility is suitable for the event use and municipal park/facility's intended purpose.
3. Ability of municipal park/facility to safely accommodate event without experiencing physical or resource damage.
4. Prior history of event.

### D. STATUS OF EVENT AND APPLICABLE SECURITY DEPOSITS:

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

1. *Probationary Standing* — Event producers and events that were not returned a full or partial deposit the previous year due to municipal park/facility damage or Special Event Permit violations may be considered "Probationary." Events in this category will be assessed refundable cleaning/damage deposits at 150% the standard amount. If the event 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.
2. *Good Standing* — Events or event producers who comply with City of Flagstaff Recreation Services' Rules and Regulations, leave the municipal park/facility in an acceptable manner, and are returned all refundable cleaning/damage deposits following their events may be considered "Good Standing." These events will be charged standard deposits as listed on the current Fee Schedule.
3. *Poor Standing* — If special event standards are not met while the event is in "Probationary Standing", then the event and event producer(s) will be moved into "Poor Standing." Events that acquire this status due to improper use of municipal park/facilities will lose historic precedence. Events in this category will be assessed deposits at 200% the standard amount. If the event 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.

**Comment [g65]:** Duplicative of information in application.

~~4. New Events. New special events enter the system in Probationary Standing. These events will be charged standard deposits as listed on the current Fee Schedule.~~

~~Regardless of an event's classification within this system, events or event producers which have caused severe damage, and/or violated the law may be denied further municipal park/facility usage at any time by the Recreation Services Director and/or Community Enrichment Services Director.~~

**~~E. SPECIAL EVENT PERMIT PROCESS:~~**

- ~~1. Prospective Event Organizers must submit a complete Special Event Application accompanied by all required documentation specific to the proposed event. Applications will not be considered without the required documentation.~~
- ~~2. Prospective Event Organizers must provide complete applications according to the following schedule:~~
  - ~~• Level A permit applications must be received by the Office of Community Events no later than ninety (90) calendar days prior to actual date of your event.~~
    - ~~• Level A applications submitted between 55-90 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 55 days prior to the event date will be denied.~~
  - ~~• Level B permit applications must be received by the Office of Community Events no later than sixty (60) calendar days prior to actual date of your event.~~
    - ~~• Level B applications submitted between 40-60 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 40 days prior to the event date will be denied.~~
  - ~~• Level C permit applications must be received by the Office of Community Events no later than fourteen (14) calendar days prior to actual date of your event.~~
    - ~~• Level C applications submitted between 10-14 calendar days prior to the event date will be assessed a late fee. Applications submitted less than 10 days prior to the event date will be denied.~~

**Comment [g66]:** Moved to another section of the document.

**Comment [g67]:** Duplicative of information in application.

**~~F. EVENT LEVEL DEFINITIONS:~~**

**~~Level A:~~**

- ~~• Event may occur during a single day or multiple days.~~
- ~~• Event may involve street closures and detouring, impacting, 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 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.~~

**Comment [g68]:** Moved to another section of the document.

- 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.

#### **G. 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 historic precedence and remain in "Good Standing" or "Probationary standing".
- Priority 3: Events organized by the Flagstaff Unified School District #1 (Per IGA).
- Priority 4: Events organized by Flagstaff-based non-profit organizations with proceeds providing assistance to the organizer or another Flagstaff-based non-profit organization (requires proof of nonprofit status).
- Priority 5: Events organized by private businesses, non-profit organizations not based in Flagstaff, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than these Flagstaff-based non-profit organizations.

#### **SPECIAL REQUIREMENTS:**

1. Special requirements made by Departments on the Routing Committee will be specified, in writing, to the Event Organizer upon completion of the routing process. By signing the At the conclusion of the permitting process, the Applicant/Event Organizer will be required to sign the City's Permit Holder's Agreement, the 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 your application or parts of your application have been 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 Pavay at 928-213-2312.

**Comment [g69]:** Moved to another section of the document.

**Comment [g70]:** Moved from another section of the document.

**Comment [g71]:** HB2443

## **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-(if applicable)**

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

- ☐ Completed and signed application
- ☐ Application fee
- ☐ Certificate of insurance-see page [56](#) (valid for event dates, set up and tear down)
- ☐ Complete and detailed [Event Site plan](#)-see pages [7-86](#)
- ☐ Electrical Plan-see pages [10-11](#) (if applicable)
- ☐ ~~Submit~~ IRS letter of nonprofit status-see page 3 (if applicable)
- ☐ Traffic Control Plan-see pages [13-15](#) (if applicable)

Other:

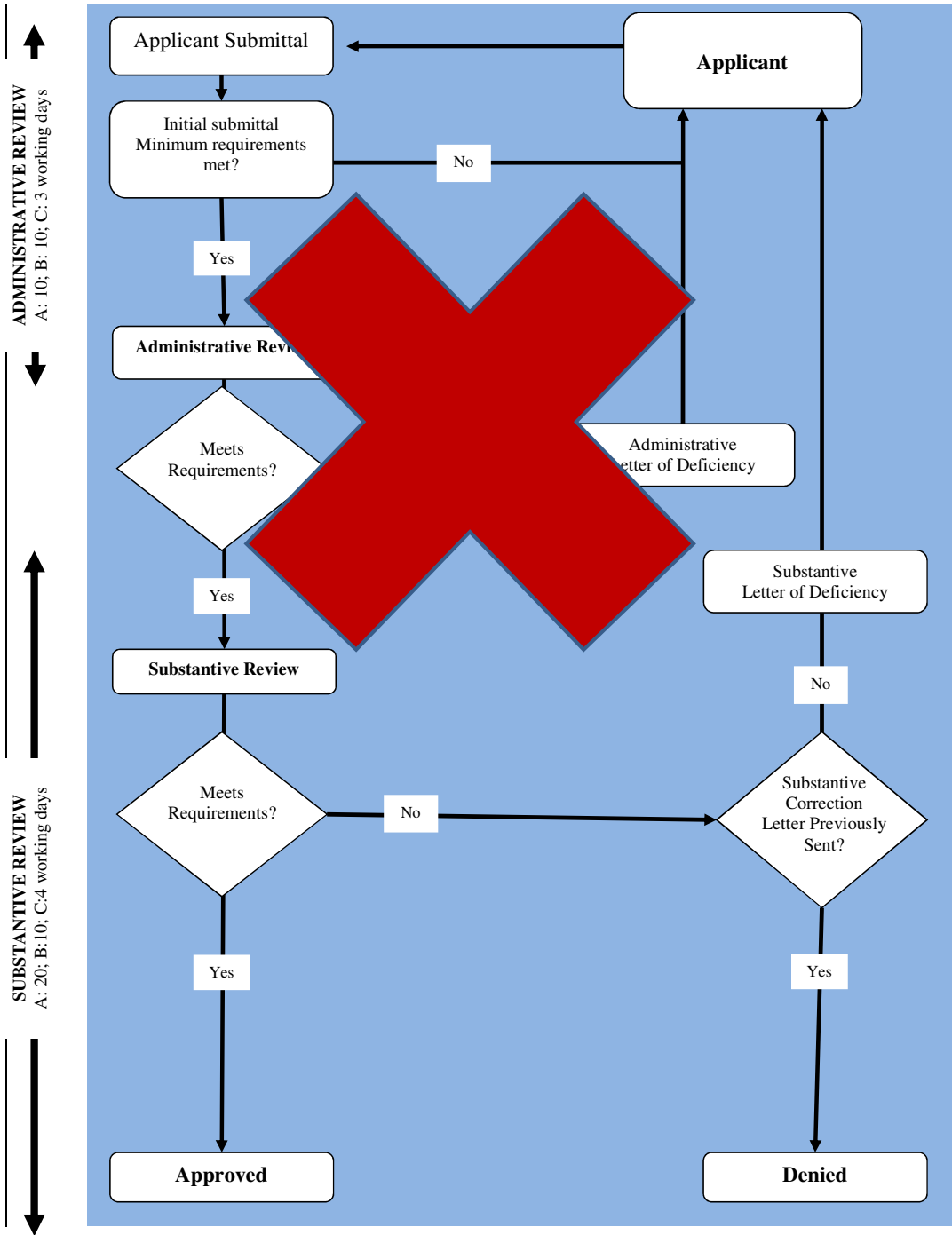
- ☐ ~~Permit holder's~~ [Holder's agreement](#) ~~Agreement-see pages 2-3~~
- ☐ Walk-through (dependent upon the event)
- ☐ Trash/Recycling scheduled-submit invoice or receipt
- ☐ Portable restrooms scheduled-submit invoice or receipt
- ☐ ~~Electrical Plan-see page 10-11 (if applicable)~~
- ☐ Schedule security or police-submit invoice or receipt (if applicable)
- ☐ Submit City tax information to Tax & Licensing Dept-[2 weeks prior to event](#) (if applicable)
- ☐ Obtain County health permits (if applicable)
- ☐ Pay permit fees-see page [34](#) for deadlines and [page 23-end of packet for attached](#) fee matrix
- ☐ Schedule a fire inspection ~~-see page 11~~ (if applicable)
- ☐ Obtain a permit for a tent-see pages [7 5-6](#) (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 [1213](#) (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 [1412](#) (if applicable)
- ☐ ~~Schedule parking attendants for the library on Aspen Ave-see page 13 (if applicable)~~
- ☐ Key contract and deposit for key to the City electrical boxes at Heritage Square or Wheeler Park (if applicable)

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

### **Timeline Matrix**

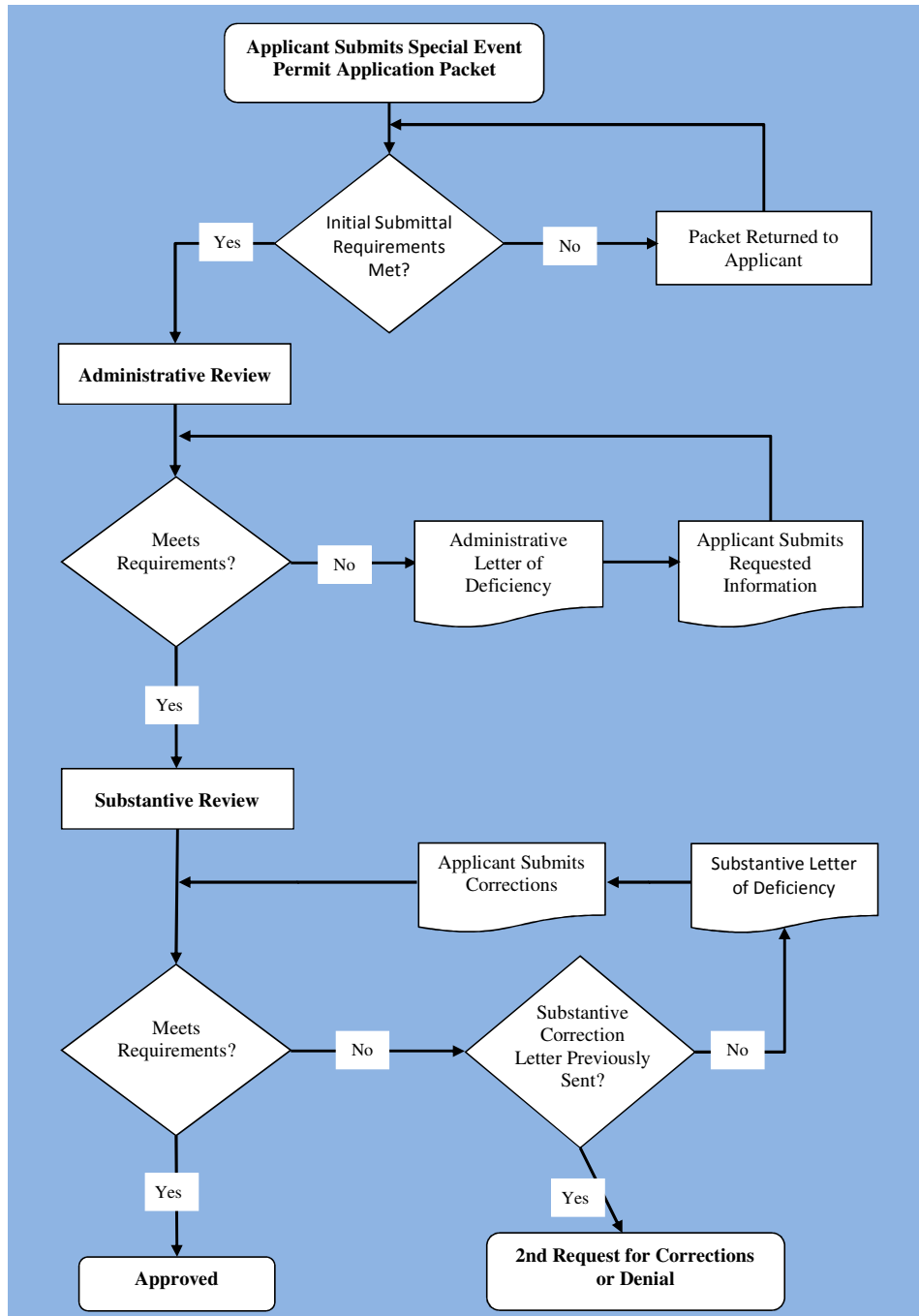
	Permit Application Due (Calendar Days)	Last Possible Date to Accept App (Calendar Days)	Admin Review (Work Days)	Event Producer Admin Requirements Due (Work Days)	Substantive Review (Work Days)	Deadline for Event Producer to Submit All Items Submitted (Work Days)
Level A	90 days prior to event date	55 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





ADMINISTRATIVE REVIEW  
A: 10; B: 10; C: 3 working days

SUBSTANTIVE REVIEW  
A: 20; B: 10; C: 4 working days



# 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 1<sup>st</sup> through the day before Labor Day and 8:00 a.m. -5:00 p.m. from Labor Day through April 31<sup>st</sup>. 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](http://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](mailto: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](mailto: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)



