


Date	Policy Description	Adoption Date	Amendment Date	Page/Section
2/6/2009	Special Events Procedure		10/21/2013 03/16/2020	

SPECIAL EVENTS PROCEDURES

I. INTENT AND PURPOSE

- A. The Township of Ferguson, Centre County, Pennsylvania recognizes that individuals and organizations may request the use of Township and regional facilities to host special events.
- B. It shall be the primary purpose of this procedure to maintain public safety on Township roads, sidewalks, bikeways and rights-of-way as well as minimize the impact of a special event on residents and motorists.
- C. Generally, the Township has determined that conducting special events on or crossing Township roads, sidewalks, right-of-way, bikeways or other Township property is prohibited except by permit.
- D. Special events will be conducted in a manner that is consistent with the policies established in this procedure, as well as municipal park regulations and the Large Group Events (LGE) Policy of the Centre Region Parks and Recreation Authority, where applicable.
- E. Nothing in this policy is intended to nor shall it interfere in any way with constitutionally protected activity.

II. APPLICABILITY

- A. A permit shall be required for special events that seek the exclusive use of (closure) or otherwise limit the usage of Township roads, sidewalks, bikeways, rights-of-way or other Township property by other users.
-  B. A permit shall be required for special events involving a group or gathering with 50 or more persons seeking to use or cross Township roads, sidewalks, bikeways, rights-of-way or other Township property.
- C. Special events that will be held jointly within municipal or regional parks and utilizing Township roads, sidewalks, bikeways and rights-of-way will also secure approval from Centre Region Parks and Recreation for the event.

III. REQUIREMENTS

- A. Roads, sidewalks, bikeways and rights-of-way – The Township has established the following criteria for the permitting of special events and the procedures to request a permit:

- i. Sponsors of the event can demonstrate to the Township that the event can be held safely and that the sponsor will assume all costs and liabilities associated with holding this event.
- ii. Measures can be implemented to ensure minimum disruption to the normal routine of Township residents.
 - a. Some roadways are too narrow, and have many access points such as driveways, lanes and other entrances, that it would not be feasible to conduct certain events safely without closing the entire roadway to traffic. Similarly, certain roadways, specifically those that serve as the only point of access to properties are prohibited from closure for any special event.

IV. PROCEDURE

- A. For all events *excluding* those that will be held solely within Centre Region Parks, the following procedure is applicable.
 - i. Persons or organizations who believe they meet the criteria for a permit established within the policy should submit a Special Events Permit Application to the Township within ten (10) to twelve (12) weeks of the date of the event to allow a thorough examination of their request.
 - ii. The original permit application will be forwarded to the Ferguson Township Police Department and a copy of the application will be sent to the Township Manager. Within thirty (30) business days of receipt, the police department will process the permit application. The police department will review the application to:
 - 1. Determine if the permit criteria are satisfied; and
 - 2. Determine the impact on Township staffing and resources, as well as approximate cost to the sponsor.
 - a. Regardless of whether Township roads, sidewalks or bikeways will be utilized, the police department will, at this step, identify what municipal resources will be required in excess of normal operations.
 - b. When applicable, the police department will meet with Public Works to evaluate their staffing and resource requirements for the special event.
 - 3. The Police Department will provide a written document summarizing the findings and cost estimate to the applicant as well as the Township Manager.
 - 4. If the applicant accepts the terms, conditions and costs as identified by the police department's analysis, the application will be placed on the

Consent Agenda at a Regular Meeting of the Board of Supervisors for approval.

