

**LAKE LANSING
COMMUNITY
BAND SHELL**

EVENT POLICY

**Lake Lansing Community Band Shell
EVENT POLICY/ EVENT PERMIT APPLICATION**

INTRODUCTION	1
1. USE OF BAND SHELL.....	1
1. Approved Activities	1
II. BAND SHELL RULES	1
III. APPLICATION/EVENT PERMIT PROCESS	3
A. Definitions	3
2. Application for Event Permit	3
3. Availability and Fees	3
4. Approval Process	4
1. Denial	5
5. Event Minimum Requirements	5
1. Security Personnel.....	5
2. Restroom facilities	5
3. Food Service.....	6
4. Medical personnel/facilities.....	6
5. Liquid waste disposal.....	6
6. Solid waste disposal	6
7. Access and traffic control	6
8. Parking - Limited.....	6
9. Illumination.....	7
10. Insurance	7
Non-Profit Groups.....	7
For-Profit Groups	7
Class I Events	7
Class II Events	7
Class III Events.....	7
11. Miscellaneous	8
12. Hold Harmless Agreement	8
13. Other permits and licenses	8
IV WAIVER	8
5. REVOCATIONS	9
6. VIOLATIONS.....	9
7. SEVERABILITY	9

LAKE LANSING BAND SHELL EVENT POLICY

INTRODUCTION

The Lake Lansing Community Band Shell is a part of the Ingham County Parks system, and is operated by the Ingham County Parks Department. The Ingham County Parks Board has final authority in all matters pertaining to the Band Shell.

The Band Shell was constructed with generous financial and service donations from private citizens, corporations and local businesses. The Friends of Ingham County Parks, a non-profit corporation, is a volunteer organization that conceived this project and guided it through the fund raising process and construction. The operating procedures, standards and requirements were developed by the Band Shell Advisory Committee, and approved by the Ingham County Parks Board. This policy has been adopted in the interest of the health, safety, and welfare of our visitors.

Questions regarding reservations and completion of the Event Permit Application process are to be directed to the Parks Department at 517-676-2233.

I. USE OF THE BAND SHELL

The Lake Lansing Community Band Shell is intended for use and enjoyment by residents of Ingham County and visitors to our area. The Band Shell is a multi-use facility capable of accommodating performances, plays, concerts, religious functions and other family-oriented cultural and social events.

A. Approved Activities

Activities which are in accordance with policies and procedures approved by Board and the Committee and are:

Activities whose physical needs can be met by the physical capabilities of the Band Shell and Park support facilities, e.g., seating, parking, or sanitation facilities.

Activities that do not limit the enjoyment of the park by other users or disturb the peace of the community.

Activities that are family oriented and intended for consumption by the general public.

II. BAND SHELL RULES

Park Rules: All Ingham County Parks Rules and Regulations apply to use of the Band Shell and surrounding premises.

Local Ordinances: All local ordinances, fire and safety regulations, state laws, and building regulations apply to use of the Band Shell.

Event Entrance Fees: No fee shall be charged for Band Shell events without prior written authorization and so authorized in the application process.

Free-will Contributions: On-site collections by organizations sponsoring events are permitted, but restricted to free-will or voluntary contributions within the Band Shell area. Notice of such collections must be stated in the application. Collections of any kind beyond the designated Band Shell area are prohibited.

Event Advertising/Vending: No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, leaflet, or poster, except by prior written permit from the Parks Department.

Food Service: See policy page 9.

Alcoholic Beverages: Alcoholic beverages are prohibited.

Public Access to Events: Band Shell events may not bar the general public from attending the event.

Fires: No fires are permitted in or near the Band Shell.

Signs/Banners: Nailing or tacking into the structure is prohibited. Permanent fixtures are provided for hanging signs, banners, etc.

Decibel Level: No event shall produce noise levels that interfere with or detract from the enjoyment of the general public in the surrounding area. **Noise levels shall not exceed 70 decibels at 150 feet during any performance.** The Park Manager or his/her representative will monitor decibel levels for compliance to this requirement.

Setup/Cleanup: Tables, chairs, props and other equipment must be removed upon completion of the event and before the end of the reserved time. Time should be allowed for adequate set-up and clean-up during the reserved time block.

Band Shell Equipment: The following items are available and may be used for an additional fee: public address system, stage chairs, and music stands.

Sound and electrical equipment not obtained from the Band Shell must be described in the event application for approval.

Band Shell equipment may not be removed from the building or grounds.

