



**POLICY GOVERNING
FACILITY USE
&
EVENT PERMITS**

The following policy shall be used by the City when considering an applicant's request to host an event on public property or rent a City owned shelter. All rules and regulations shall be applied consistently and without prejudice to any and all applicants.

A. Application: Pursuant to Papillion Municipal Code, Section §146-17, "Applicants for an Event permit shall file with the City Clerk a written sworn application signed by the applicant at least sixty (60) days prior to the date when the intended event is to commence." Applications for event permits are available in the office of the City Clerk. Applications for Facility Use and Events Permits are available in the office of the City Clerk.

Any amendments or revisions to the original application shall be provided to the City Clerk at least one (1) day prior to the event. All requests for amendments or revisions must be made in writing and are subject to the approval by the City.

Cancellations must be made in writing, no later than fourteen (14) days prior to the event for a full refund.

B. First Right of Refusal: Permits and reservations shall be issued on a first come basis. Returning applicants shall be given priority provided that they have successfully complied with all terms and conditions of the permit, and the City or its agents have not received complaints regarding the event or related matters on a prior permit. Requests will remain on file in chronological order for two (2) years. Returning events have sixty (60) days from the date of their last event to submit a written application for the following year to retain priority. Requests will remain on file in chronological order for two years. The City reserves the right to give priority to City-Sponsored Community Events.

C. Permit Suspension or Revocation: Please refer to Papillion Municipal Code, Section §146-21.

D. Terms of Use: Unless otherwise specified, all permits shall be granted for specified times and uses and do not entitle the applicant to have rights to or a presence in any of the City's events or other public/private scheduled events or other non-routine uses of City property without the City's written consent. Specific days and/or times, location and other operating

conditions may be applied or imposed as conditions of use, and must be adhered to throughout the duration of the permit period unless otherwise mutually agreed to by both parties. Unless otherwise approved, events shall occur Sunday through Saturday at such times in accordance with park hours.

E. Compliance with All Posted Rules: Permittees are required to be compliant with all posted rules of the park or be subject to removal from the park for not observing the same.

F. Method of Contact: All inquiries about Facility Use and Event permits shall be the City Clerk at 402-597-2021. All inquiries about shelter reservations shall be the Recreation Department at 402-597-2041.

RULES AND REGULATIONS:

A. In addition to the rules and regulation listed in Papillion Municipal Code, Section §146-18, the following shall also be enforced for vending in a city park. Any applicant that does not adhere to the rules and regulations set forth shall be subject to denial of a permit and/or revocation of a permit.

1. No rain dates will be granted for inclement weather. The Recreation or Park Director reserves the right to cancel or relocate an event due to poor weather conditions prior to or on the day of the event that may cause excessive damage to City property.
2. No events shall substantially interrupt the safe and orderly movement of traffic. .
3. The conduct of the proposed activity shall not cause injury to persons, damage property, provoke disorderly conduct or create a nuisance.
4. The permittee shall ensure that the permit is displayed during the conduct of the event.
5. The permittee shall be responsible for providing, installing, and removing any necessary barricading in public park areas.
6. The permittee shall be responsible for cleanup of the event location, during and immediately after the event.
7. Amplified sound shall be directed away from residences and must comply with Papillion Municipal Code, Chapter 137. The proposed location of the sound system, direction of the sound and location of all speakers must be identified on the site map submitted with the application. The hours of the amplified sound must also be identified in the application.

8. Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. Hot coals must be extinguished and doused with water after use.
9. All portable toilets must be located on a flat surface, which may include grass, asphalt, concrete, or plywood. All portable toilets must be clearly identified on the site map and the location must be approved by the Parks Director prior to delivery.
10. The number and size of any tents or canopies must be specified in the application and are subject to the approval of the Parks Director. The locations must be specified on the site map. The applicant is responsible for any damage done while erecting the tent or canopy and must consult the Parks Director prior to installation.
11. If any road closures are requested and upon approval of the application, the City will mail letters to residents directly impacted by the road closure(s). The event organizer is responsible for reimbursing the City for postage fees and/or staff time and materials to post road closure signs. Road closures require additional approval from City Council as well as the Nebraska Department of Roads. The City may also request additional insurance. Please note that road closures for race events will not be considered.
12. The following items and activities are prohibited on City property: Smoking outside of designated areas, weapons, drugs, skateboards, inline skates, bonfires or open flames other than in enclosed grilling containers. Fireworks and alcoholic beverages are permitted with a separate permit and approval by City Council.
13. Events, including set-up times and clean-up times, shall run between the hours of 7:00 AM and 11:00 PM each day unless otherwise granted by the Police Chief.
14. Permittee shall not affix or fasten any rope, sign, banner, flyer or other object to any tree, shrub or park feature on City owned property or within public right-of-way, without prior City approval.
15. In addition to the above listed requirements, applicants for races shall comply with the following:
 - a. The course shall be clearly marked with chalk or other City approved marking material on the ground and signs shall be posted along the way. Adequate space along the whole course for several runners to pass one another. The area shall be free of tripping hazards and free from any vehicle traffic.
 - b. The finish area shall include signage and a finish line structure directing runners to the finish line and recovery areas.
 - c. Race workers shall use a communication device in case of emergencies.

- d. Adequate equipment and medical support shall be available onsite. Recovery areas with water and first aid supplies shall be set up and staffed.
 - e. The applicant shall provide participants with a map of the course, including first aid stations, water stops and toilet facilities.
16. The sale and/or consumption of alcoholic beverages within the park is expressly forbidden unless granted by separate approval by City Council.
17. For public safety and the prevention of potential damage to public property, no vehicles will be allowed outside designated parking areas unless permission is specifically granted in the permit. The presence of City vehicles or equipment is exempted and, when appropriate and available, City vehicles and staff may provide assistance in the transport of items into the park.

FACILITY USE OF SHELTERS/PARKS RULES AND REGULATIONS

The City of Papillion has three large shelters that are available to large groups for a rental fee of \$30.00 per time slot. Each time slot runs for four (4) hours between the hours of 6:00 AM and 10:00 PM

Shelters available for reservations are:

- Halleck Park Shelter
- City Park Shelter
- Grange Shelter at Walnut Creek

*All other city park shelters are used on a first come basis

If the renter requests the use of a bounce house, they must supply the City with a Certificate of Liability Insurance in the amount of \$5 million general aggregate, \$1 million per occurrence listing the City of Papillion as additional insured.

If substantial activity is planned that requires the use of additional city resources, facilities and/or infrastructure, the lessee will be referred to the City Clerk for an Event Permit application.

To reserve a shelter, please call the Recreation Department at 402-597-2041 or stop in and sign up at the Recreation office located at 1100 W. Lincoln Street.

Full payment is required at the time of reservation.