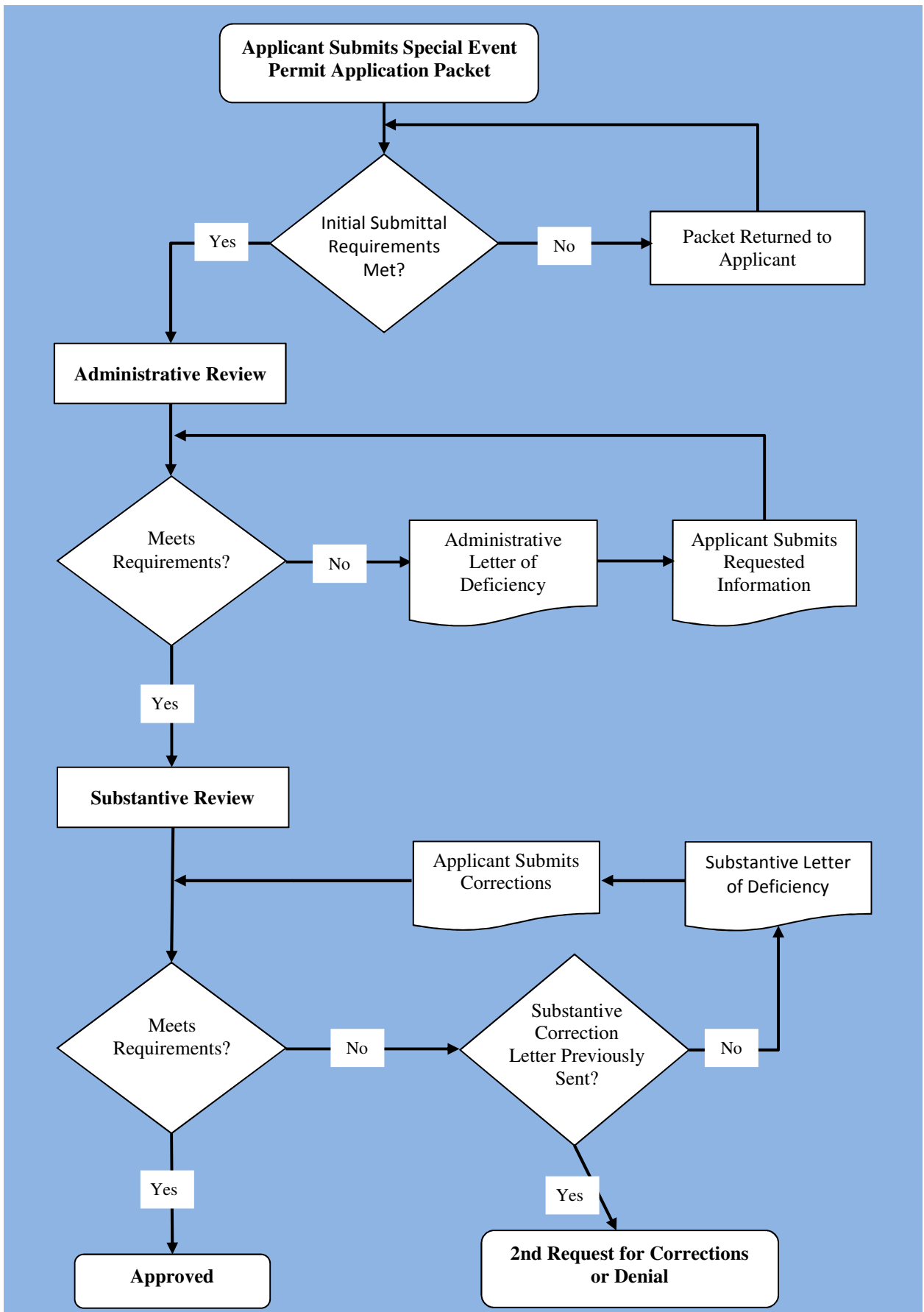
- ☐ Traffic Control Plan-see page 13 (if applicable)

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





# CITY OF FLAGSTAFF SPECIAL EVENT APPLICATION

## INTRODUCTION

~~Those wishing to host a special event in Flagstaff must first obtain a special event permit from City of Flagstaff Recreation Services. 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. Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit.~~ (Ordinance ~~2010~~2015-04-27, Chapter 8-12, Special Events)

It is ~~our~~the City's goal to assist Applicants/Event Organizers in permitting safe and successful events that create a minimal impact on the communities surrounding the events. The following pages include the Special Event Permit application and accompanying instructions to guide ~~you~~Applicants/Event Organizers through the permit process.

## CONTACT INFORMATION

Questions: 928-213-2300

Fax: 928-556-1226

Email:

[gpavey@flagstaffaz.gov](mailto:gpavey@flagstaffaz.gov)

[jbordwell@flagstaffaz.gov](mailto:jbordwell@flagstaffaz.gov)

Mail:

City of Flagstaff Recreation Services

Office of Community Events

211 W Aspen Ave

Flagstaff, AZ 86001

Drop off:

The Flagstaff Aquaplex

1702 N Fourth St, Flagstaff

**CHECKLIST:** ~~Required information required to be submitted with~~  
the special event application

~~Applications without the following information will not be accepted without this minimal information.~~

YES NO

- |                          |                          |                                                                                                                                              |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed and signed application (no electronic signatures)                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee (check, money order)                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of insurance (see pages <del>4 &amp; 5</del> <u>4 &amp; 5</u> of rules/regulations)-valid for event dates, set up and tear down. |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete and detailed <del>Event</del> <u>Site</u> <del>p</del> <u>l</u> an (see pages <del>6-7</del> <u>6-7</u> of rules/regulations)       |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Plan (see pages <del>10-11</del> <u>10-11</u> of rules/regulations) (if applicable)                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <del>Submit</del> <u>IRS</u> letter <del>of showing</del> <u>showing</u> nonprofit status (see page 3 of rules/regulations) (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Control Plan (see pages <del>13-15</del> <u>12-13</u> of rules/regulations) (if applicable)                                          |

See pages ~~20~~15-16 of the special event rules and regulations for additional requirements that will be due upon the completion of the special event administrative and substantive review.

~~Initial if you agree to allow the City of Flagstaff to submit supplemental information during the substantive review process.~~

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**Comment [g1]:** Old provision from SB1598 that has been replaced with new rules via HB2443.

**Office Use Only:**

Date App Turned In	Staff Initials	Admin Review Date	Admin Due Date	Event Producer Due Date	Substantive Review Date	Substantive Review Deadline	Event Producer Due Date	Date Approved or Denied	Appeal?

## EVENT DESCRIPTION

Event Title \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admission Amount \_\_\_\_\_ (if applicable)

Event Category ☐ Athletic/Recreation ☐ Concert/Performance  
☐ Crafts Fair ☐ Carnival  
☐ Festival/Celebration ☐ Special Attraction  
☐ Parade/Procession/March ☐ Private Family Gathering  
☐ Other, Explain \_\_\_\_\_

Anticipated Daily Attendance Per Day \_\_\_\_\_

Peak Attendance Time \_\_\_\_\_ Total \_\_\_\_\_

## DATE/TIME:

If this is a series event, please attach a piece of paper to this application with applicable dates and times.

Setup \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Event Starts \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Events Ends \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Time Exiting Park \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Set Up Date and Time: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tear-Down Date and Time including final time that this event will be out of the park/facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION:** Include streets, parking lots, facilities, parks (including the date and time needed for each facility, park, parking lot or street):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL INFORMATION:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	The Applicant/Event Organizer have has read and understand understands the rules and regulations attached to this application.
<input type="checkbox"/>	<input type="checkbox"/>	Is this an annual event? If yes, how many years have you been holding this event has been held?
<input type="checkbox"/>	<input type="checkbox"/>	Has this event ever been held at other locations? If yes, explain where and when?
<input type="checkbox"/>	<input type="checkbox"/>	_____

Is ~~your this~~ event affiliated with a larger organization? (i.e., Susan ~~B.G.~~ Komen or Great Race)

~~If yes, please list and include contact information for each organization~~

## **ORGANIZATION INFORMATION**

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

Telephone Day \_\_\_\_\_ ~~Evening Cell~~

~~Fax \_\_\_\_\_ Cell \_\_\_\_\_~~

Email \_\_\_\_\_

Business Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address Street \_\_\_\_\_  
(If different than above)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Tax I.D. No. \_\_\_\_\_ ~~City Sales Tax No. \_\_\_\_\_~~

## **ORGANIZATION STATUS**

YES NO

☐ ☐ Is the Host Organization a commercial entity, for profit, or out-of-town community organization?

☐ ☐ Is the Host Organization a bona fide tax exempt, nonprofit entity or local service organization (i.e. church, club, ~~school~~)?  
~~(If a bona fide tax exempt nonprofit, submit a copy of your tax exemption letter, providing proof and certifying your current tax exempt, nonprofit status.)~~

## **APPLICANT/EVENT ORGANIZER**

Applicant/Event Organizer Name \_\_\_\_\_

~~Address~~ ~~Street~~ \_\_\_\_\_

~~City~~ ~~State~~ ~~Zip~~ \_\_\_\_\_

Telephone Day \_\_\_\_\_ ~~Evening Cell~~

~~Fax~~ ~~Cell~~ \_\_\_\_\_

Email \_\_\_\_\_

## **PUBLIC CONTACT (Required)**

Public Contact ~~(Required)~~ Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

This information may be shared in newsletters and public inquiries.

## **NARRATIVE**

To supplement your Special Event Permit Application, please provide a detailed narrative and/or timeline of your event including a description of activities within your event. This narrative and/or timeline will assist us in better understanding the components and activities within your event.

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## **EVENT SITE PLAN**

~~Your The event Event site Site plan-Plan~~ should be submitted on an 8 ½" x 11" or an 8 ½" x 14" piece of paper ~~and follow the guidelines outlined in the rules and regulations document (see pages 6-7) and need to include:~~

- ~~• The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.~~
- ~~• The location of first aid facilities and/or ambulances.~~
- ~~• The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, Beer Gardens, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities.~~
- ~~• Generator locations and/or source of electricity.~~
- ~~• Placement of vehicles and/or trailers.~~
- ~~• Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.~~
- ~~• Other related event components not listed above.~~

~~should follow the guidelines outlined in the rules and regulations document (see pages - - ).~~

YES NO

☐ ☐ Does ~~your this~~ event include the use of tents or canopies?  
If yes, list size(s) and quantity \_\_\_\_\_

☐ ☐ If yes, how ~~do you plan on weighting down the tents~~ will tents be weighted down?  
\_\_\_\_\_  
\_\_\_\_\_

## **ENTERTAINMENT AND RELATED ACTIVITIES**

YES NO

☐ ☐ ~~Does your this event include Are there~~ any audible presentations or musical ~~entertainment entertainment? features related to~~  
~~your event?~~

☐ ☐ Will sound amplification be used?  
If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_  
If yes, anticipated decibel level: \_\_\_\_\_

☐ ☐ Will sound checks be conducted prior to the event?  
If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_  
If yes, anticipated decibel level: \_\_\_\_\_

- ☐ ☐ Will amusement or carnival games and/or rides be used at your this event?  
If yes, please describe \_\_\_\_\_
- ☐ ☐ Will inflatables, bounce houses, hot air balloons or similar items be used at your this event?  
If yes, please describe: \_\_\_\_\_
- ☐ ☐ Does your this event include the use of fireworks, rockets, lasers, or other pyrotechnics?  
If yes, please describe: \_\_\_\_\_

## ACCESSIBILITY PLAN

YES \_\_\_\_\_

- ☐ ~~The event will be able to adhere to the accessibility guidelines outlined in the Rules and Regulations.~~

## MEDICAL PLAN

Please describe your this event's medical plan including the number of first aid staff and first aid stations within the perimeter of the event, your communications plan, certification levels (i.e., CPR and First Aid certified, MD, RN, Paramedic, EMT, etc.) and types of resources that will be at your this event and the manner in which they will be managed. ~~You may attach the plan to this application if necessary.~~

## SANITATION/RECYCLING

~~YES~~ ~~NO~~ \_\_\_\_\_

- ~~☐ ☐ Will you provide your own sanitation and recycling services?~~

~~YES~~ ~~NO~~ \_\_\_\_\_

- ~~☐ ☐ Will you need City sanitation and recycling services? (fees apply)~~

~~YES~~ ~~NO~~ \_\_\_\_\_

- ~~☐ ☐ Will you make arrangements for sanitation and recycling services through a private company? If yes, please complete the following information:~~

~~Please describe a plan for cleanup and removal of recyclable goods and garbage during and after your event.~~

Sanitation Company \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Number of Trash and Recycling Containers/ Dumpsters \_\_\_\_\_

Please specify size(s) \_\_\_\_\_

~~Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.~~



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## **SECURITY PLAN**

~~Please describe the event's security plan, including crowd control, internal security and venue safety:~~

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YES NO

☐ ☐ ~~Have you hired~~Has a licensed private security company been hired to manage ~~your~~this event's security?

If yes, please provide the following information:

Private Security Personnel/Company Name: \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_

If you answered no, ~~please~~ provide the following information:

Name of responsible person required to be present at Event \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

~~Please describe your security plan, including crowd control, internal security or venue safety:~~

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## **FOOD CONCESSIONS OR PREPARATION**

YES NO

☐ ☐ Will there be ~~by you event include~~ contracted food concessionaires/vendors?

☐ ☐ Will ~~you food~~ be ~~distributing distributed food~~ to the general public?

☐ ☐ ~~Do you intend to cook food in the~~ Will food be cooked in the event area?

If yes, please specify method: \_\_\_\_\_

☐ ☐ In order to comply with Coconino County Temporary Food Service Requirements, will ~~you need~~ access to potable water be required?

## **CONCESSIONAIRES/VENDORS RETAIL SALES**

YES NO

☐ ☐ Will items be sold at ~~your this~~ event?

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~~YES NO~~

~~☐ ☐ Will there be contracted concessionaires/vendors?~~

## **PORTABLE RESTROOMS**

~~You are required to provide portable restroom facilities at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.~~

YES NO

☐ ☐ ~~Do you plan to provide~~Will portable restroom facilities be provided at your event?

If yes: Total number of portable toilets \_\_\_\_\_

Number of ADA accessible portable toilets \_\_\_\_\_

If no: Please explain \_\_\_\_\_

Portable Restroom Company \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

## **ELECTRICAL SITE PLAN**

Will ~~you this event~~ need City electrical connections? (fees apply) \_\_\_\_\_ ☐ YES ☐ NO  
(Only available at Wheeler Park and Heritage Square)

If yes, please attach an electrical site plan that includes-provides the layout of extension cords, spider boxes and generators, and lists the anticipated amperage draw.

If no, will ~~you be using~~ a generator be used? (~~fees-Fees~~ may apply) ☐ YES ☐ NO

## **POTABLE WATER NEEDS**

YES NO

☐ ☐ Will ~~you need potable water at your event~~the event need access to potable water? If no, skip rest of section.

☐ ☐ Will ~~you have water hauled~~water be hauled to the event? If yes, who will be providing the water? \_\_\_\_\_

☐ ☐ ~~Do you need~~Will a City Water Connection be needed? If yes, please describe what the water will be used for \_\_\_\_\_

On what date and at what time will ~~you need~~ water service need to begin?

## **PARKING AND SHUTTLE PLAN**

YES NO

☐ ☐ Will ~~your this~~ event involve the use of a parking and/or shuttle plan?

If yes, please describe or provide an attachment of your plan \_\_\_\_\_

## **MARKETING**

~~YES~~ NO

~~☐ ☐~~ Will this event be marketed, promoted, or advertised in any manner?

~~If yes, please describe~~ \_\_\_\_\_

~~☐ ☐~~ Will there be live media coverage during the event?

~~If yes, please describe~~ \_\_\_\_\_

☐ ☐ Do you have a plan to control or limit the placement and/or distribution of promotional signage, flyers, and/or posters?  
If yes, please describe and list areas where these items will be distributed and posted \_\_\_\_\_

## **TRAFFIC CONTROL PLAN STREET CLOSURE REQUEST**

**Please be advised that street closure requests are not granted as a matter of course and may require approval of the Flagstaff City Council.**

YES NO

☐ ☐ Will your this event involve the closure of any streets?  
If yes, please list all streets and the times that streets will be closed (including set up and take down time): \_\_\_\_\_

Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____
Street _____	Closure Time _____

Barricade Company \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

Number of parking attendants provided for the Main Library if Aspen Avenue is closed: \_\_\_\_\_

Parades, Motorcades, Running/Walking/Cycling/Skating Events (if applicable)

Location of Assembly Area: \_\_\_\_\_ Assembly Time: \_\_\_\_\_

Location of Disassembly Area: \_\_\_\_\_ Disassembly Time: \_\_\_\_\_

Will party favors/candy be distributed? ☐ Yes ☐ No

\* Note: Throwing of candy or party favors is strictly prohibited.

Type: \_\_\_\_\_

How: \_\_\_\_\_

## **ALCOHOL**

YES NO

☐ ☐ Does your this event involve the consumption of alcoholic beverages?  
If yes, please check all that apply:

- ☐ Alcohol will be sold at the event.
- ☐ Alcohol will be given away at the event.
- ☐ Alcohol will be brought into the event by attendees.

- ☐ Alcohol will be included in the ticket/admission price.  
☐ 50% or more of the gross revenues from the event will be derived from alcohol sales.

YES NO

☐ ☐ Has the Applicant/Event Organizer ever had a liquor license or event permit denied, revoked, or- suspended?

Please describe your the security plan to ensure the safe sale or distribution of alcohol at your this event. Include how event attendees of legal drinking age- twenty-one (21) years or older- will be identified.

## **AFFIDAVIT**

The Applicant/Event Organizer agrees to indemnify, defend, save, and hold harmless the City of Flagstaff, its officers, officials, agents, representatives and employees from and against any and all claims (including but not limited to claims for personal injury (including death) or property damage), demands, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) relating to, arising out of, or alleged to have been caused, in whole or in part, by the acts, errors, omissions, or negligence of the Applicant/Event Organizer, or any of the Applicant's/Event Organizer's directors, officers, agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant/Event Organizer, that arise from the activities at the Special Event.~~The Applicant agrees to defend, indemnify, and hold harmless the City of Flagstaff, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.~~

**I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.**

Print Name of the Applicant/Host Organization Chief Officer of Host Organization:

Title \_\_\_\_\_

Signature \_\_\_\_\_

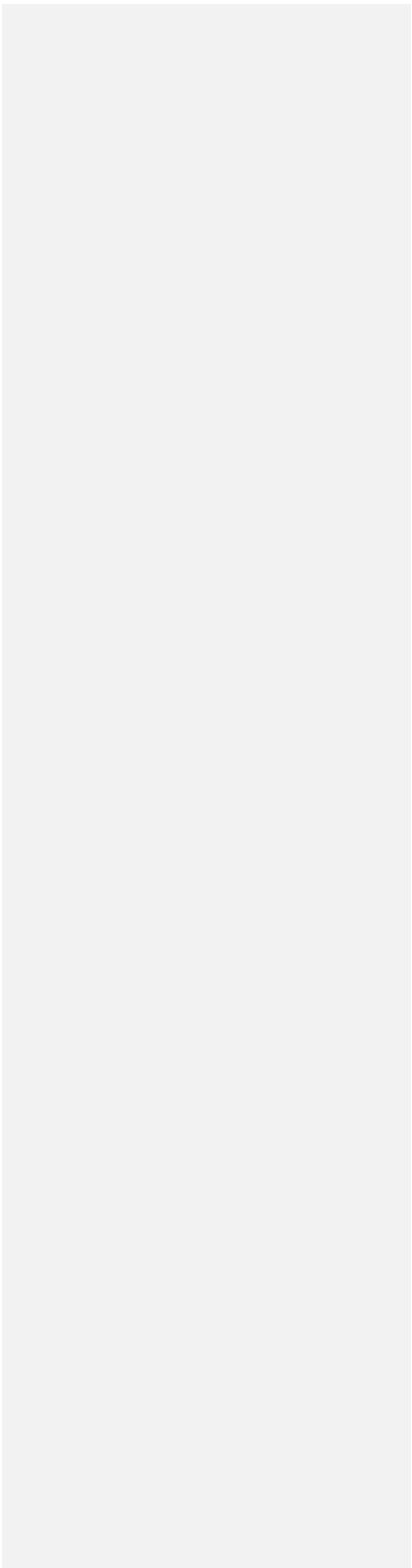
Date \_\_\_\_\_

Print Name of Applicant/Event Organizer:

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





Those wishing to host a special event in Flagstaff must first obtain a special event permit from City of Flagstaff Recreation Services. 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)

## CONTACT INFORMATION

1702 N Fourth St, Flagstaff

Applications without the following information **will not** be accepted.

- ☐ ☐ Completed and signed application (no electronic signatures)
- ☐ ☐ Application fee (check, money order)
- ☐ ☐ Certificate of insurance (see page 6 of rules/regulations)-valid for event dates, set up and tear down.
- ☐ ☐ Complete and detailed Event Site Plan (see pages 6-7 of rules/regulations)
- ☐ ☐ Electrical Plan (see page 10 of rules/regulations) (if applicable)
- ☐ ☐ IRS letter showing nonprofit status (see page 3 of rules/regulations) (if applicable)
- ☐ ☐ Traffic Control Plan (see pages 12-13 of rules/regulations) (if applicable)

## Office Use Only

[illegible]

## **EVENT DESCRIPTION**

Event Title \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admission Amount \_\_\_\_\_ (if applicable)  
Anticipated Daily Attendance \_\_\_\_\_

## **DATE/TIME**

Set Up Date and Time: \_\_\_\_\_  
Date(s) and Time(s) of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tear-Down Date and Time including final time that this event will be out of the park/facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION** Include streets, parking lots, facilities, parks (including the date and time needed for each facility, park, parking lot or street): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ADDITIONAL INFORMATION**

YES      NO

☐      ☐ The Applicant/Event Organizer has read and understands the rules and regulations attached to this application.

☐      ☐ Is this an annual event? If yes, how many years has this event been held? \_\_\_\_\_

☐      ☐ Is this event affiliated with a larger organization? (i.e., Susan G. Komen or Great Race)

## **ORGANIZATION INFORMATION**

Host Organization \_\_\_\_\_

Chief Officer of Host Organization \_\_\_\_\_

Telephone      Day \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Business Address      Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address      Street \_\_\_\_\_

(If different than above)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Tax I.D. No. \_\_\_\_\_

## **ORGANIZATION STATUS**

YES NO

☐ ☐ Is the Host Organization a commercial entity, for profit, or out-of-town community organization?

☐ ☐ Is the Host Organization a bona fide tax exempt, nonprofit entity or local service organization (i.e. church, club)?

## **APPLICANT/EVENT ORGANIZER**

Applicant/Event Organizer Name \_\_\_\_\_

Telephone Day \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

## **PUBLIC CONTACT (Required)**

Public Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**This information may be shared in newsletters and public inquiries.**

## **EVENT SITE PLAN**

The Event Site Plan should be submitted on an 8 ½" x 11" or an 8 ½" x 14" piece of paper and follow the guidelines outlined in the rules and regulations document (see pages 6-7).

YES NO

☐ ☐ Does this event include the use of tents or canopies?

If yes, list size(s) and quantity \_\_\_\_\_

If yes, how will tents be weighted down? \_\_\_\_\_

## **ENTERTAINMENT AND RELATED ACTIVITIES**

YES NO

☐ ☐ Does this event include any audible presentations or musical entertainment??

☐ ☐ Will sound amplification be used?

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

If yes, anticipated decibel level: \_\_\_\_\_

☐ ☐ Will sound checks be conducted prior to the event?

If yes, Start time \_\_\_\_\_ Finish time \_\_\_\_\_

If yes, anticipated decibel level: \_\_\_\_\_

☐ ☐ Will amusement or carnival games and/or rides be used at this event?

If yes, please describe \_\_\_\_\_

☐ ☐ Will inflatables, bounce houses, hot air balloons or similar items be used at this event?

If yes, please describe: \_\_\_\_\_



☐ ☐ Does this event include the use of fireworks, rockets, lasers, or other pyrotechnics?  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

## **MEDICAL PLAN**

Please describe this event's medical plan including the number of first aid staff and first aid stations within the perimeter of the event, your communications plan, certification levels (i.e., CPR and First Aid certified, MD, RN, Paramedic, EMT, etc.) and types of resources that will be at this event and the manner in which they will be managed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SANITATION/RECYCLING**

Please describe a plan for cleanup and removal of recyclable goods and garbage during and after your event.

\_\_\_\_\_  
\_\_\_\_\_

Sanitation Company \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Date and Time of Service: \_\_\_\_\_

Number of Trash and Recycling Containers/ Dumpsters \_\_\_\_\_

Please specify size(s) \_\_\_\_\_

## **SECURITY PLAN**

Please describe the event's security plan, including crowd control, internal security and venue safety:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YES NO

☐ ☐ Has a licensed private security company been hired to manage this event's security?

If yes, please provide the following information:

Private Security Personnel/Company Name: \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_

If you answered no, provide the following information:

Name of responsible person required to be present at Event \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

## **FOOD CONCESSIONS OR PREPARATION**

YES NO

☐ ☐ Will there be contracted food concessionaires/vendors?

- ☐ ☐ Will food be distributed to the general public?  
☐ ☐ Will food be cooked in the event area?  
 If yes, please specify method: \_\_\_\_\_  
☐ ☐ In order to comply with Coconino County Temporary Food Service Requirements, will access to potable water be required?

## **RETAIL SALES**

YES NO

- ☐ ☐ Will items be sold at this event?

If yes, please describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **PORTABLE RESTROOMS**

YES NO

- ☐ ☐ Will portable restroom facilities be provided at your event?

If yes: Total number of portable toilets \_\_\_\_\_

Number of ADA accessible portable toilets \_\_\_\_\_

If no: Please explain \_\_\_\_\_  
 \_\_\_\_\_

Portable Restroom Company \_\_\_\_\_

Telephone Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

## **ELECTRICAL SITE PLAN**

Will this event need City electrical connections? (Fees apply) ☐ YES ☐ NO  
 (Only available at Wheeler Park and Heritage Square)

If yes, please attach an electrical site plan that provides the layout of extension cords, spider boxes and generators, and lists the anticipated amperage draw.

If no, will a generator be used? (Fees may apply) ☐ YES ☐ NO

## **POTABLE WATER NEEDS**

YES NO

- ☐ ☐ Will the event need access to potable water? If no, skip rest of section.  
☐ ☐ Will water be hauled to the event? If yes, who will be providing the water? \_\_\_\_\_  
☐ ☐ Will a City Water Connection be needed? If yes, please describe what the water will be used for \_\_\_\_\_

On what date and at what time will water service need to begin? \_\_\_\_\_  
 \_\_\_\_\_

## **PARKING AND SHUTTLE PLAN**

YES NO

☐☐

Will this event involve the use of a parking and/or shuttle plan?

If yes, please describe or provide an attachment of your plan \_\_\_\_\_

\_\_\_\_\_

## **STREET CLOSURE REQUEST**

**Please be advised that street closure requests are not granted as a matter of course and may require approval of the Flagstaff City Council.**

YES NO

☐☐

Will this event involve the closure of any streets?

If yes, list all streets and the times that streets will be closed (including set up and take down time): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Barricade Company \_\_\_\_\_

Telephone Day \_\_\_\_\_ Cell \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

Number of parking attendants provided for the Main Library if Aspen Avenue is closed: \_\_\_\_\_

Will party favors/candy be distributed? ☐ Yes ☐ No

\* Note: Throwing of candy or party favors is strictly prohibited.

Type: \_\_\_\_\_

How: \_\_\_\_\_

## **ALCOHOL**

YES NO

☐☐

Does this event involve the consumption of alcoholic beverages?

If yes, please check all that apply:

☐ Alcohol will be sold at the event.

☐ Alcohol will be given away at the event.

☐ Alcohol will be brought into the event by attendees.

☐ Alcohol will be included in the ticket/admission price.

☐ 50% or more of the gross revenues from the event will be derived from alcohol sales.

YES NO

☐☐

Has the Applicant/Event Organizer ever had a liquor license or event permit denied, revoked, or suspended?

Please describe the security plan to ensure the safe sale or distribution of alcohol at this event.  
Include how event attendees of legal drinking age- twenty-one(21) years or older- will be identified.

\_\_\_\_\_  
\_\_\_\_\_

# **AFFIDAVIT**

The Applicant/Event Organizer agrees to indemnify, defend, save, and hold harmless the City of Flagstaff, its officers, officials, agents, representatives and employees from and against any and all claims (including but not limited to claims for personal injury (including death) or property damage), demands, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) relating to, arising out of, or alleged to have been caused, in whole or in part, by the acts, errors, omissions, or negligence of the Applicant/Event Organizer, or any of the Applicant's/Event Organizer's directors, officers, agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant/Event Organizer, that arise from the activities at the Special Event.

