

CITY OF WESTERVILLE

Civic Green Special Event Policy

The City of Westerville's *Civic Green* in front of City Hall is a public space created for the enjoyment and use of the citizens of Westerville, the community at large, and the City of Westerville corporately in hosting special events for the benefit of its citizens. Given its adjacency to City Hall, there are some limitations to its use since City Hall is a workplace for government business.

Those individuals or organizations granted permits for special events at the *Civic Green* are prohibited from engaging in any conduct that substantially or unreasonably interferes with government business. The permit holder shall neither impede access (including handicap access), impede the safe and orderly use, operation or administration of the facilities, nor place an undue burden on City services in managing the space.

Subject to the City's use, the use of the *Civic Green* shall be on a first come, first served basis. A request for a permit shall be submitted in writing no fewer than 10 days prior to the event and no sooner than 60 days prior to the event, unless good cause is shown. There is no application fee required for this permit.

The City reserves the right to limit the use of the *Civic Green*, at any time, due to unforeseen operational circumstances or municipal government needs. Every reasonable effort will be made to alleviate the effects of any such limitation. All permit holders must comply with the following:

- 1) Only a permit holder or the holder's express designee is authorized to represent the permit holder regarding any matter related to the permit or event.
- 2) The permit holder shall maintain Civic Green in a responsible manner during the term of the permit, keeping the complex clean and free of debris. Any undue burden on the City to restore the premises to the original condition may result in the assessing of a clean-up charge and/or refusal to grant a permit for future events.
- 3) The permit holder will be responsible for any costs associated with the repair of Civic Green facilities or equipment due to damages as a result of the scheduled event.
- 4) The permit holder shall indemnify and hold harmless the City of Westerville, its agents, officers, and assigns against any and all claims, demands, actions, or causes of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of the permitted use of the Civic Green.
- 5) The permit holder must ensure that access to and from City Hall are not impeded during events occurring in normal business hours (Mon. – Fri. 8 a.m. – 5 p.m.).
- 6) As a condition of the permit, the permit holder's use of the Civic Green must not disrupt any public meetings being conducted in City Council chambers.
- 7) Access to electrical connection must be specifically noted and approved on the application and installed consistent with applicable safety standards.



8) All materials, decorations, or equipment used in conjunction with this event must be removed at the end of the event. Any failure to do so will result in the removal and disposal of such items by City and the expense thereof billed to the permit holder.

9) To allow the flow of pedestrian traffic and ensure public access to City Hall, permit holder activities are limited to specific areas identified in the permit application. Permitted groups shall not impede pedestrian traffic in non-approved event spaces or public areas of the City Hall/Police Station complex.

10) The Westerville Division of Police shall be the ultimate security force governing all the grounds and facilities, however, as additional security during the event, the permit holder, at its expense, shall provide one sworn Ohio peace officer for every 100 anticipated attendees.

11) The permit holder will cooperate with, and facilitate the implementation of, any lawful command of public safety personnel to disperse, relocate, or otherwise alter any ongoing activity when such is necessary for public safety and to maintain order and prevent chaos.

Prohibitions for Special Events at the Civic Green

Items or activities that could adversely affect the structure, safety or decorative condition of the Civic Green or any permanent structure on the premises are prohibited. Such items include but are not limited to:

- Adhesives, stickers, name tags or labels, screws and nails
- Alcohol
- Birdseed, rice etc.
- Candles without glass/plastic containers
- Cigars, cigarettes, e-cigarettes, vapor sticks, etc.
- Confetti
- Glitter
- Inflatables
- Loose fresh flower petals
- Paints, powders, chemicals or liquids that can damage the facility
- Banners, signs on sticks, poles or stakes (if other than hand-held)
- Straw/hay
- Sparklers, fireworks, non-insulated fires, or grills

Beyond the normal business hours of City Hall, public restrooms are not available.

Complete the attached permit application form and submit to the City Manager's Office, 21 S. State St., Westerville, Ohio 43081 no less than 10 days prior to the planned event date and allow 5 days for processing.

Questions? Contact (614) 901-6400.





City of Westerville Civic Green Permit Application

Event Name: _____ Sponsor Organization: _____

Permit Holder(s) Name(s): _____ Date: _____

Phone: _____ Email: _____

Address: _____

If other than above, Planning Contact Name: _____

Phone: _____ Email: _____

Address: _____

Date of Event: _____ Official Event Start Time: _____ Official Event End Time: _____

Approximate Guest Count: _____

Please describe your event / activity you are planning at the Civic Green:

By signing below, the permit holder agrees to comply with the terms and conditions as well as any special instructions noted with the permit.

Permit Holder Name: _____ Permit Holder Signature: _____

Authorizing Entity Name: _____ Authorizing Entity Signature: _____

City Manager: _____ Date: _____ Approved Denied

Special Instructions: