

**INGHAM COUNTY PARKS**

**SPECIAL EVENT POLICY**

***Ingham County Parks & Recreation Commission***

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## SPECIAL EVENT POLICY

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# INGHAM COUNTY PARKS SPECIAL EVENT POLICY

The following are standards and requirements applicable to road races, triathlons, large gatherings and other special events that are under the jurisdiction of the Ingham County Parks & Recreation Commission or its designated representative. These standards and requirements have been established by which special events and large gatherings may be permitted within an Ingham County Park when the requirements have been met and approved. This policy has been adopted in the interest of the health, safety, and welfare of our visitors.

## **I. Definitions**

- A. "Applicant" means a person who applies for a special event permit.
  
- B. "Event" means any event or gathering to be held in an Ingham County Park, all or any part of which includes a theatrical exhibition, public show, display, entertainment, amusement or exhibition including, but not limited to, picnics; reunions; family, club, fraternity or sorority gatherings; races; walking events; youth and adult sporting events; fishing tournaments; day camps; camping or similar gatherings; but does not mean:
  - 1. An event, with a valid reservation, held entirely within the confines of a picnic shelter and within the limits of the shelter's rated capacity; or
  - 2. An event conducted by a school district or organized youth group, sponsored or supervised by a recognized authority, with not less than one adult for every seven (7) children, which has properly registered an event or reserved a shelter, with the Parks Department. This includes, but is not limited to, picnics and swim groups; or
  - 3. Volunteer groups working in the Park, with advance permission from the Director of Parks.
  
- C. "Large Event" means an event where the expected or actual number of participants is 100 or more.
  
- D. "Person" means any individual, partnership, corporation, association, group or organization.
  
- E. "Sponsor" means any person or group of persons who organizes, promotes, conducts, or causes to be conducted, any event or a large gathering.
  
- F. "Youth Group" means a group organized for, and whose membership comprises children 0-18 years of age. The term 'youth group' shall not include any college or university youth groups.

## **II. Application for Special Event Permit**

- A. A person shall not sponsor, operate, maintain, conduct or promote an event in any Ingham County Park unless the person shall have first made application for, and obtained as hereinafter prescribed, a permit for each such event.
- B. A person shall not participate in an event in any Ingham County Park unless a permit has been issued for that event.
- C. 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. Initial application shall be made at least sixty (60) days prior to the date of the proposed event. 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.

## **III. Fees and Deposits**

- A. For events taking place within the confines of a picnic shelter (within the shelter's rated capacity), the normal rental fee shall apply and be due two weeks from the date the reservation is made.
- B. For any shelter made unavailable for rent to the general public by the event, the normal rental fee shall apply and be due two weeks from the date the reservation is made, regardless of whether the shelter is being used by the event.
- C. A deposit of up to \$500 may be required for a person reserving a shelter or park area, if that person or group 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. Deposits, when required, 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.
- E. Deposits will be retained by the Parks Department to cover payment of any labor and/or material costs incurred by the Parks Department which are directly related to the event and which are outside of normally budgeted Parks Department expenses. The balance of the deposit shall be returned, less any costs associated as described in this paragraph. If costs exceed the deposit amount, the sponsor shall be billed for the difference.

#### **IV. Action by the Ingham County Parks Department**

- A. The application shall be reviewed by the Commission or its designated representative for its approval or denial.
- B. The Director of the Ingham County Parks Department may be designated by the Parks & Recreation Commission to make decisions regarding approvals of event permit applications and/or conditions of an event permit. An applicant may appeal a denial by the Director of an application within five (5) days of notice of denial, by submitting a written appeal to the Parks Commission at the following address: 121 East Maple St., P.O. Box 178, Mason, Michigan 48854. The Commission shall review the appeal at its next regularly scheduled meeting, and shall advise the applicant of its decision, in writing, within five (5) days of the meeting at which the appeal was addressed.

#### **V. Permit Denial - The permit may be denied if:**

- A. 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.
- B. The applicant has knowingly made a false, misleading or fraudulent statement in the application or in any supporting document.
- C. For any other reason in the reasonable exercise of the Commission or its 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 shelter or area capacities or exceeding the limits of a previous permit, lack of adequate Parks Department staff and for the protection of the Parks and their visitors.

#### **VI. Event Minimum Requirements**

Applications for large events are subject to subsections A through M, and such additional requirements as may be imposed. Applications for events where the expected or actual number of participants is less than 100, shall meet the requirements set forth in the following subsections D, F, G, H, J and M.

- A. 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 Manager is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.