**I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. I understand that the special event permit is not transferable to any other individual or group.**

Print Name of the Chief Officer of Host Organization: \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name of Applicant/Event Organizer: \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ORDINANCE NO. 2015-04

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 8, *PUBLIC WAYS AND PROPERTY*, CHAPTER 12, *SPECIAL EVENTS*, PROVIDING FOR SEVERABILITY AND AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

#### RECITALS:

WHEREAS, the City Council of the City of Flagstaff has determined that it is in the best interests of the City to amend the chapter of its City Code regarding special events to clarify the framework for regulating and permitting special events that occur in or on City controlled property such as parks and streets; and

WHEREAS, the City Council intends, by adopting the proposed amendments, to protect and promote the public health, safety, convenience, and general welfare of the citizens of the City of Flagstaff.

#### NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

##### SECTION 1. In General.

The Flagstaff City Code, Title 8, *Public Ways and Property*, Chapter 12, *Special Events*, is hereby amended as set forth below (deletions shown as stricken red text and additions shown as underlined red text ):

### CHAPTER 8-12 SPECIAL EVENTS

#### SECTIONS:

<u>8-12-001-0001</u>	Definitions
<u>8-12-001-0002</u>	<u>Special Event</u> Permit <del>Required</del>
<u>8-12-001-0003</u>	<u>Special Event Rules and Regulations</u>
<u>8-12-001-0003</u> <del>4</del>	Permit Fees and Deposits
<u>8-12-001-0004</u> <del>5</del>	Prohibitions

#### **8-12-001-0001 Definitions**

For the purposes of this Chapter, the following terms, phrases and words shall have the following meaning.

CITY ~~OWNED OR CONTROLLED PROPERTIES~~ PROPERTY means all land, facilities, parks, streets, street areas, sidewalks, and parking lots owned, leased, operated, maintained, or controlled by the City of Flagstaff.

FESTIVAL means a concert, fair, art show, community event, ceremony, carnival, observance, or other similar event.

PARADE means a march, procession, or other similar activity consisting of persons, animals, vehicles, or things, or any combination thereof, that disrupts the normal flow of traffic upon any public street. A funeral procession is not a parade.

ORGANIZED means having a formal organization to coordinate and carry out activities.

PERSON means any person, firm, partnership, association, corporation, company or organization of any kind, public or private.

SPECIAL EVENT means: an outdoor FESTIVAL or PARADE taking place on CITY PROPERTY, or any other outdoor event taking place on CITY PROPERTY that may require for its successful execution City services over and above those routinely provided under ordinary circumstances or that requires the exclusive use of said CITY PROPERTY.

A. Any organized public outdoor gathering or celebration involving the use of City owned or controlled properties that involves, but is not limited to, any of the following activities:

1. Community events, celebrations, or observances;
2. Dances accompanied by amplified music;
3. Amplified Music or the use of a public address device;
4. Dramatic productions;
5. Athletic tournaments;
6. Amusements, festivals or carnivals;
7. Sale of merchandise, food or alcohol;
8. Parades; organized walks, bicycle rides, runs or races;
9. Distribution of food or alcohol to the public; or
10. Exclusive use of City owned or controlled properties, or a portion thereof.

~~B. Any private outdoor gathering or celebration involving the use of City owned or controlled properties that involves any of the following activities:~~

- ~~1. Ceremonies or observances;~~
- ~~2. Amplified music or the use of a public address device;~~
- ~~3. Amusements, festivals or carnivals;~~
- ~~4. Exclusive use of City owned or controlled properties, or a portion thereof.~~

~~C. Any activity taking place on City owned or controlled properties which may require for its successful execution City services over and above that routinely provided under ordinary circumstances.~~

#### **8-12-001-0002 Special Event Permit Required**

A. Permit Required. ~~In addition to any other permits, licenses, taxes or requirements imposed by this Code, a~~  
A permit shall be obtained from the City of Flagstaff Recreation Section's Office of Community Events before  
any person conducts a ~~special event~~ SPECIAL EVENT.

B. Permit Application. Applications for a ~~special event~~ Special Event ~~p~~Permit shall be made in writing on  
forms prescribed by the City of Flagstaff Recreation Section and must be received within the time specified in  
the ~~s~~Special ~~e~~Event ~~r~~Rules and ~~r~~Regulations. The required forms and Special Event Rules and Regulations are  
on file in the Office of Community Events, and can be found online at  
<http://www.flagstaff.az.gov/index.aspx?nid=463> ~~on forms provided by the Recreation Section.~~

C. Permitting Criteria. All Special Event Permit Applications will be evaluated on the following:

1. Availability of CITY PROPERTY on requested date(s);
2. Whether the requested CITY PROPERTY is suitable for the event;
3. Whether the CITY PROPERTY requested can safely accommodate event without experiencing physical or resource damage;
4. Prior history of event and applicant;
5. For SPECIAL EVENTS that involve a street closure, requested street closures may be denied for the following reasons:

a. The nature of the event does not justify or require 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);

b. Street closure would substantially or unnecessarily interfere with traffic;

c. Street closure would unreasonably impact business activities in the immediate vicinity of the closure;

d. Public safety personnel are not available at the date and time requested to facilitate the street closure;

e. Emergency services would be unreasonably inhibited in their ability to travel on and across public streets; or

f. Area requested to be closed is under construction or due to be under construction during time requested.

Nothing in this section shall authorize the City of Flagstaff to deny or revoke a permit based on the content of the expressive activities at the proposed event.

The City Recreation Section may attach reasonable conditions to any permit approval.

D. Grounds for denial: An application may be denied or revoked for any of the following reasons:

1. The application was not submitted timely (see Special Event Rules and Regulations for submittal deadlines);

2. The application does not include the required information, application fee, or security deposit;

3. The application contains material misrepresentations;

4. The applicant has previously violated the terms of a Special Event Permit issued to or on behalf of the applicant;

5. The applicant has on prior occasions damaged City property and/or has not paid in full for such damage;

6. A complete and fully executed application has already been submitted for the same time and place, and a permit has been or will be granted for the requested use or activities;



7. The proposed event would conflict with previously planned programs organized, conducted, or sponsored by the City and previously scheduled at or near the same time and place;
8. The proposed event would present an unreasonable danger to the public health or safety;
9. The proposed event would substantially or unnecessarily interfere with traffic and/or parking in the vicinity surrounding the event;
10. The event would likely interfere with the movement of emergency equipment and/or police protection in areas contiguous or in the vicinity of the event;
11. There would not, at the time of the event, be sufficient law enforcement and traffic control officers to adequately protect participants and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed event;
12. The applicant has not complied or cannot comply with applicable licensure requirements, ordinances or regulations concerning the sale or offering for sale of any goods or services;
13. The use or activity intended by the applicant is prohibited by law;
14. The requested date and location of the event conflicts with another event that has historical precedence.

~~C. Permits shall be issued to persons 18 years old or older by the Recreation Superintendent or his or her designee within a reasonable period of time following receipt of application, in accordance with this Chapter and the City Recreation Section's administrative policies.~~

E. Other terms and conditions.

1. Permits will only be issued to persons 18 years or older, and P~~permits for special events~~ SPECIAL EVENTS at which alcohol is to be served shall will only be issued to persons 21 years old or older.
- ~~D2.~~ Permits issued pursuant to this S~~section~~ must remain on-site during the permitted activity and shown- made available upon request by City personnel.
- ~~E3.~~ Functions Events shall- must be confined to those parts of the ~~City-owned or controlled property~~ CITY PROPERTY assigned to the permit holder.

~~F4.~~ The City Recreation ~~Section-Superintendent, or his or her designee, shall will~~ send copies of applications and other pertinent material to other City departments/~~divisions~~ which might be affected by the proposed ~~special event~~ SPECIAL EVENT. Such departments/~~divisions~~ may recommend to the Recreation Section that a permit be issued only after the applicant has met, at his or her own ~~cost~~ expense, certain stipulations including, but not limited to, the following:

~~1a.~~ Hiring a stated number of security personnel;

~~2b.~~ Hiring a stated number of parking attendants;

~~3c.~~ Erecting security fencing or security barriers;

~~4d.~~ Providing sanitary facilities;

~~5e.~~ Hiring and providing for any and all traffic control devices and/or traffic personnel as recommended by the City of Flagstaff Traffic Engineer;

~~6f.~~ Applying for and receiving ~~all~~ any other necessary permits and approvals;

~~7g.~~ Taking other measures to provide for fire protection or the health, safety, and welfare of the public;

~~8h.~~ Obtaining a certificate of insurance naming the City of Flagstaff as additional insured for a monetary amount to be determined by City of Flagstaff Risk Management;

~~9i.~~ Sign and submit a liability agreement prepared by the City;

~~10j.~~ Agreeing to pay for any unanticipated or unforeseen costs associated with the special event, including posting a performance bond if requested by the Recreation Section.

~~G5.~~ Continuous use of facilities by clubs, organizations and associations shall be permitted through a signed agreement which may be reissued as necessary at the discretion of the Recreation Superintendent or his or her designee. A permit issued pursuant to this paragraph shall not exceed one (1) year.

~~H6.~~ Activities sponsored or co-sponsored by the City shall have first priority in the use of any ~~City-owned or controlled properties~~ CITY PROPERTY.

47. Any request for a use not contemplated by this Chapter or by administrative policies, or denied by the Recreation ~~Superintendent Section~~, may be forwarded to the ~~Community Enrichment Services~~ Public Works Director who shall take the request before the City Manager for consideration.

48. Protest rallies, picketing activities, ~~or~~ and other such gatherings for the common purpose of exhibiting a public display of sentiment for or against a person or cause to exercise free speech rights under the First Amendment of the United States Constitution or Article II, Section 6 of the Arizona Constitution, shall be exempt from these permit requirements. Where a street closure is requested to conduct protesting and/or picketing activities, the organizer should contact the City of Flagstaff Police Department to request the street closure.

F. Time and notice of decision. The Recreation Section will provide a response to submitted applications within a reasonable period of time and in accordance with the timelines specified in the Special Event Rules and Regulations. A notice of denial or revocation will clearly set forth the grounds upon which the permit was denied or revoked and, where feasible, shall contain a proposal for measures by which the applicant may cure any defects in the application or otherwise procure a permit. Where an application is denied because the proposed event would conflict with another event that has or will be approved, the Recreation Section will propose an alternative location, if available for the same time, or an alternative time, if available for the same location.

G. Appeals. An applicant may appeal the denial or revocation of an application by submitting a written appeal to the Recreation Section's Office of Community Events within ten (10) days after issuance of the denial. Within five (5) days after receipt of the written appeal, or such longer period of time agreed to by the applicant, the appeal will be reviewed and a response will be provided by the City Manager or his or her designee, who shall be a Deputy City Manager. The decision to issue a permit or uphold the denial or revocation shall be based solely on the criteria set forth in this section.

### **8-12-001-0003 Special Event Rules and Regulations**

A. Establishment of Rules and Regulations. The Public Works Director, or designee, shall have the authority to establish reasonable and necessary rules and regulations pertaining to the implementation of special events, in accordance with this Chapter.

B. Posting Rules and Regulations. The Special Event Rules and Regulations will be maintained on file in the Recreation Section's Office of Community Events and will be posted on the City of Flagstaff web page.

**8-12-001-00034 Permit Fees and Deposits**

- A. Permit fees shall be established by the Recreation ~~Superintendent~~ Section with approval from the Parks and Recreation Commission and City Council. All fees will be reviewed annually.
- B. All fees and deposits must be made prior to the date of the special event, unless other arrangements are made in writing with the Recreation ~~Superintendent or his or her designee~~ Section.

**8-12-001-00045 Prohibitions**

~~The following prohibitions shall apply to those activities requiring a special event permit:~~

- A. It is unlawful for any person to stage, present, or conduct any SPECIAL EVENT ~~special event~~ without first obtaining a permit pursuant to this chapter;
- B. It is unlawful for any person to participate in a SPECIAL EVENT ~~special event~~ for which the person knows a SPECIAL EVENT ~~special event~~ permit has not been issued;
- C. It is unlawful for any person in charge of, or responsible for the conduct of, a duly permitted SPECIAL EVENT ~~special event~~ to knowingly fail to comply with any term or condition of the special event permit.
- D. It is unlawful to intentionally hamper, obstruct, impede, or interfere with a permitted SPECIAL EVENT.

**SECTION 2. Severability.**

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**SECTION 3. Clerical Corrections.**

The City Clerk is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary related to this ordinance as amended herein, and to make formatting changes needed for purposes of clarity and form, or consistency, within thirty (30) days following adoption by the City Council.

**SECTION 4. Effective Date.**

This ordinance shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

## **RESOLUTION NO. 2015-11**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, ARIZONA. REPEALING RESOLUTION NO. 2012-35, APPROVING AMENDED RULES AND REGULATIONS FOR SPECIAL EVENTS, AND ESTABLISHING AN EFFECTIVE DATE**

#### **RECITALS:**

WHEREAS, the City of Flagstaff City Council considers the special events held throughout the year at City of Flagstaff ("City") parks and facilities to be important public amenities that promote livability and tourism in the City; and

WHEREAS, the City desires to balance the needs of all City residents with the needs of special event organizers; and

WHEREAS, the City Council previously amended the City of Flagstaff Recreation Services Special Event Permit Packet by Resolution No. 2012-35 on October 2, 2012; and

WHEREAS, the City Council has considered and evaluated the comments of City staff and members of the public regarding the City's rules and regulations pertaining to special events and wishes to amend the current rules and regulations.

#### **ENACTMENTS:**

#### **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

##### **SECTION 1.**

Resolution No. 2012-35 adopted on October 2, 2012, is hereby repealed.

##### **Section 2.**

The City Council hereby approves the special event policies and procedures as set out in the document entitled "City of Flagstaff Recreation Services Special Events – Rules and Regulations" attached as Exhibit A to the staff summary submitted in support of this resolution.

##### **Section 3.**

The City Council hereby approves the "City of Flagstaff Permit Application" attached as Exhibit B to the staff summary submitted in support of this resolution.