Rules: Failure to obey these rules may result in forfeiture of any deposit, and may result in barring from future use of the Band Shell.

Hold Harmless Agreement: Any individual or group using the Band Shell agrees to provide a completed and signed indemnification and hold harmless agreement with their application.

Additional Conditions: The Park Manager, at his discretion is authorized to require additional conditions to protect public safety and property. Additional conditions will be in writing as part of the application approval process.

Picnic Tables: Tables cannot be moved to the area around or into the Band Shell.

III. APPLICATION/EVENT PERMIT PROCESS

A. DEFINITIONS

“Applicant” means a person or organization who applies for an event permit.

“Event” means any event or gathering to be held in the Lake Lansing Community Band Shell, and includes a theatrical exhibition, public show, display, entertainment, amusement or exhibition including, but not limited to, performances, plays, concerts, and religious functions.

“Large Event” means an event where expected or actual number of participants is 500 or more.

“Person” means any person, partnership, corporation, association, group or organization.

“Sponsor” means any person or group of persons who organizes, promotes, conducts, or causes to be conducted, any event or large gathering.

B. APPLICATION FOR EVENT PERMIT

An Event Application may be requested by calling the Parks Department, 517-676-2233.

Application for a permit to conduct any event must be made in writing on such forms and in such a manner as prescribed by the Ingham County Parks Department. All information and all required documentation must be received by the Parks Department no later than thirty (30) days prior to the date of the event.

The application will be reviewed by the Board or its designated representative for its approval or denial.

Notice of approval or denial of the application is made in writing to the event director. If an application is denied, an appeal may be made, in writing, to the Parks Board through the Parks Department.

Applications will not be accepted more than twelve months in advance of the desired date.

Reservations are not transferable. The Band Shell may not be sublet.

Assemblies expected to exceed 500 persons are required to obtain a permit from Meridian Township. Other Permits and Licenses, page 12.

A person shall not sponsor, operate, maintain, conduct, or promote or participate in an event in the Lake Lansing Band Shell unless the person, shall have first made application for, and obtained as hereinafter prescribed, a permit for each such event.

C. AVAILABILITY & FEES

The Band Shell is available for use any day from May 1 through October 31, by reservation. Reservations may be made in time blocks as follows:

Monday - Thursday	11 a.m. to 3 p.m.	\$105.00
Monday - Thursday	5 p.m. to sunset	\$105.00
Monday - Thursday	11 a.m. to sunset	\$105.00
Friday	11 a.m. to 3 p.m.	\$105.00
Friday	5 p.m. to sunset	\$105.00
Friday	11 a.m. to sunset	\$105.00
Saturday, Sunday, Holidays	8 a.m. to 11a.m.	\$105.00
Saturday, Sunday, Holidays	5 p.m. to sunset	\$105.00
Non-refundable Equipment use fee– See application for details.		

Required fees and deposits must be received by the Parks Department within two weeks of notification of the approval of an application, or the reservation will be canceled.

A non-refundable fee shall be charged, per event, for use of any Band Shell equipment. When required, such fees must be made in cash or certified check payable to the Ingham County Parks Department and are due at least ten (10) days in advance of the event.

Reservation fees, minus a \$22.00 administrative fee, will be refunded if notice of cancellation is received by the Parks Department no less than 14 days prior to the date of the event. No refunds are given for reservations cancelled less than 14 days prior to the event.

A deposit of up to \$500 may be required if the person has failed to follow Parks Department Rules and Regulations in the past or violated this policy during a previous event at an Ingham County Park.

D. APPROVAL PROCESS:

The application shall be reviewed by the Board, or its designated representative.

An application denied by the Board designee may be appealed to the Advisory Committee through the Parks Department office, within two weeks of notice of denial. Any appeals to the Committee will be reviewed at the next Parks Board regularly scheduled meeting.

1. Permit Denial - The permit may be denied if:

The application fails to comply with any requirements of this policy, existing Parks Department Rules and Regulations or any conditions imposed pursuant hereto, or with any other applicable provision of state or local law.

The applicant has knowingly made a false, misleading or fraudulent statement in the application or in any supporting document.

For any other reason in the reasonable exercise of the Board or his/her designated representative's discretion. Such reasons can include, but are not limited to, prior commitments, scheduling conflicts, facility capacities, prior performance of applicant, person or sponsor, failure to follow Parks Department Rules & Regulations, exceeding Band Shell capacities or exceeding the limits of a previous permit, lack of adequate Parks Department staff and for the protection of the park and its visitors.