5. After the application has been considered by the Board of Supervisors, the applicant will be contacted by the Township Manager or designee and notified of the Board's decision. The decision to approve or deny a permit by the Board of Supervisors shall be final.
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- B. For events that are held solely within Ferguson Township parks operated by CRPRA, the applicant will refer to the attached LGE Policy of CRPRA, or other permitting or approval processes as may be applicable. It shall be the responsibility of the event sponsor to notify the Ferguson Township Police Department of the intent to host an event in a municipal park at least three (3) weeks prior to the event date in accordance with the LGE Policy or CRPRA. The Police Department will then assess whether the event will require Township resources. If resources are required, a written summary will be provided to the applicant.
 - C. For events held in two or more municipalities or events whose procession will lead through multiple municipal jurisdictions, it is the responsibility of the sponsoring organization or authorized agent to ensure compliance with all applicable municipal regulations. Ferguson Township staff can authorize events held solely on Township roads, sidewalks, bikeways and rights-of-way and a permit to host such an event in Ferguson Township does not guarantee approval in a neighboring jurisdiction. While the denial of a Special Events Permit by another agency will not affect the status of the application in Ferguson Township, it may be necessary to revise the procession or planned event accordingly. For this reason, it shall be the responsibility of the sponsoring organization or authorized agent to inform the Ferguson Township Police Department of the involvement of other municipalities in the event planning process. The sponsoring organization may also be required, when necessary, to assist in facilitating meetings between all involved municipalities and entities.
 - D. Any event that will be held jointly within Centre Region Parks and Township roads, sidewalks and bikeways will follow the appropriate LGE Policy of CRPRA(attached), if applicable,as well as this procedure.
 - i. It is recommended that, for such events, the required permitting is secured from CRPRA prior to securing authorization from the Township. However, under certain time or resource constraints, permitting can take place concurrently.
 - ii. Regardless of whether or not the event will require the use of Township roads, sidewalks, bikeways and rights-of-way, the applicant will notify the Ferguson Township Police Department of its intent to host such an event at least three (3) weeks prior to the event date.

V. PAYMENT OF COSTS FOR SERVICES AND EQUIPMENT PROVIDED

- A. Ferguson Township is unable to financially assist in the operation of special events. The Township may assign staff for maintenance and public safety before, during or after the event based on the potential number of visitors the event may generate. The applicant is responsible for any expenses incurred in excess of normal Township operations and maintenance. Applicants will be invoiced for any costs incurred in conjunction with the event in excess of the amount escrowed.
- B. Associated Costs:
 - i. For Special Events Applications, a non-refundable permitting fee shall apply, regardless of whether the event is approved or rejected. The permitting fee shall be waived for sponsoring organizations with 501(c)(3) tax exempt status.
- C. If the actual costs exceed the estimate, for example an event lasts longer than originally anticipated, the sponsor shall be invoiced for the additional cost, or have the additional cost withheld from escrow. Personnel and equipment costs shall apply to all sponsoring organizations. Personnel costs shall be subject to a three (3) hour minimum.
- D. If damage to public property occurs as a result of the special event, the applicant shall be responsible for reimbursing the Township for the material and labor cost to repair the damage.

VI. INSURANCE

- A. When required, the following elements will be incorporated within the Certificate of Insurance (COI):
 - i. Required insurance should be written on a per-occurrence basis.
 - ii. The COI will list Ferguson Township as an 'Additional Insured' on a primary basis with regard to any other insurance available to the Township.
 - iii. Notice of Cancellation. All applicants shall provide a minimum of thirty (30) days advanced written notice of cancellation, non-renewal or reduction of limits of policies required under a COI.
 - iv. The COI shall contain the following information:
 - 1. Name and addresses of the producer/agent for the policy
 - 2. Phone and fax number for the producer/agent for the policy
 - 3. Name of the insurance company and the insurance policy number(s)
 - 4. Policy period
 - 5. Name and address of the insured
 - 6. Policy limits
 - 7. Signature of the producer/agent who authorized the COI issuance with the date of issuance

- v. Types of Coverage and Minimum Amounts:
 - 1. Commercial General Liability Insurance:
 - a. General Aggregate \$2,000,000.00
 - b. Each Occurrence \$1,000.00
 - c. Personal and Advertising Injury \$1,000.00
 - 2. Automobile Liability Insurance:
 - a. Each Accident \$1,000,000.00
 - b. The insurer shall be rated "A-" or better by A.M. Best company
- vi. Exceptions to this requirement including the types of coverage and minimum limits of general and automobile liability limits may be considered on a case-by-case basis by the Township, subject to review and approval by the Township Manager.
- B. The COI shall be maintained by the Township in a single central location and should be kept on file for a minimum of five (5) years after the completion of each project/activity.
- C. Failure to provide and maintain sufficient evidence of insurance can result in immediate denial of a Special Events Permit.
- D. Township insurance requirements do not replace insurance requirements of CRPRA, as enumerated within the attached Special Events Police for Large Group Events (LGE), where applicable. Events held solely within municipal parks, are as such governed by the regulations of the LGE Policy of CRPRA, shall only be required to comply with CRPRA insurance guidelines.