##### **Section 4.**

This resolution shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY

# Special Event Permit Packet Revisions



March 31, 2015

Work Session

Presentation by: Brian Grube



# History

- Direction by City Council
- Input from Downtown Businesses and Residents
- Consultation with City Attorney's Office
- Input from the Downtown City Manager
- Revisions to the Permit Packet



# Direction Needed

- Input regarding minor revisions
- Input needed regarding policy changes:
  - Historical Precedent for “Probationary Events”
  - Heritage Square Primary Retail Sales
  - Heritage Square Secondary Retail Sales
  - Heritage Square Alcohol Sales
  - Objective Criteria for Street Closures
  - Street Closures and City Council approval
  - Special Event Permit Packet and City Council approval

# Minor Revisions

- Updated definition
- Application and Permit Packet: More concise
- Deadlines
- Advertising events prior to City approval
- Wheeler Park watering schedule (3 days)
- BMX/Skate Park Events
- Updates: Sales Tax, Risk Management, Temporary Signage, HB1443

# Historical Precedent

- Historical Precedent
  - “Good Standing”
  - “Probationary Standing” (change)
  - “Poor Standing”



# Heritage Square: Primary Retail Sales

- Definition
- Limit to one per month





# Heritage Square: Secondary Retail Sales

- Definition
- Limit vendors per event (number tbd)



# Heritage Square: Alcohol Sales

- Current Policy
- Council's Involvement in Decision-making
- Recommendation



# Historic District: Street Closures

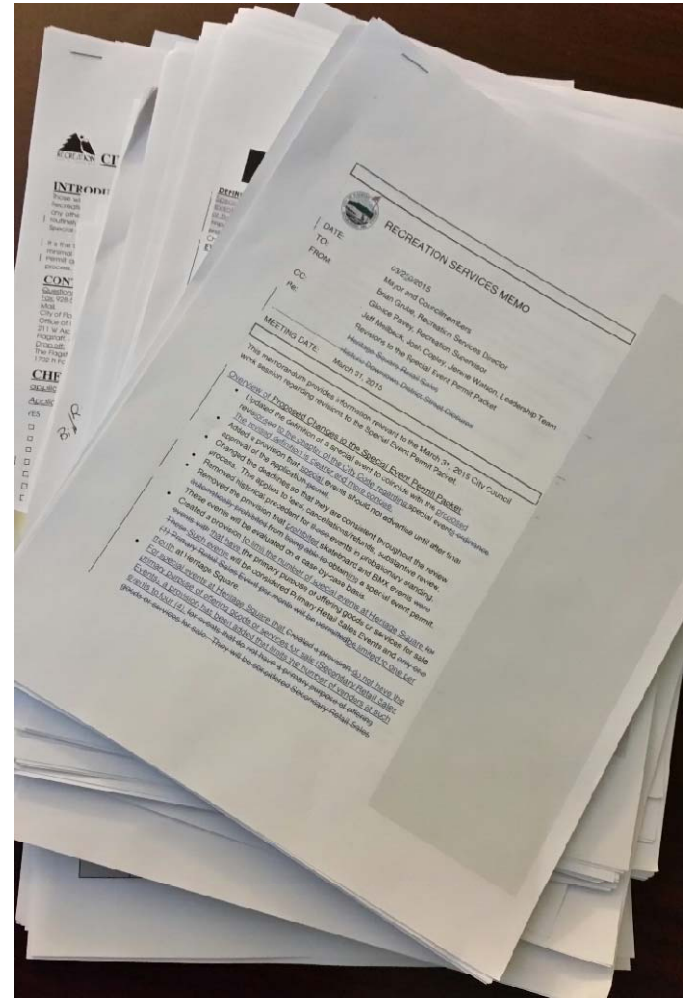
- Objective Criteria
- Current: Council Involvement with one-way street closures
- Future: DBA and Downtown District Manager
- Example





# Future Revisions to the Special Event Permit Packet

- Council Involvement today
- Authority to approve revisions moves to Public Works Director or designee



# Input Needed from City Council:

- Input regarding minor revisions
- Input on Policy changes:
  - Historic Precedent for Probationary Events
  - Limit number of Primary Retail Sales Events
  - Limit number of vendors at Secondary Retail Sales Events
  - Alcohol Sales and City Council Approval
  - Objective Criteria for Street Closures
  - City Council's future involvement with Street Closures
  - City Council's Future involvement in approving revisions to the Special Event Permit Packet

# Memorandum

7.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**From:** Karl Eberhard, Comm Design & Redevelopment Mgr  
**Date:** 03/12/2015  
**Meeting Date:** 03/31/2015



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### TITLE:

**Parking Issues in the Vicinity of the Northern Arizona University Campus. (Previously item #10)**

### DESIRED OUTCOME:

Discuss with the City Council of current parking situation, changes that have occurred since 2011, and options for parking management in the future. Gauge City Council interest in pursuing any of the options in follow-up to the resolution adopting the Student Housing Action Plan in January 2015.

### EXECUTIVE SUMMARY:

Coming out of the larger current student housing planning effort, staff has been asked to provide the City Council with information regarding parking issues in the vicinity of the Northern Arizona University campus. Staff has also heard concern from residents, business owners, and visitors about the current parking circumstances, primarily the extensive use of off-campus parking spaces by students. This report briefly frames the issues and previous considerations, and provides a high level overview of current parking management in Flagstaff and options that the City Council might want to have explored.

### INFORMATION:

Council Goal: Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.

At the request of City Council and after considerable community input, in November of 2011, staff presented the City Council with information and options relative to possible permit parking in Southside. At the time, the main focus was not that campus overflow parking was occurring in the neighborhood but rather the primary focus was on “nuisance” parking – blocking driveways, fire hydrants, and so forth. The City Council discussion included concern over how a permit parking program would be funded. The City Council decided not to proceed with a permit parking program and opted for an enforcement “blitz”, some additional (Federal COPS grant funded) police officers serving the Southside, and some capital improvements (signs, curb painting, and space identification). Nuisance parking seems to have been reduced since the installation of this program.

The most observable change since the City Council last considered parking issues in the Southside is that the overflow parking has increased and changed character. Just before the November 2011 City Council consideration, NAIPTA introduced Route 10, a short interval connector bus route between Downtown and Woodlands Village via the Northern Arizona University campus. Since that time, the Phoenix Avenue parking lot now fills to capacity early in the day and remains filled most of the day. Also, overflow parking in the Southside is now not only seen in the blocks near the university, but is now seen extending all the way up to Phoenix Avenue as well as a number of private parking lots in Woodlands Village. Students also park in the City Hall parking lots.

Staff has also heard concern from residents, business owners, and visitors about the current parking circumstances, primarily the extensive use of off-campus parking spaces by students. As high density off-campus housing is constructed in Flagstaff, we expect more demand for parking in the vicinity of the campus. Further, enrollment of students on the Northern Arizona University Flagstaff campus continues to increase, along with increased faculty and staff. As growth occurs on NAU's campus, student parking structures have been built and parking spaces re-allocated, increasing student parking permits on the campus to \$440 annually.

#### Background Information about Parking:

The City of Flagstaff currently writes between 5,000 and 6,000 parking tickets per year, mostly in Downtown, north of Route 66. Approximately 1,400 were written by the COPS grant funded regular patrol officers (in the Southside). Since the changes instituted in 2011, the City has experienced a large increase in the amount of time spent in court by the parking staff and patrol officers. This has resulted in more overtime expense to pay off duty officers, and more time in court for the officers that write the tickets.

Parking enforcement staff (non-patrol officers) cost approximately \$55,000 per year after training. We currently have one parking enforcement staff member that services approximately 350 spaces. For comparison, the City of Durango parking staff enforces about two hundred spaces each and two shifts are assigned per day. The area previously considered for a permit parking program, from the campus to Phoenix Avenue, encompasses approximately 750 parking spaces.

Most of the monies collected for parking tickets go to the State. For example, from a \$35 over-time parking ticket, the City of Flagstaff gets \$10. That \$10 is not sufficient to cover court costs and collections. As the state portion is calculated on a percentage basis, even significant increases in fines does not significantly change the portion available to the City. And, as the cost of tickets increases, the number of contested tickets and the number of people who choose not to pay, increases. Because of this, it has been determined that parking tickets are not a viable mechanism to pay for parking enforcement.

#### Efforts of our Community Partners:

NAU: For some period after the City Council discussion in 2011, NAU and the City shared parking enforcement human resources. NAU is committed to educating faculty, staff, and students about parking issues and transportation choices. And, they are exploring or willing to explore working with the Police Department to address habitual offenders, expanded bus pass systems, and remote parking facilities.

NAIPTA: In addition to generally developing and encouraging ridership, NAIPTA has already added routes serving the university (and other schools), implemented a college bus pass system, and reduced the costs of these passes. On some routes, they expect to be increasing the frequency of service in the coming months. And in the future they are looking at a broader (universal) bus pass system that would make transit an even easier and convenient option. And, they are looking at developing park-and-ride facilities associated with student housing, but also in the outlying areas of the community.

#### Options:

Should the City Council wish to address parking issues in the vicinity of the campus, notably overflow parking, some options that staff could explore and bring back to the City Council include:

1. Permit Parking Program – Staff could return with an overview of options for such programs and then develop an option selection by the City council.
2. Paid On-street Parking (Kiosk / Meters) – Staff could explore the use of paid on-street parking to manage parking. This may include a “Resident Exempt” permit system.
3. Parking Management Company – These are typically paid on-street parking strategies but with private management and contracts accordingly.
4. Construct Additional Parking – In addition to land costs, surface spaces cost approximately \$5,000

and structured spaces cost approximately \$25,000 (each).

5. Alternative Transportation Modes – Encourage the use of alternative transportation modes, walking, bicycling, and transit through various means.
6. Contribute to the Efforts of Community Partners – Leverage our investment and reduce our partner's costs by sharing expenses.
7. None of the Above.

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**Attachments:**

## CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, Deputy City Clerk  
**Date:** 03/27/2015  
**Meeting Date:** 03/31/2015



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### TITLE:

**Consideration of Proposals:** Remodel/Expansion of Municipal Court Building **(Previously item #6)**

### RECOMMENDED ACTION:

Information and direction.

### Executive Summary:

The existing court facility is located at 15 North Beaver St., Flagstaff, Arizona. This facility was originally built as a retail store and later purchased by the City of Flagstaff and remodeled to be the City Hall facility. It was remodeled again in 1984 to be the court facility. At just under 10,000 GSF, it is currently in need of significant repair and maintenance and is no longer adequate to keep up with the significant increase in case load over the years. There are only three (3) courtrooms and security, zoning, prisoner transport and holding do not comply with current court standards.

While the need for new court facilities has been a priority for numerous years, funding for the various options considered has never reached the threshold of moving the project forward. At this point we have made a combination of reducing costs associated with the courthouse project and increasing the revenues available so the current proposed project has a much smaller gap in funding than at any time in the past. Before we move any further with the courthouse project we wish to get council feedback regarding the process we have outlined so far and where the council would like to see use go in the near future.

### Financial Impact:

N/A

### Connection to Council Goal and/or Regional Plan:

Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

### Previous Council Decision on This:

No

**Options and Alternatives:**

- Move forward with current plan.
  - Put proposal on the street for RFP, RFQ, CMAR or Design Build.
  - Work on closing the funding gap during proposal and design development
- Determine preferred solution for funding the gap then move forward.
- Seek other alternatives (County, P3, ?)

**Community Involvement:**

Inform

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**Attachments:**     PowerPoint Presentation



# FLAGSTAFF MUNICIPAL COURT

Courthouse Proposal



# Flagstaff Municipal Court Courthouse

## ▣ History

- 1985: existing building remodeled into a courthouse
- 1997: Original space study determined need
- 2008: Courthouse facility study was completed
  - Recommendation: 64,000 sf value engineered down to 40,000 sf
- 2010: \$23M Bond election for land, parking garage and courthouse failed
- 2011-2015: Alternative funding sources considered
  - Court Facility Fund implemented
  - Public Private Partnership RFP
  - Exchange/sale of City owned properties

# Flagstaff Municipal Court Courthouse

- ▣ Reducing the cost
  - Don't purchase additional land
  - Use existing building
  - Continue to seek consolidation of space while providing current services (40k sf to 36k sf)



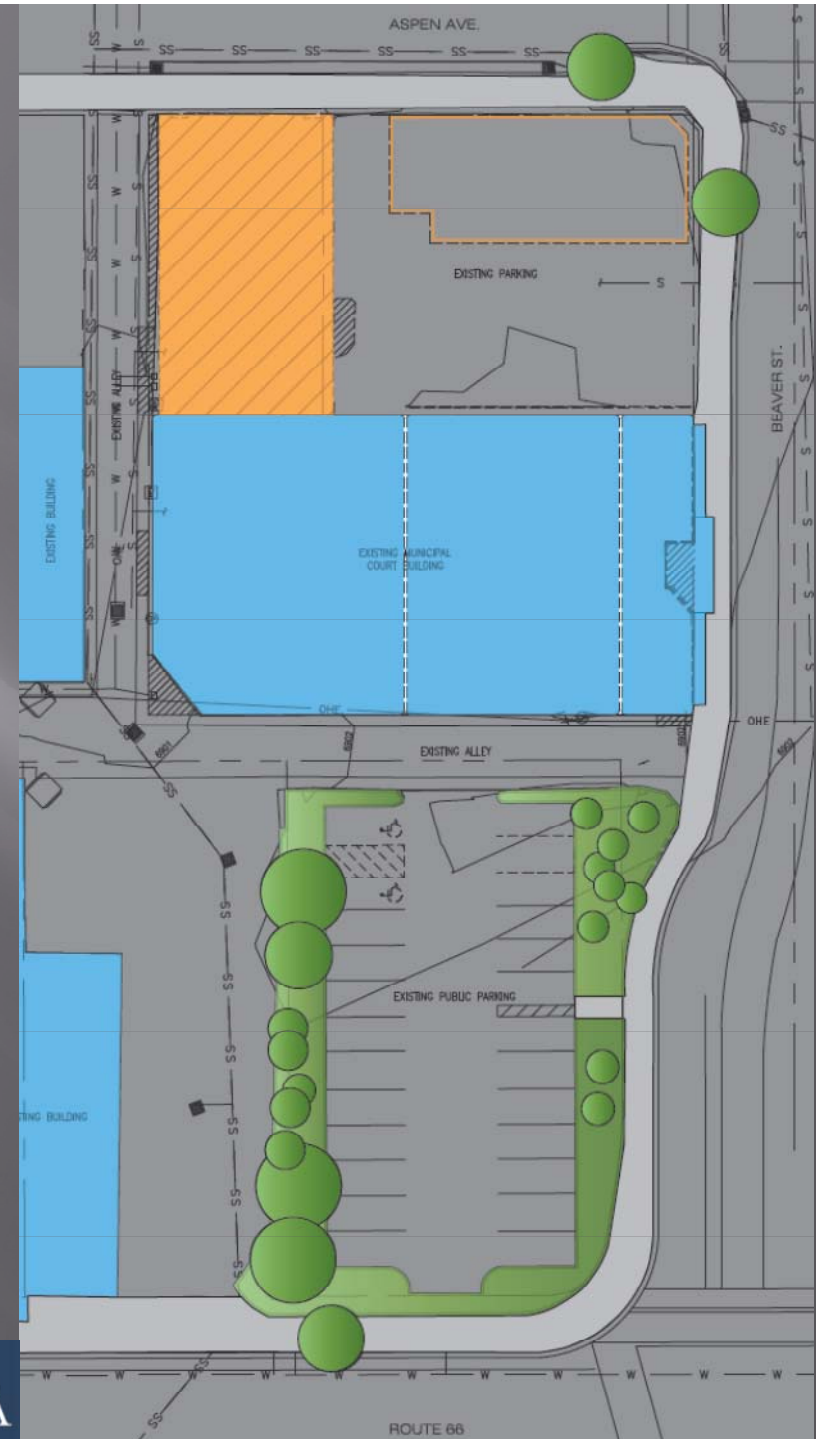
# Flagstaff Municipal Court Courthouse

## ▣ Proposal:

- Remodel and expand current court location
- Phased building (build useable expansion, then remodel, no need for temporary location)
- Proposal currently undergoing design review
  - ▣ Flood plain
  - ▣ Site review
  - ▣ Parking
  - ▣ Overall design
  - ▣ Usage

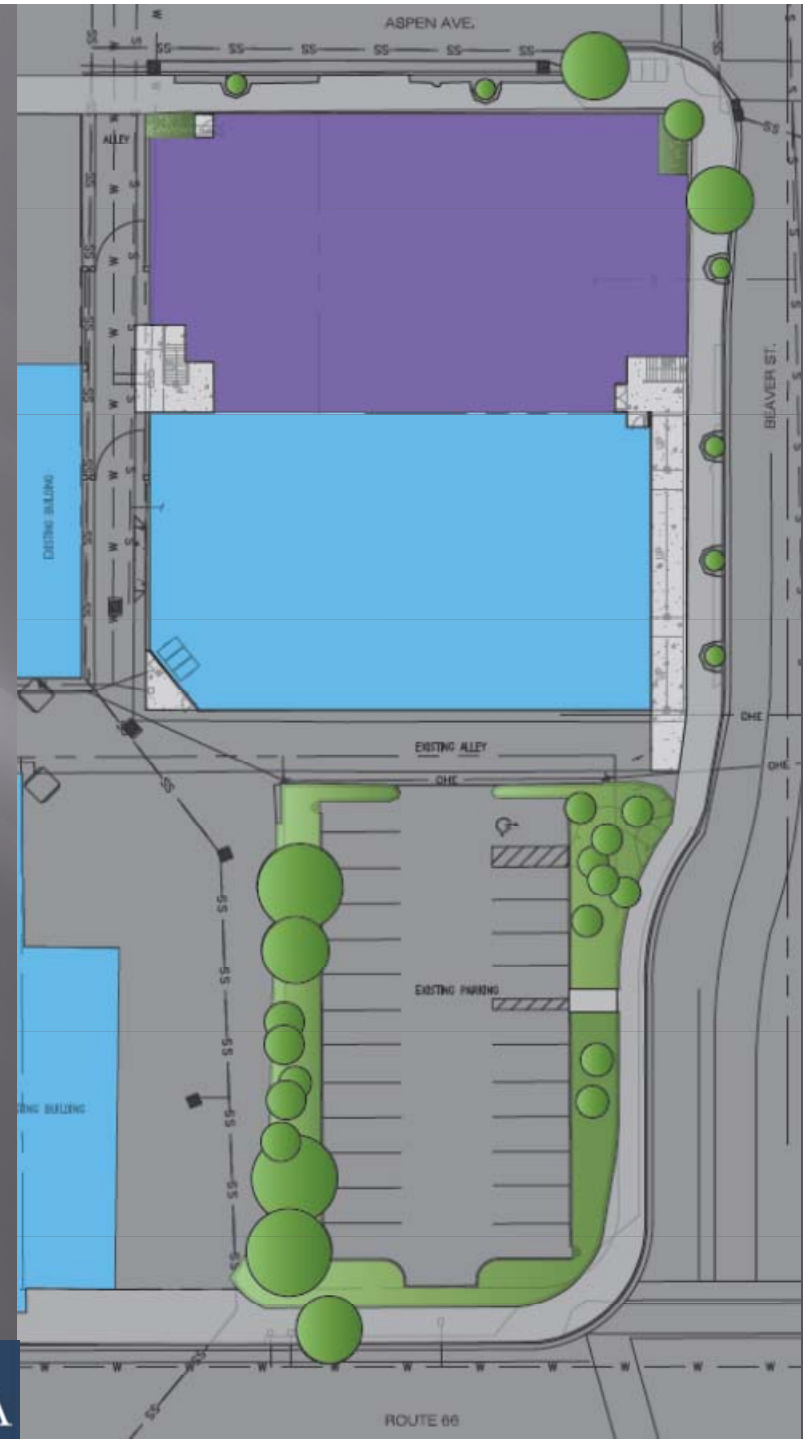


# Flagstaff Municipal Court Courthouse

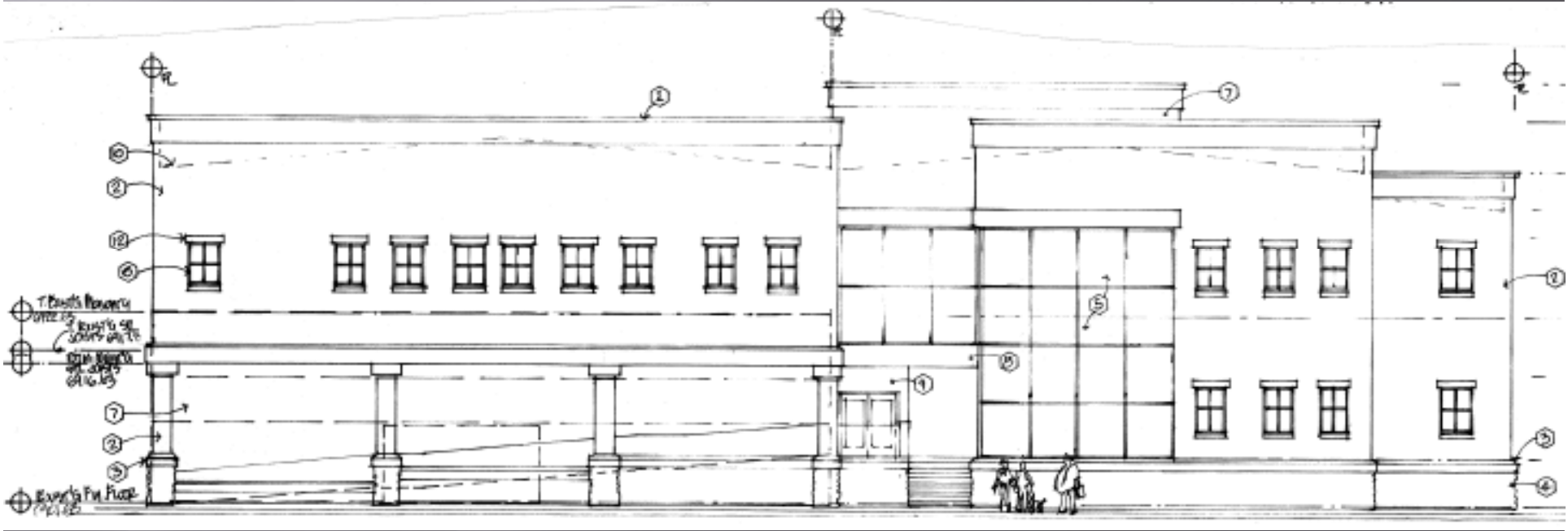




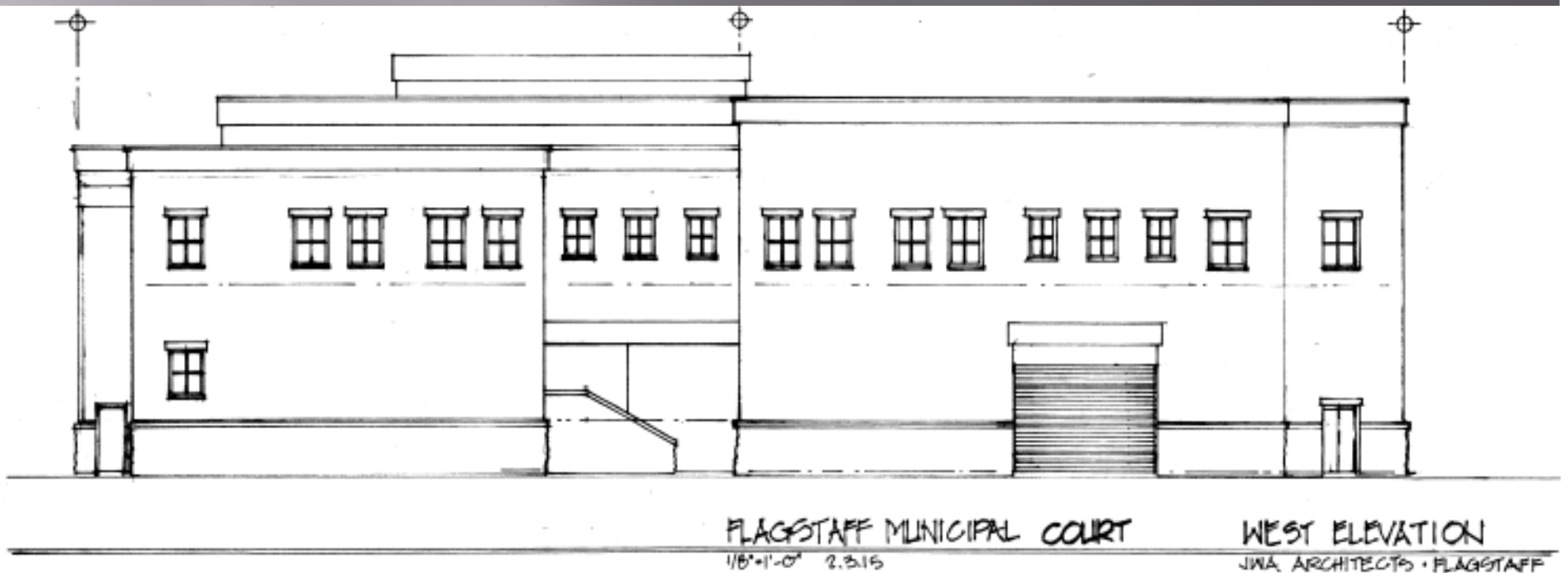
# Flagstaff Municipal Court Courthouse



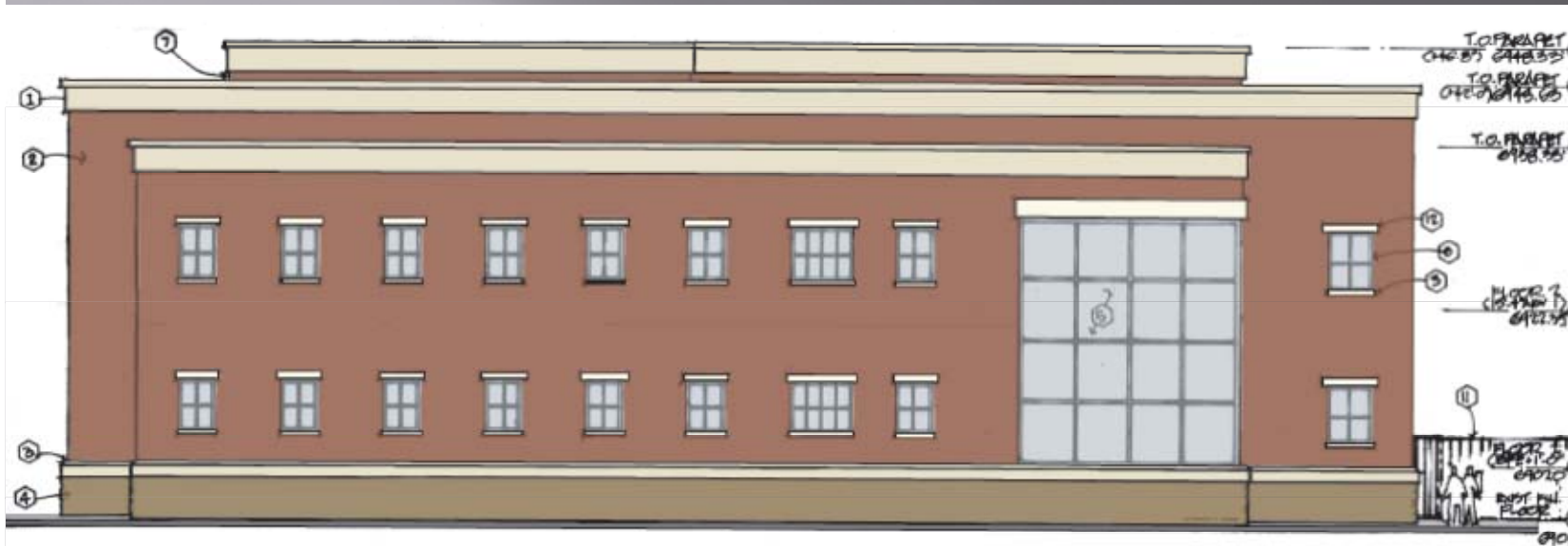
# Flagstaff Municipal Court Courthouse



# Flagstaff Municipal Court Courthouse

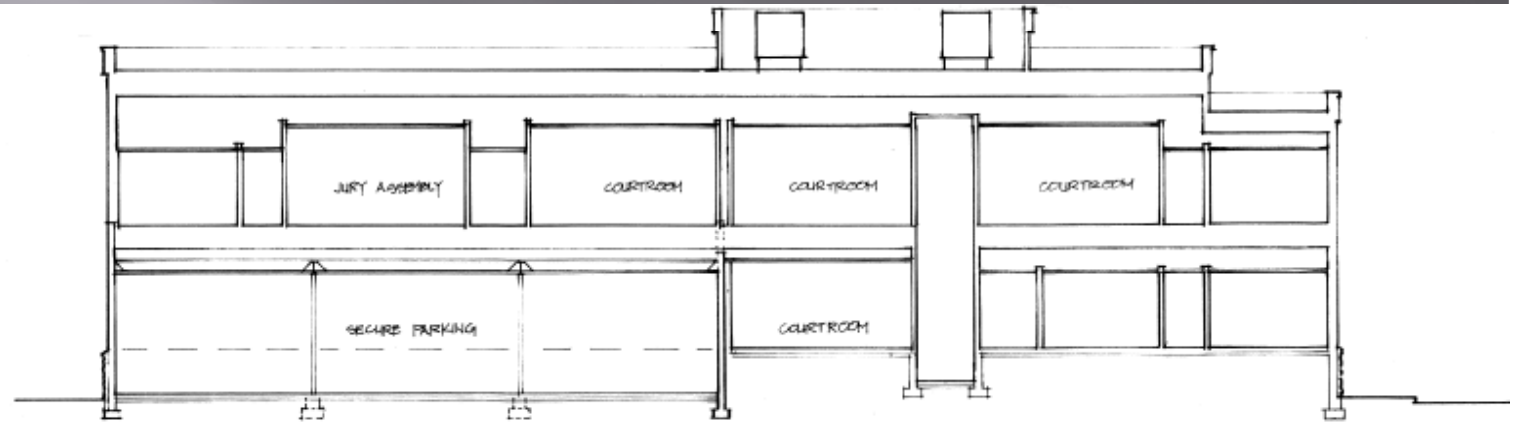


# Flagstaff Municipal Court Courthouse



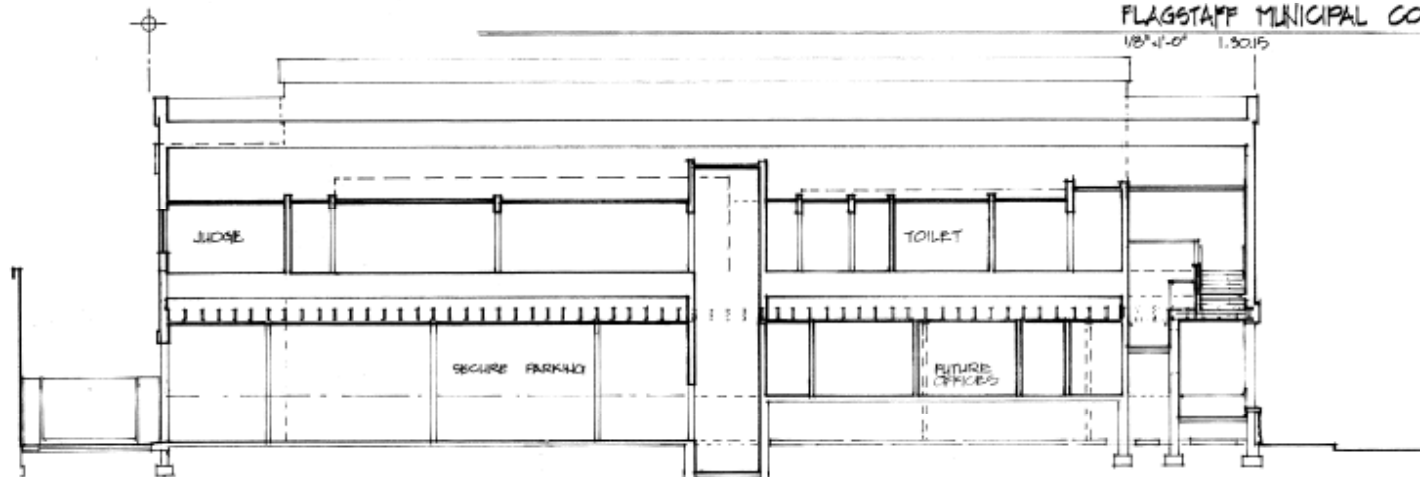


# Flagstaff Municipal Court Courthouse



FLAGSTAFF MUNICIPAL COURT  
1/8" = 1'-0" 1.9.15

SECTION LOOKING WEST  
JWA ARCHITECTS - FLAGSTAFF



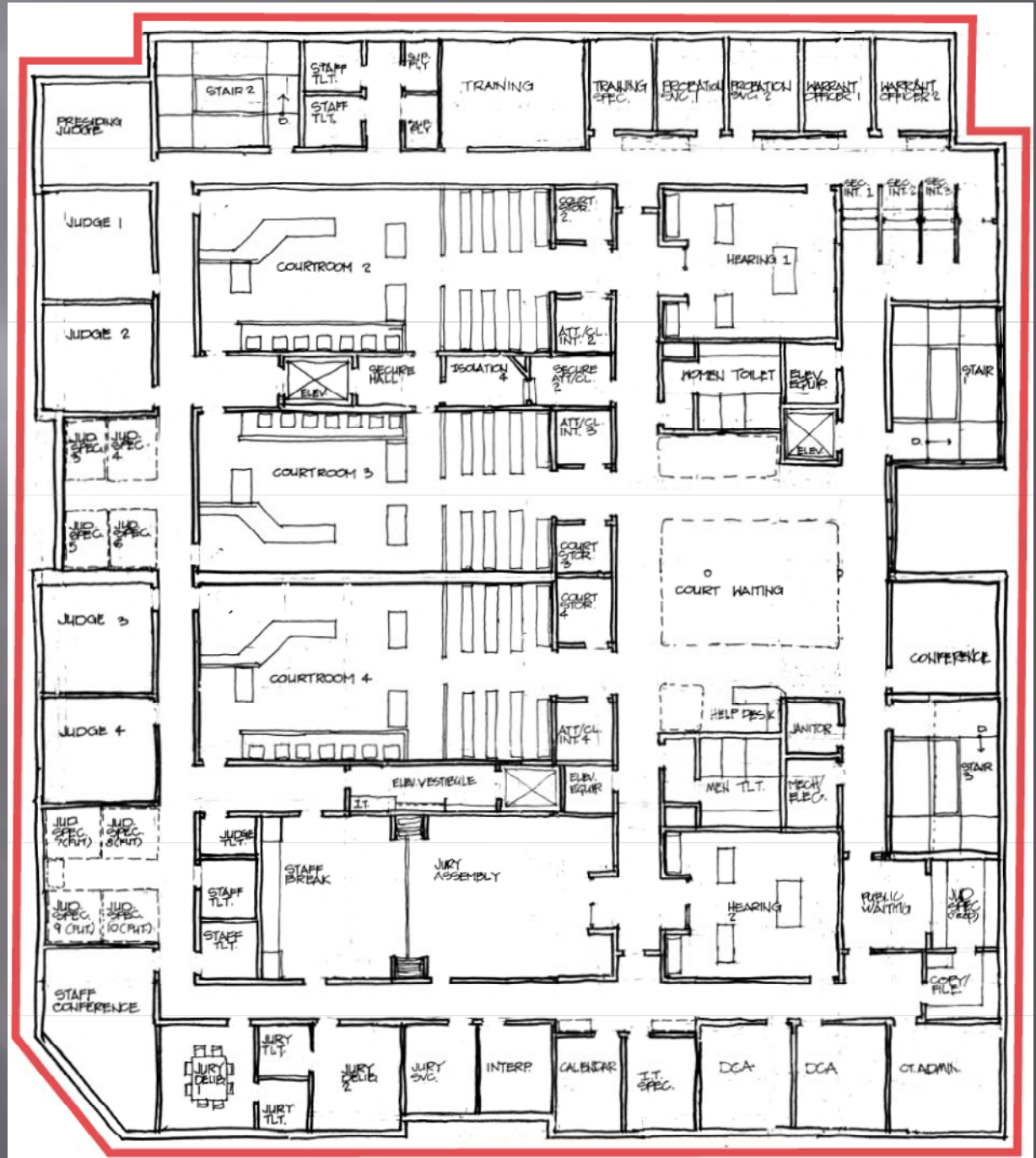
FLAGSTAFF MUNICIPAL COURT  
1/8" = 1'-0" 2.1.15

SECTION LOOKING NORTH  
JWA ARCHITECTS - FLAGSTAFF

# Flagstaff Municipal Court Courthouse



# Flagstaff Municipal Court Courthouse



# Flagstaff Municipal Court Courthouse

## ▣ Costs:

■ Site and construction of court	7,343,708
■ Ins., fees, taxes, bond, cont.	1,844,740
■ Soft costs, permits, admin.	2,021,459
■ Prosecutor office construction	<u>748,692</u>
■ Total building costs as proposed	11,958,599





# Flagstaff Municipal Court Courthouse

## ▣ Funding currently available:

▪ Capital funding transfer	400,000
▪ Sale of property (fire station)	520,000
▪ Redevelopment fund transfer	500,000
▪ Court Improvement fund (1X)	875,000
▪ Court Improvement fund (ongoing)	60,000
▪ Court Facility fund (1X)	900,000
▪ Court Facility fund (ongoing)	<u>4,000,000</u>

## ▪ Current funds available



# Flagstaff Municipal Court Courthouse

- ▣ Current funding gap = \$4,703,599
- ▣ Closing the gap options:
  - Funding from Cherry Building
    - Sale of building
    - Lease of building
  - 1X Funds from general fund
  - Ongoing allocation from general fund
  - Sale of additional properties
  - Bond election
  - Additional/increase in court fees

# Flagstaff Municipal Court Courthouse

- ▣ Does the Council support the current development process?
- ▣ Options:
  - Move forward with current plan.
    - ▣ Put proposal on the street for RFP, RFQ, CMAR or Design Build.
    - ▣ Work on closing the funding gap during proposal and design development
  - Determine preferred solution for funding the gap then move forward.
  - Seek other alternatives (County, P3, ?).

## CITY OF FLAGSTAFF

### STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** David Wessel, Metro Planning Org Manager  
**Date:** 03/25/2015  
**Meeting Date:** 03/31/2015




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#### TITLE:

**~~US 180 Winter Congestion Report (REMOVED FROM AGENDA)~~**

#### RECOMMENDED ACTION:

Discussion and possible direction

#### Executive Summary:

Traffic congestion on US 180 during peak winter activity is a historical problem with multi-hour delays for recreationists returning to town from snow play areas and the Arizona Snowbowl. The traffic backup creates concerns for emergency vehicle access to the corridor and makes residents of the corridor feel trapped in their own homes. The problem typically occurs on holiday weekends with good snow conditions and fresh snow. Implementation of a traffic signal timing plan in 2011 resolved most of the traffic congestion that season and for the following two seasons. This past holiday break saw the evening traffic congestion return and introduced a new phenomenon of morning congestion during both the Christmas and New Year's weekends. The backup extended to I-17 creating potentially dangerous conditions. This report describes those conditions and the status of the implementation strategies developed in the 2011 study developed by FMPO in cooperation with regional agencies and businesses. Active pursuit of strategies may see some read for the 2015-2016 season.

#### Financial Impact:

Implementation of additional strategies will have a range of financial impacts:

- Thousands of dollars for additional signs;
- tens of thousands of dollars for new timing plans
- tens of thousands of dollars for an AM radio broadcast; plus an annual maintenance or licensing fee
- thousands of dollars to manage dual, southbound right turn lanes on Milton and millions of dollars to make permanent improvements
- Tens of thousands of dollars for transit service plus considerable coordination efforts with vendors and concessionaires and/or millions of dollars to widen shoulders on US 180 for a transit bypass lane (and emergency vehicle access)