- B. 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 to attend the event, in the following manner:

1. If separate facilities are to be provided for males and females, 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

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

- C. Food service: If food service is made available on the premises, 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.
- D. 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 Commission or its designated representative. An ambulance may be required for events including, but not limited to, running races and triathlons. Such ambulances will be located with unencumbered access to the persons in attendance at the event and a clear route of egress from the event conducive to rapid travel shall be maintained at all times.
- E. 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, "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 Commission 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.

- F. 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 the Commission or its designated representative with 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.
  
- G. 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 Manager 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 maintained at all times for egress from the parking area. Each travel route shall be clearly marked for either egress or ingress, and such designations shall be enforced.
  
- H. Parking: Limited all-season parking is available at all Ingham County parks. At each park, parking is limited to designed capacity. Overflow parking can be accommodated in July and August at selected sites. The maximum number of designated all-season parking spaces for each park (including handicap spaces) is as follows:

Lake Lansing Park-South	276
Lake Lansing Park-North	217
Lake Lansing Boat Launch	54
Burchfield Park	426
Riverbend Natural Area	36
McNamara Landing	24
Bunker Road Canoe Access	9
Hawk Island Park	651

Turf parking is prohibited during the months of November, December, March, April and May. Turf parking during January, February, June, September and October will be considered on a case-by-case basis, and the sponsor shall provide a contingency parking plan in advance for events during those months. The maximum number of parking spaces available in the designated overflow/turf area for each park is as follows:

Lake Lansing Park-South	275
Lake Lansing Park-North	650
Burchfield Park	1,250
Hawk Island Park	0

Vehicle entrance fees will apply to all persons entering Burchfield Park, Hawk Island Park, Lake Lansing Park-North, and Lake Lansing Park-South. There will be a *per vehicle* entrance fee of \$3 for Ingham County residents and \$5 for non-residents seven days a week at Lake Lansing Park-North, Lake Lansing Park-South, Hawk Island Park, and Burchfield Park year-round. No vehicle entrance fees will be collected one hour prior to/during the Friday night Band Shell concert at Lake Lansing Park-South.

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.

- I. ***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 Commission or its designated representative.
- J. ***Insurance:*** The sponsoring organization must provide a completed certificate of insurance naming **"Ingham County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. (It is understood and agreed by naming Ingham County as additional insured, coverage afforded is considered to be primary and any other insurance Ingham County may have in effect shall be considered secondary and/or excess.)"** as an additional insured 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**

- a. 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.
- b. For events sponsored by a non-profit group and the activities held during the event are listed within the Class II, III, or IV Events insurance sections, the stated insurance requirements apply.
- c. Fishing tournaments with less than 25 boats and sponsored by a non-profit group will be considered a casual event, requiring 7 days advance notification to, and approval by the Park Manager.



## **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, day camps, amateur team sports, (which include, but are not limited to, softball, baseball, volleyball and soccer) and organized youth group activities, including camping. \$100,000 minimum combined single limit coverage is required. No alcoholic beverages are permitted at these events.

### Class Ic Events

Class Ic events include Fishing Tournaments with more than 25 boats. A \$300,000 minimum combined single limit insurance coverage is required at these events.

### Class II Events

Class II events include, but are not limited to, picnics, dances, horse (or other animal) shows, 5K run/walk races, political rallies, flea markets, family-type concerts, inflatable bounce houses, and parades (no floats). \$1,000,000 minimum combined single limit coverage is required. No alcoholic beverages are permitted at these events.

### Class III Events

Class III events include, but are not limited to, nonprofessional team sporting events (which include, but are not limited to, football, rugby and lacrosse), circus/carnivals, parades with floats, rock climbing walls, marathons (or similar races), triathalons or other events involving swimming. \$3,000,000 minimum combined single limit coverage is required. No alcoholic beverages are permitted at these events.

### Class IV Events

Class IV events include, but are not limited to, rock concerts, professional and collegiate sporting events, fireworks displays, vehicle races (licensed or non-licensed). Coverage amount will be determined by the Commission upon review of the application. No alcoholic beverages are permitted at these events.

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

A person 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 coverages shall be with insurance carriers licensed and admitted to do business in the State of Michigan. All coverages shall be carriers acceptable to the Ingham County Parks Department.

- K. Fencing: The sponsor may be required to erect a fence completely enclosing the site. Such fence shall have sufficient height and strength as will preclude persons in excess of the maximum permissible persons from gaining access and such fence shall have sufficient gates properly located so as to provide ready and safe ingress and egress.
- L. Miscellaneous: Prior to the issuance of a permit, the Commission or its designated representative may impose any other condition(s) reasonably calculated to protect the health, safety, welfare and property of persons attending the event visiting the park or of citizens of Ingham County.

M. Hold Harmless Agreement:

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

**VII. Sound Producing Equipment**

***Section VII Guidelines do not apply to the use of the Band Shell. For Band Shell Guidelines refer to the Lake Lansing Community Band Shell Event Policy.***

No person shall use or operate any radio receiving set, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of one hundred feet (100'), shall be deemed a prima facie violation of this section, unless written permission has been obtained from the Commission or its designated representative(s).

No person using any picnic shelter within any Ingham County Park, with or without having reserved or rented said picnic shelter, shall use or operate any radio, receiving set, musical instrument, phonograph, television, compact disc player, tape player, bullhorn, microphone or other machine or device that produces or reproduces sound or music, regardless of its audio volume within one hundred fifty feet (150') of any picnic shelter. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited or confined exclusively to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose.

**VIII. Alcoholic Beverages**

No alcohol of any type shall be possessed by anyone participating in a large event pursuant to this policy. If this prohibition is waived on an individual basis by the Commission, no alcoholic beverages shall be possessed except in compliance with existing park rules and regulations and the requirements of state law. If permitted by the Commission, when the sponsor dispenses beer or wine, a temporary license to do so shall have been obtained from the Michigan Liquor Control Commission. In addition, when the sponsor or its agents, servants or employees dispense beer or wine, such dispensing shall be done solely by persons over the age of 21 years, whose names have been filed with the Ingham County Parks Department's Manager, and whose names are prominently displayed while dispensing beer or wine through the use of a name badge, bar or tape.

**IX. Tents and Canopies**

Tents and canopies that require staking into the ground, or are larger than 10' x 10', are prohibited unless prior authorization has been granted through the special event process or by the Park Manager or his/her designee. The tent/canopy must be removed the same day by ½ hour after sunset.

If the tent/canopy is not removed the same day, park staff will remove the tent/canopy and hold it in storage until the Park Manager contacts the tent/canopy owner. If staff has to remove a tent/canopy for the same owner the second time, the owner will no longer be an acceptable tent/canopy vendor for any of the County Parks.

**X. Other Permits and Licenses**

- A. For events that may extend outside of park boundaries, local permits or licenses may be required. The sponsor shall be responsible for acquiring those permits or licenses and providing the Parks Department with a copy at least ten (10) days in advance of the event.

The following agencies have jurisdiction in their respective areas:

Ingham County Environmental Health Department  
5303 S. Cedar St, Lansing MI 48911  
Phone: 517-887-4321

Delhi Charter Township  
1974 North Cedar, Holt, MI 48842  
Phone: 517-694-2135  
Fire/EMS Phone: 517-694-3327  
Public Service Phone: 517-699-3874

Ingham County Road Department  
301 Bush Street, PO Box 38, Mason, MI 48854  
Phone: 517-676-9722

City of Lansing  
City Hall, Lansing  
Public Service Department - Phone: 517-483-4455  
Traffic Engineering (road closures, permits) - Phone: 517-483-4240  
Parks/Rec. River Trail Phone: 517-483-4276

Meridian Charter Township  
5151 Marsh Road, Okemos, MI 48864  
Phone: 517-853-4000  
Fire/EMS Phone: 517-272-6026  
Public Works Phone: 517-853-4448

- B. 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 the jurisdiction in their respective charter township areas or in the out-county area.

Lansing Charter Township Police Department  
3209 W. Michigan Avenue, Lansing, MI 48917  
Phone: 517-485-1700

Lansing Police Department  
120 W. Michigan Avenue, Lansing MI 48933  
Phone: 517-483-4600

Meridian Charter Township Police Department  
5151 Marsh Road, Okemos, MI 48864  
Phone: 517-332-6526

**XI. Waiver**

The sponsor of the event may petition the Commission or its designated representative for a waiver of one or more of the requirements for a permit under these rules. Upon receipt of such petition, if it appears to the Commission or its designated representative that one or more requirements of the policy creates an unnecessary hardship, not created by action of the sponsor, or that a genuine hardship exists because of unusual circumstances with regard to the particular activity, such requirement or requirements may be waived. The need to obtain a permit may be waived by the Commission or its designated representative or its designee if it is determined it is unreasonable for the size or nature of the activity taking place.

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.

**XII. Revocation**

The Commission or its designated representative may revoke a permit whenever the sponsor, its employees or agents 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, statutes or other laws incorporated herein by reference.

**XIII. Violations**

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

- A. Advertise, promote or sell tickets to, conduct or operate an event without first obtaining a permit as herein provided.
- B. 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.
- C. Permit any person on the premises to cause or create a disturbance in, around, or near the event or engage in disorderly conduct.
- D. Permit any person to unlawfully consume, sell or possess any intoxicating liquor while on the premises, other than in compliance to the rules and regulations of the Commission and state law.
- E. 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 such fine and imprisonment.

**XIV. 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.