

B. SITE POLICIES FOR PARK FACILITIES

1. Tents in Public Parks

Tents may only be placed in public parks upon receiving approval from the CRPD Office of Special Events. Staking tents is not permitted in irrigated parks and placement of tents on the lawn may require the use of portable flooring. Applicants must consult with the CRPD Office of Special Events prior to locating any tents within a park. Tents over 200 square feet may require inspections and permits. Refer to Section II. C. 1 and 6 to determine if you will need to complete a Festival Tent Registration Application for the Building & Zoning Services Department or a Temporary Event Permit for the Division of Fire.

2. Park Electricity

Limited electricity is available within some parks. Permission to access park electricity is contingent upon the approval of proposed electrical connections, available amperage, payment of applicable fees, and the presence of qualified event personnel. Access to electric distribution panels is not guaranteed. Applicants may be required to hire a certified electrician and schedule an on-site meeting between event electricians and park staff prior to the event. The Building & Zoning Services Department may also require an electrical permit and inspection if the proposed electrical assembly cannot be verified as listed and labeled by a recognized testing agency or if the electrical assembly is used within a tent.

3. Conducting Sales and Fundraising within Parks

All sales, commercial activities, and fundraisers occurring in a park must have written authorization from the Director of Recreation and Parks. If approved, the Event Coordinator must arrange for special duty police to be on-site when these activities occur. Event Coordinators are also responsible for meeting the licensing requirements of all other City and State agencies that regulate commerce.

4. Alcohol Policy for Park Shelter Houses

The privilege of serving alcohol in a city park shelter house is authorized when a lessee contracts with a Columbus Recreation and Parks Department approved beverage contractor for the service of beverage concierge (professional bartending). A lessee must contact the CRPD Permit & Rental Services Office (614-645-3337) for a list of approved contractors, authorized sites and to obtain an Alcohol Service Agreement 30 days prior to event. Alcohol may not be sold and no money or tickets may exchange hands within the shelter house. All dispensing of alcohol must cease at least 30 minutes prior to the end of the rental time. No one under 21 may be served or consume alcohol.

Service Fee in conjunction with Alcohol Service Agreement \$150.00

Expediting Fee if Agreement is less than 15 days prior to event \$100.00

5. Park Banners and Signage

Banners and signage may not be posted in, or attached to, any park structures or facilities without permission from the CRPD Office of Special Events. The CRPD Office of Special Events will work with you to determine appropriate locations to affix temporary signage and banners. In most cases, trees and light poles are not designed for the wind resistance that is created by anchoring banners and signs to them. Flagpoles and banner brackets within parks are intended for use by the City of

Columbus for displaying governmental and departmental flags.

6. Post-Event Site Inspection

Following each event, CRPD Office of Special Events will perform post-event inspections. These inspections cover all parks, facilities, streets and adjacent sidewalks permitted for use by the Recreation and Parks Dept. and will focus on the removal of all event related trash, signage, equipment and supplies, hard surface stains, and overall site cleanliness. If you are interested in attending this inspection, please contact the CRPD Office of Special Events to schedule a time. Permit holders not returning park(s) and public spaces in the same condition as they were secured may be billed for clean up or repair services deemed necessary.

7. Emergency Plan

All Event Coordinators should consider the possibilities of natural disasters and unplanned emergencies. A basic emergency response plan should be adopted and communicated with event staff, police/security personnel and on-site first aid providers. The Division of Fire will review each event's emergency plan before approving any permit requests. A plan should include the following minimum provisions:

- Identification of who will make key decisions such as canceling the event.
- Plans for communicating with event staff, volunteers, guests, media, vendors, on-site police and first aid providers
- Methods for safely managing site evacuation
- Steps for caring for injured participants and lost children
- Steps for securing potentially dangerous items (tents, signage, propane tanks and items that can be propelled by high winds)
- Methods for dealing with suspicious packages
- Training for use of fire extinguishers
- Access to local hotline or portable weather station for weather updates
- Plans for a back-up public address system for announcements (generator or megaphones)
- Plans for securing cash control areas and fiscal staff and volunteers
- Methods for distributing rain gear, flashlights and radios to staff and volunteers