#### Connection to Council Goal and/or Regional Plan:

##### **COUNCIL GOALS:**

3) Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics

Winter recreation creates economic activity that, through tax collection, benefits the broader community. The traffic impacts are disproportionately born by residents in the US 180 corridor.



That said, the impacts occur on 8-12 days per year.

5) Develop and implement guiding principles that address public safety service levels through appropriate staffing levels

With emergency service access potentially restricted by congestion, contingency plans should be in place.

6) Relieve traffic congestion throughout Flagstaff

The Milton corridor is the most congested in the City. Between Butler and W. Route 66 it is over capacity during evening peak hours. The congestion on US 180 is largely event related. Both Milton and US 180 are under ADOT jurisdiction so cooperation and collaboration are critical.

8) Improve effectiveness of notification, communication, and engagement with residents, neighborhoods and businesses and about City services, programs, policies, projects and developments

Winter recreation and its positive and negative impacts warrant notice to and involvement of all in seeking resolution.

9) Foster relationships and maintain economic development commitment to partners

Winter recreation is a recognized part of the regional economy. Working in concert with the business community to balance the benefits and impacts is important.

#### **REGIONAL PLAN:**

There are several goals promoting transportation safety and efficiency, regional cooperation and quality emergency services.

#### **Previous Council Decision on This:**

The City was an active part of the US 180 Winter Congestion Study in 2011 and the Council heard several reports on the study. Alternative or dispersed snow play areas is an implementation strategy and previous councils have heard reports on locations in the city and region.

#### **Options and Alternatives:**

The Council may wish to direct City staff or request the FMPO to pursue further implementation strategies. The following is a list of what has been done and what additional activities might take place:

Coordination: The Winter Activity Task Force did not meet prior to the holiday week. A coordination meeting was held among member agencies public safety staff and Coconino County Public Works.

Traffic operations: The signal timing plan was in operation during the entire period. It may be possible to improve it, extend the hours it operates, and develop a morning signal timing plan for the same days. It may be possible to place a temporary signal at the US 180 / Snowbowl Road intersection to equitably distribute traffic between those two roads.

Traffic signing for alternate routes: No additions to the existing alternate route signing were in place. ADOT has developed new signs for additional locations and others were proposed in the 2011 Study. They are fold-up signs to be displayed during critical periods. For some visitors recreating north of Snowbowl Road continuing north to 64 and returning to I-17 via Williams may be a time advantage in particularly crowded times. This does represent a potential economic loss to businesses in Flagstaff.

Early departure incentives: No incentives were offered, but USFS personnel report that Wing Mountain

concessionaires would use a loud speaker starting at 2:00 p.m. to encourage people to leave early. USFS also encouraged Wing Mountain to stay open until 5:00 p.m. to ease the demand at 4:00 p.m. Some in the business community express concern that such actions diminish the visitor experience. Incentives may be appealing to some.

Visitor Information: Information flier was updated for 2014-2015 with improved directions to Ft. Tuthill, Mormon Lake and Happy Jack. The Visitor Center, Chamber and Convention & Visitors Bureau reported that visitor contacts were not higher than normal though all received calls or emails complaining about the traffic. Portable signs were in place on I-17 but the overhead variable message signs were not in use. Development of an AM Radio message in conjunction with signing has been proposed. Again, some in the business community have expressed concerns about the type of message sent.

