

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 1999-01	Revision Date: December 21, 2015
Date Adopted: April 26, 1999	
Department: Administrative	

SUBJECT: GUIDELINES FOR REQUEST & USE OF CITY PARKS FOR LARGE EVENTS

PURPOSE: To provide an orderly process for groups, individuals, and organizations to request use of a City park site for large events.

POLICY:
Per action of the City Commission on December 21, 2015 the following was adopted:

GUIDELINES FOR REQUEST AND USE OF CITY PARKS FOR LARGE EVENTS

The City of Marquette wishes to provide for an orderly process for groups, individuals, and organizations which request use of a City park site for large events. Large events have the potential to require City assistance to create a safe and enjoyable event. In addition, large events have the potential to adversely impact surrounding neighborhoods and may challenge the capacity of available manpower, equipment, water, sewer, bathroom, electric, parking, and other necessary items needed to support the activity. Constant and/or crowded conditions may also place undue wear and tear on City facilities requiring additional efforts and expense to maintain lawns, trees, shrubs, flowers, grasses, and structures which would not otherwise be required. This Policy regulates the frequency of events in Parks and establishes priority for holding events. The intent is to strike a balance between use of City Parks for organized events and recreational enjoyment in order to protect all City Parks for their primary purpose of passive recreation.

Generally, the City of Marquette encourages events in City Parks which are open to the public and which provide for historic, cultural, artistic, civic, and community gathering and celebration. Due to their size, location, and availability of facilities and services, the following City park sites are deemed to be most appropriate for holding large group events: Ellwood

Mattson Lower Harbor Park, Shiras Park, Presque Isle Park, Tourist Park, and Harlow Park. Those wishing to reserve space for large, private events such as weddings, graduations, family gatherings may reserve any number of building facilities through the Parks and Recreation office. If an exclusive use of a park is desired for a large private event, Tourist Park Day Use Area is the only available option.

In order to apply for use of any City Park for a large event, the following process has been established to provide for an orderly and timely review.

1. Event holder shall submit a completed application to the Community Services Department, Parks and Recreation Division at least 60 days prior to the event.
2. Community Services Department, Parks and Recreation Division shall administer all permits for events that will be charged less than \$1000, excluding damage deposit.
3. The City Attorney shall draft a permit for all events whose fees will total more than \$1000, excluding damage deposit. These permits will go before the City Commission for one read prior to the event.
4. All Permits will be circulated to all department heads at least 10 days prior to the event.
5. If use of the park is approved, the event organizer and their representatives shall be required to attend a meeting including a site walk through prior to opening the event to the public with the Community Services Director or his/her designee and any necessary officials to ensure public health and safety.
6. All Events shall submit proof of insurance at least 30 days prior to the event naming the City of Marquette as additional insured with coverage acceptable to the City Attorney.
7. The Community Services Director or his/her designee shall approve or deny event applications after staff review. Scheduling of park facilities for high and low impact events shall be conducted by the Community Services Director or his/her designee. In order to allow for adequate park recovery, there shall be no more than two consecutive weekends in any one outdoor park venue where events with more than 250 people and/or multiple vehicles are present on turf. Exceptions to this shall be at the discretion of the Community Services Director or his/her designee.
8. A person or group denied a permit is encouraged to discuss the denial with the Community Services Director or his/her designee in hope of resolving the conflict. If a resolution cannot be reached, said person or group may appeal to the City Manager in writing, stating reasons why permit should be granted. The City Manager shall respond in writing within 10 days to grant or deny the permit.
9. A permit may be revoked in writing at any time by the City Manager if it is determined that the holding of the event authorized by the permit is no longer in the best interest of the public health, safety and welfare, or there has been a misrepresentation in the

application or any material by the applicant, or there has been a failure to follow this policy, or other City police/ordinance, State law, or any condition attached to a permit.