E. EVENT MINIMUM REQUIREMENTS

Applications for events are subject to the following requirements, and such additional requirements as may be imposed. Waivers to these requirements may be requested.

1. Security personnel: The sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the Ingham County Parks Department's Chief Park Police Officer is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.

2. Restroom facilities: The sponsor shall provide separate enclosed flush-type water closets as defined in Act 266, Public Acts of 1929, as amended, and the rules and regulations adopted pursuant thereto and in accordance with any other applicable state or local law. If such flush-type facilities are not available, the Department may permit use of other facilities which are in compliance with Act 368, Public Acts of 1978, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law.

The number and types of facilities required shall be determined on the basis of the number of persons expected to attend the event, as follows:

If separate facilities are required to be provided, the following ratios must be followed:

<u>Facilities</u>	<u>Male</u>	<u>Female</u>
Toilets	1:300	1:100
Urinals	1:200	n/a

If unisex facilities are to be provided, the following ratio is to be followed: 1:150.

3. Food service: If food service is made available in the Band Shell area, it shall be

delivered only through caterers or vendors licensed and operating in accordance with the provisions of Act 368, Public Acts of 1978, and the rules and regulations adopted pursuant

thereto, and in accordance with any other applicable state or local law and Parks Department Rules and Regulations.

4. Medical personnel/facilities: The sponsor shall provide for medical personnel and facilities, the kind, location, staff strength, medical and other supplies and equipment of such facilities shall be approved by the Manager or his/her designated representative.

5. Liquid waste disposal: The sponsor shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto established by the Ingham County Health Department. If such rules and regulations are not available or if they are inadequate, then liquid waste disposal shall be in accordance with the United States Public Health Service Publication N. 526 entitled, A Manual of Septic Tank Practice.@ If liquid waste retention and disposal are dependent upon pumpers and haulers, they shall be licensed in accordance with Act 243, Public Acts of 1951, and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law, and, prior to issuance of any permit, the licensee shall provide the Parks Department with a true copy of an executed agreement in force and effect with a licensed pumper or hauler, which agreement will assure proper, effective and frequent removal of liquid waste from the premises so as to neither create nor cause a nuisance or menace to the public health.

6. Solid waste disposal: The sponsor shall provide for solid waste storage on, and removal from, the premises. Storage shall be in covered, fly-tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of persons attending the event. Prior to issuance of any permit, the sponsor shall provide a true copy of an executed agreement in force and effect with a licensed refuse collector, which agreement will assure proper, effective and frequent removal of solid waste from the premises so as to neither create nor cause a nuisance or menace to the public health. The sponsor shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides, shall not be used in any way so as to contaminate food, equipment, or otherwise constitute a hazard to the public health. Solid waste containing food waste shall be stored as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.

7. Access and traffic control: The sponsor shall provide for ingress and egress from the premises so as to ensure the orderly flow of traffic onto and off of the premises. Access to the premises shall be from a highway or road which is a part of the county system of highways or which is a highway maintained by the State of Michigan, and only from the designated park entrance roadways. Traffic lanes and other space shall be provided, designated and kept open for access by ambulance, fire equipment, helicopter and other emergency vehicles. Prior to the issuance of a permit, the Ingham County Parks Department=s Chief Park Police Officer must approve the sponsor=s plan for access and traffic control. At least one travel route not less than twenty (20) feet wide shall be maintained at all times for ingress into the parking area from a public roadway, and one travel route not less than twenty (20) feet wide shall be clearly marked for either egress or ingress, and such designations shall be enforced.

8. Parking Limited: The maximum number of designated all-season parking spaces (including handicap spaces) is 275.

Turf parking is prohibited in May. The maximum number of parking spaces available in the designated overflow/turf area is 275.

The Parks Department reserves the right to prohibit any and all parking outside of the designated parking areas.

In determining the number of parking spaces necessary for the event, the sponsor shall plan for no less than one (1) automobile for every three (3) persons expected to attend the event. The sponsor shall provide sufficient readily-identified parking attendants to direct persons arriving at and leaving the event into and out of the parking area and to maintain such parking and traffic patterns within the parking area as to assure that each vehicle shall have a clear route by which to leave the parking area at all times.

9. Illumination: The sponsor shall provide electrical illumination of all occupied areas sufficient to ensure the safety and comfort of all event attendees. The sponsor's lighting plan shall be approved by the Park Manager or its designated representative.