VII. PARKING AND VEHICLE ACCESS

- A. Parking along Township roads and parks can be limited. Parking is permitted only in designated locations. During the application process, Ferguson Township staff shall advise the applicant of areas where parking is not permitted for the event. For processions, the organizers of the event should provide event staff to assist in directing the event procession. However, event staff shall be prohibited from directing traffic on Township roadways. Direction of traffic shall be the responsibility of the Police Officers or, in certain cases Public Works or Fire Police assigned to the event.
 - i. Consideration should be given to make directional and information signs for the event.
 - ii. Vehicles parked illegally will be ticketed and subject to towing at the owner's expense.

- iii. Vehicular access to any areas other than paved roadways must be approved by the Township and/or CRPRA in advance, including by any event contractors, caterers, other event leaders, etc.

VIII. ALCOHOL, FOOD AND COMMERCIAL ACTIVITIES

Alcohol

- A. Generally alcoholic beverages are prohibited at Special Events. Alcohol sales and consumption may only be authorized by the Board of Supervisors.
 - i. CRPRA strictly prohibits the consumption of alcoholic beverages in local and regional parks.
- B. Applicants seeking the sale or consumption of alcoholic beverages at a Special Event shall:
 - i. Identify locations, hours of sales/consumptions, site diagram, security measures including volunteer and uniform staffing, identification checking, dispensing operations and physical enclosure measures.
 - ii. The service and consumption of alcoholic beverages shall comply with all applicable federal, state and local regulations. The event sponsor must provide documentation that the alcohol sales/consumption complies with all Pennsylvania Liquor Control Board regulations and licensing rules.
 - iii. The service of alcoholic beverages in glass containers is prohibited on Township property. The Township encourages the use of recyclable containers.
- C. If the Township approves the sale and or consumption of alcohol at a special event, the following shall apply.
 - i. For each serving station, at least one person shall be trained and certified through the Responsible Alcohol Management Program (RAMP) server/seller training.
 - ii. The applicant must designate (posting, ropes, etc.) the authorized alcohol consumption area.
 - iii. All participants must be provided and wear a designating item to identify that they are of legal drinking age. At a minimum, the item issued shall be designed that prevents a person from transferring the identifier to another person.

- iv. The applicant must provide a non-alcoholic beverage option.
- D. The Township reserves the right to revoke the permit or discontinue the sales and consumption of alcoholic beverages whenever the police department determines that consumption of alcohol by the participants becomes excessive, or if the participants become unruly, loud, abusive or other disorderly behavior.

Food and Commercial Activities

- A. Any commercial activities involving the serving of food, goods or services to the public are prohibited at Special Events except where specifically authorized by the Township Board of Supervisors or, where applicable, the Director of CRPRA.
- B. If the event involves any food services, Health Department regulations apply. A pre-event health inspection may be required. See attached Registration of Food Event on Public Property application (State College Department of Ordinance Enforcement and Public Health). The Township should be notified at least three (3) weeks prior to the event that food services will be provided at the event.
- C. Event sponsors requesting to engage in commercial activities will be required to notify the Township of such intent at the time of application and provide information on sales tax identification and a health inspection permit, if applicable.
 - i. The request will be included in the Board of Supervisor's meeting agenda along with the request to host the event and will be considered separately from the decision to approve or deny the event in its entirety.

IX. FEES TO PARTICIPANTS

- A. Special Event sponsors are prohibited from charging entrance fees or parking fees, except where authorized to do so by the Township and, where applicable, CRPRA staff. Donations may be requested from event participants. Donations may also be requested for food, special services or products offered at the event.

X. MISCELLANEOUS ITEMS

- A. Nothing in this policy shall exempt a sponsoring organization from complying with all applicable municipal ordinances, CRPRA regulations, state, federal law, and the Pennsylvania Department of Transportation.
- B. Any placement of temporary structures on special event locations related to the event must be approved by Township staff and/or where applicable, CRPRA staff.
- C. The Special Event sponsor should provide adequate first aid care during the event.
- D. The Police Department shall determine at the time of an application whether an ambulance and/or water station will be required at the event. Sponsoring organizations shall be responsible for all costs associated with providing these services.