Alternate Snow Play Areas: Ft. Tuthill was open with the cinder hill play area in place. They did receive many phone calls from Phoenix. No visitation numbers are collected but it did appear busier than usual. Officers reported random snow play along most regional highways.

Travel Demand Management: This was not offered in the original report but represents an opportunity to work with area residents and employers to encourage people to work from home, leave work early, take the bus or take other measures to help ease travel demand.

## **Background/History:**

### **Background**

In 2011 the member agencies of the FMPO requested that a study be conducted to evaluate the congestion experienced on US 180 during peak winter activity and to recommend mitigation solutions. Interviews and data indicated that the worst congestion historically occurred during holidays, on a weekend, with good snow conditions and recent snowfall with the worst conditions occurring when snowfall exceeded ADOT's ability to clear the shoulders on US 180 in a timely manner.

Modeling of the corridor indicated that traffic signal timing was the principle cause of congestion followed by a lack of capacity in the corridor. Tracking of blue tooth signals in vehicles indicated little time advantage to the use of alternate routes and very little use of alternate routes from US 180 to I-17 southbound. The study was conducted in cooperation with the Winter Activity Task Force spearheaded by the Coconino County Parks Department.

The study recommended short, mid and long-term solutions to be implemented as conditions indicated. The following table lists these strategies and their respective support from the public:

*Table 3: Near-, Mid-, and Long-Term Strategies Point Totals*

	<b>MindMixer</b>	<b>Public Meeting</b>	<b>Combined</b>
<b>Near-Term Strategies</b>	<b>Points</b>	<b>Points</b>	<b>Total Points</b>
Early Departure Incentives	<b>57</b>	<b>59</b>	<b>116</b>
Traffic Signal Timing	<b>87</b>	<b>82</b>	<b>169</b>
Traffic Signing Plan	<b>51</b>	<b>72</b>	<b>123</b>
Traveler Information System	<b>67</b>	<b>74</b>	<b>141</b>
<b>Mid-Term Strategies</b>	<b>Points</b>	<b>Points</b>	<b>Total</b>
Dispersed Snow Play Sites	<b>94</b>	<b>99</b>	<b>193</b>
Managed Lane	<b>51</b>	<b>62</b>	<b>113</b>
Transit	<b>74</b>	<b>60</b>	<b>134</b>
U.S. 180 Winter Recreation Parking Pass	<b>25</b>	<b>18</b>	<b>43</b>
<b>Long-Term Strategies</b>	<b>Points</b>	<b>Points</b>	<b>Total</b>
Alternate Route to I-40	<b>72</b>	<b>63</b>	<b>135</b>

Cable Propelled Transit	19	9	28
Intersection Improvements	31	71	102
Widen U.S. 180	29	50	79

### **Magnitude of and Effects of Congestion**

Snowbowl reported employees remaining until 8 p.m. waiting for traffic to clear. Ski rental operations reported staying open to 9 or 10 p.m. waiting for customers to return skis.

- Friday, January 2 and Saturday, January 3: Northbound traffic backed up on to I-17 (some reports back to John Wesley Powell). Corroborated by ADOT District and DPS.
- Saturday, January 3: 1.5 to 1.75 hours from town (speculation) to Flagstaff Nordic Center. USFS Survey.
- Saturday, January 3: 2 hours from Flagstaff Nordic Center to USFS Ranger Station on 89 (USFS employee)
- Friday, January 2 and Saturday, January 3: 3 hours from Snowbowl to town with standing traffic up to 3 miles up Snowbowl Road. (Snowbowl employees/USFS communication)

Gas stations at Plaza, W. Route 66, and Forest reported record-breaking or double the amount of business. All businesses reported excessive traffic with some reporting customers having difficulty entering their site.

### **Snow Play Participation**

The numbers reported below are in keeping with the historical counts from 2009-2011 reported in the congestion study.

Arizona Snowbowl Visitation:

- Thursday-Saturday: 3000+; Saturday 3800 (all reported as normal), capacity reached at 10:30 a.m.

Wing Mountain Snow Play Visitation:

- Friday (Jan. 2) = 1045 cars / Saturday (Jan. 3) = 988 cars / Sunday (Jan. 4) = 994 cars
- Parking lot was at capacity at 10:30/11:00 a.m. each day with little turnover. Earlier than past years.

Flagstaff Nordic Center (FNC)

- Reported as not reaching capacity most days. 1/1 – 290; 1/2 – 642; 1/3 – 326; 1/4 - 137

Crowley Pit Parking Area – about 1 mile past Flagstaff Nordic Center (Visitation):

- The site holds about 50-75 cars depending on conditions.
- About 275-325 cars each day.
- The parking lot was at capacity around 11:00/11:30 a.m. each day with slow turnover.

Informal Snow Play

- Informal reports from law enforcement that visitors were taking advantage of any patch of snow in which to play on US 180, SR 89a, and I-17

### **Potentially Contributing Factors**

Most of these are anecdotal, some are fact based.

- Maricopa County population increase: Up about 200,000 people since 2011
- Holiday weekend traffic at points on I-17 up 6%-16% between 2011/12 and 2013/14.
- Holiday weekend traffic north of Snowbowl on US 180 up 8% between 2011/12 and 2013/14.
- Accidents: Several reported, but none were reported as significantly impacting traffic
- Local population and related traffic growth: Up 2,700 people between 2011 and 2013. Traffic on US 180 between Beale and Mead up 14%-25% between 2012 and 2013. Traffic on Humphreys between Dale and Columbus up 6% and 4% in 2012 and 2013 respectively.

## **Pending Information and/or Data**

- ADOT – updated continuous traffic counts from I-17 at various locations and US 180 north of Snowbowl for the time period in question
- Flagstaff Convention & Visitors Bureau – Occupancy data for December 2014 and January 2015 and two prior years for comparison
- Flagstaff Sales Tax office – sales tax receipts for December 2014 and January 2015 and two prior years for comparison
- Grand Canyon National Park visitation at the South Entrance
- Response from Mormon Lake Lodge
- Response from Happy Jack Lodge

## **Key Considerations:**

**Economic Development:** The winter season is traditionally slower for tourism with hotel occupancy dropping from 85% in the summer to 60% in the winter. Winter activity such as skiing and snow play, especially if more predictable due to snow-making, can raise that winter participation rate and make fiscal planning more predictable for many firms in the industry. Excessive traffic - especially if it becomes the norm - may depress economic activity for businesses outside the hospitality sector as local residents and shoppers from outside the region choose to stay home or take their business elsewhere.

**Public Safety:** If traffic congestion persists, then access for emergency service vehicles to patients and/or victims in the corridor will be compromised. Contingency practices should be developed. One such idea is to have EMS vehicles prepared to take patients northwest on US 180 to areas that can be reached by helicopter. This, of course, is weather dependent. Alternatives such as a bypass or widened shoulders are expensive.

**Congestion as a public cost:** Many communities with depressed economies seek congestion. Busy streets and sidewalks are signs of success. NAU, another economic driver, produces extreme congestion during graduation. A notable difference is that much of its impacts are contained on campus and the commercial corridors. There may be value in a public discussion about what is an acceptable level or duration of congestion during these events.

## **Expanded Financial Considerations:**

Rough costs associated with various implementation strategies:

Use of Variable Message Signs (VMS): not known at this time

Installation of AM Radio: \$15,000-20,000 plus annual maintenance

Alternative Routes: \$1.8 million per lane at 6 miles = \$20 million more or less

Widened Shoulders: \$600,000 per "shoulder" mile at 4-5 miles. One-side = \$3 million more or less

Managed Lanes: \$500-600/day

Dispersed Snow Play Areas: \$200,000-\$1,000,000 depending on level of improvement

Design, environmental clearances and construction management fees will add an additional 35-50%

## **Community Benefits and Considerations:**

Mitigating traffic impacts during peak events creates a better experience for visitors and a less inconvenient and safer situation for residents and businesses alike.

Certainly the economic activity within the hospitality sector created by snow play helps to balance the peak summer season and allow businesses to create revenue from their otherwise idle capital assets. It also brings in sales tax revenue to the region (sales tax and hotel occupancy for December and January are not yet available. A significant number of people are employed in the hospitality sector and increased activity will benefit their wages and tips.

The visits from Sonora, Mexico were noted and this represents expanded tourism opportunities and could translate to business activities in other sectors.

The availability of snow play areas and Snow Bowl add to the recreational activities in which area residents may participate.

Excessive traffic is detrimental to some businesses and several reported the difficulty their customers experienced entering and existing their businesses.

During extreme traffic congestion residents of the corridor experience difficult entering and exiting their neighborhoods. This represents delayed or deferred economic activity.

### **Community Involvement:**

Inform - Outreach to the public continues through the distribution of winter activity maps and advertisement. Some strategies expand the "inform" type of outreach.

Involve - the original 2011 study had extensive on-line participation and two well-attended public meetings in which participants were involved in identifying problems, developing solutions and prioritizing them.

### **Expanded Options and Alternatives:**

Managed lanes: It is possible to manage traffic lanes or Humphreys or possibly Beaver to allow for dual right turns onto westbound E. Route 66. This is only effective if the downstream traffic is cleared so well that the right turn at Humphreys becomes the bottleneck.

Transit or Shuttle Services: The successful implementation of transit services geared at relieving congestion requires considerable interagency cooperation. A base parking lot is required. No city lots are sufficient. The most likely candidate is an NAU lot which may be available since most peak winter events are during scheduled holidays. In order to reduce congestion is requires the elimination of parking at the snow play and ski destinations. This would likely including charging for parking at those locations, too. Adding transit or shuttle vehicles to the traffic stream without removing vehicles does not resolve the problem. Given the apparent increasing demand for snow play opportunities and the evident lack of capacity in the US 180 corridor some means of metering traffic into the corridor in addition to the transit services may be warranted.

Capital improvements: Major intersection improvements at Humphreys/Rte 66; widened shoulders on US 180 and some other physical changes can assist this condition. The wide shoulders could be used by transit to jump the queue and make emergency vehicle access better. It likely requires more aggressive enforcement to keep the shoulders clear.

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### **Attachments:**

# Memorandum

10.

## CITY OF FLAGSTAFF

**To:** The Honorable Mayor and Council  
**From:** Rick Compau, Purchasing Director  
**Date:** 03/25/2015  
**Meeting Date:** 03/31/2015



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### TITLE:

~~Discussion of Procurement Preferences Regarding Carbon Footprint and Disadvantaged Businesses (REMOVED FROM AGENDA)~~

### DESIRED OUTCOME:

This presentation is informational only to obtain Council direction.

### EXECUTIVE SUMMARY:

This work session item will provide an overview of potential procurement preferences regarding carbon footprint and disadvantaged businesses and to seek input from Council regarding next steps.

### INFORMATION:

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**Attachments:** Procurement Preferences PowerPoint

# Procurement Preferences

City Council Work Session  
Tuesday, March 31, 2015

Presented By  
Rick Compau, Purchasing Director



# Procurement Preferences

Back in August of 2014, City Council posed the following questions:

## **Carbon Footprint-**

- Can the City award additional points to bidders who demonstrate that their use of sustainable practices will result in a reduced carbon footprint?

## **Businesses Who Serve Or Employ Disabled Persons-**

- Can the City award additional points to bidders who serve or employ disabled persons?





# Procurement Preferences

## **Carbon Footprint-**

- The definition of Carbon Footprint is the total sets of greenhouse gas emissions caused by an organization, event, product or person.
- Can the City award additional points to bidders who demonstrate that their use of sustainable practices will result in a reduced carbon footprint?
  - **Recommendation-** Not recommended at this time until further research can be conducted.
    - **Reasons:** This type of procurement preference or giving additional points has not yet been adopted by any entity in Arizona;
    - We need additional time to review options to present to Council that are effective and legally enforceable. Some options that have been adopted have received challenges;
    - Complex methodologies are used to measure the total carbon footprint and cannot be calculated accurately because of the large amount of data required; and
    - Carbon dioxide can be produced by natural occurrences.
- If Council chooses to proceed, we will discuss whether we believe evaluation criteria could be applied to all solicitations. This will take considerable staff time to conduct this evaluation since this is a novel concept in Arizona.

# Procurement Preferences

## **Businesses Who Serve Or Employ Disabled Persons-**

- In the State of Arizona, purchases from businesses who serve or employ disabled persons are limited to the following:
  - Arizona industries for the blind;
  - Certified nonprofit agencies that serve individuals with disabilities; and
  - Arizona correctional industries.
- Can the City award additional points to bidders who serve or employ disabled persons?
  - **Recommendation**- Proceed ahead and revise our City's Procurement Code Manual to incorporate language from A.R.S., 41-2636 that allows procurement preferences for Arizona businesses who serve or employ disabled persons where the City may direct select.
    - **Reason**: Social Responsibility
  - **Alternative** – Revise our City's Procurement Code Manual and incorporate the same language as referenced above with a set aside percentage applicable to the City's purchases or contracts to Arizona businesses who serve or employ disabled persons.





# Procurement Preferences

## Businesses Who Serve Or Employ Disabled Persons-(Cont'd)

### Proposed Language-

- “The City may purchase or contract for any products, materials and services directly from Arizona industries for the blind, certified nonprofit agencies that serve individuals with disabilities and Arizona correctional industries without competitive bidding if the delivery and quality of the products, materials or services meet the City’s reasonable requirements”, as determined by the Director and the requesting Department”.

OR

- “The City may set aside, at minimum, ??% of its purchases or contracts for any products, materials and services directly from Arizona industries for the blind, certified nonprofit agencies that serve individuals with disabilities and Arizona correctional industries without competitive bidding if the delivery and quality of the products, materials or services meet the City’s reasonable requirements”, as determined by the Director and the requesting Department”.



# Next Steps

- Council Direction Tonight:

- Carbon Footprint-**

- If deemed appropriate, conduct additional research on carbon footprint measurement criteria for identifying reliable and equitable standards.
    - Additional research will include the impact on small businesses and any challenges these small businesses might experience.

- Businesses Who Serve Or Employ Disabled Persons-**

- If deemed appropriate, proceed ahead with incorporating new language in the City's Procurement Code Manual allowing a procurement preference for Arizona businesses who serve or employ disabled persons.
  - At minimum, set aside a percentage of the City's purchases or contracts for Arizona businesses who serve or employ disabled persons.





# Questions??