10. Insurance: The sponsoring organization must provide a completed certificate of insurance naming Ingham County and the Ingham County Parks Department and their Boards, commissions, elected and appointed officers, employees, volunteers and all parties involved as additional insureds at least two weeks in advance of the event showing general liability coverage with the following limits. The Director of Parks is authorized to require higher limits than those stated below when circumstances warrant.

NON-PROFIT GROUPS

9. For events sponsored by a nonprofit group and the activities held during the event are listed within the Class I Events insurance section, no insurance is required.

10. For events sponsored by a non-profit group and the activities held during the event are listed within the Class II or III Events insurance sections, the stated insurance requirements apply.

FOR-PROFIT GROUPS

For ALL events sponsored by a for-profit group, the following insurance requirements apply:

Class I Events

Class I events include, but are not limited to, meetings, seminars, social gatherings, theatrical performances, auctions, and organized youth group activities, \$100,000 minimum combined single limit coverage is required.

Class II Events

Class II events include, but are not limited to, dances, political rallies, flea markets, family-type concerts. \$1,000,000 minimum combined single limit coverage is required.

Class III Events

Class III events include, but are not limited to, rock concerts. Coverage amount will be determined upon review of the application.

Any event not specifically listed above, shall be classified by the Board or its designated representative in the class most nearly equivalent to the activity in the reasonable exercise of discretion.

A person, group or organization shall not sponsor, operate, maintain, conduct, promote or participate in an event in any Ingham County Park until it has obtained the insurance required under this permit. All coverage shall be with insurance carriers licensed and admitted to do business in the State of Michigan. All coverage shall be carriers acceptable to the Ingham County Parks Department.

11. Miscellaneous: Prior to the issuance of a permit, other condition(s) may be imposed if it is determined to be reasonable to protect the health, safety, welfare and property of persons attending the event visiting the park or of citizens of Ingham County.

12. Hold Harmless Agreement:

The applicant must provide a completed and signed indemnification and hold harmless agreement with their application.

13. Other Permits and Licenses:

Large events (expected attendance is 500 or more) require a permit from Meridian Charter Township. The applicant is responsible for acquiring the permit, and providing the Parks Department with a copy at least ten (10) days in advance of the event.

Meridian Charter Township
5151 Marsh Road, Okemos, MI 48864
Phone: 517-349-1200

For events that may extend outside of park boundaries, authorization must be acquired from the law-enforcement agency having jurisdiction in the area or areas of the County where the event is scheduled to be held. The following law-enforcement agencies have jurisdiction in their respective areas or in the out-county area.

Meridian Charter Township Police Department
5151 Marsh Road, Okemos, MI 48864
Phone: 517-347-5060

Ingham County Sheriff Department
630 N. Cedar Street, Mason, MI 48854
Phone: 517-676-2431

IV. WAIVER

The sponsor of the event may request a waiver of one or more of the requirements for a permit under these rules. If it appears to the Board or its designated representative that one or more requirements of the policy creates an unnecessary hardship, not created by action of the applicant, or that a genuine hardship exists because of unusual

circumstances with regard to the particular activity, such requirement or requirements may be waived.

The nature of the event, the number of attendees anticipated and the past history of similar events and/or sponsoring organizations are factors that will be considered in determining whether a waiver is granted.

V. REVOCATIONS

A permit may be revoked whenever the applicant, its employees or all parties involved fail, neglect or refuse to fully comply with any and all provisions and requirements set forth herein or with any and all provisions, regulations, ordinances, statues or other laws incorporated herein by reference.

VI. VIOLATIONS

It shall be a violation of this policy for a sponsor, its employee or all parties involved to knowingly:

Advertise, promote or sell tickets to, conduct or operate an event without first obtaining a permit as herein provided.

Conduct or operate an event in such a manner as to create a public or private nuisance, or in violation of any of the requirements of this policy.

Permit any person on the premises to cause or create a disturbance in, around, or near the event or engage in disorderly conduct.

Permit any person to unlawfully consume, sell or possess any intoxicating liquor while on the premises.

Permit any person to unlawfully use, sell or possess any narcotics, narcotic drugs, drugs or other substances as defined in Act 368, Public Acts of 1978 as amended.

Violation of any other provision of this ordinance shall be punishable by a fine of not more than five hundred dollars (\$500.00) or imprisonment for not more than ninety (90) days, or both.

VII. SEVERABILITY

If any word, clause, sentence or section of this policy or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of this policy which can be given effect without the invalid portion or application, provided such remaining portions are not determined by the court to be inoperable, and to this end this policy is declared to be severable.

S:\Friends\Band Shell\BandShellEvent Policy.pdf