

RESOLUTION NO. 2015-44-L&R

**RESOLUTION ESTABLISHING A PRE-PLANNING POLICY FOR THE USE OF
MUNICIPAL FACILITIES AND PROPOSED SPECIAL EVENTS**

WHEREAS, the Village of Greenhills desires to outline procedures to be followed for the use of municipal facilities and proposed special events.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Greenhills, Ohio.

SECTION 1.

That the attached pre-planning policy shall be utilized for all persons, entities, organizations, etc. wanting to utilize municipal facilities, or who want to create or conduct special events that in any way involve the Village of Greenhills.

SECTION 2.

That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed this 24th day of November, 2015.

David Moore, MAYOR /s/

Kathryn L. Lives, CLERK OF COUNCIL /s/

PRE-PLANNING POLICY FOR THE USE OF MUNICIPAL FACILITIES AND PROPOSED SPECIAL EVENTS

PART A. It is the policy of the Village of Greenhills to utilize an application process for the use of Village property by individuals or organizations. Events that occur within or on municipal facilities may create liabilities and hazards that the Village must be able to control. To minimize the Village's exposure, any entity contemplating an event that will involve municipal facilities (buildings, roadways, parks, etc.) must first meet with Village staff to review the event details. Any proposed event will be evaluated by the Village. The Village will decide if the event can take place.

The Village will consider the following:

- 1. What is the Activity?**
- 2. What is the size of the event?**
- 3. Who is the audience?**
- 4. What exposure is there to participants, and therefore, to the Village?**

Some activities expose participants to little danger. Others may result in injuries to spectators or participants. Events that present a low hazard include outdoor social gatherings at which the municipality prohibits alcohol.

Dances, family concerts such a holiday sing-alongs, parades that have no floats, or picnics with games or competitions that offer the opportunity to participate pose a moderate hazard.

Marathons, animal shows, parades with floats, circuses and similar events are high hazard because they pose a moderate to severe exposure to spectators or require major participation by those who attend the event.

Any event that draws a crowd of 1,000 to 5,000 people falls into the high hazard category.

Any event where alcohol is permitted increases the potential for serious problems and fall into the high hazard category.

- 5. Do they intend to have alcoholic beverages?**

Greenhills must strictly control and monitor the serving of alcoholic beverages on municipal premises or at functions that the municipality sponsors or approves.

Greenhills will carefully consider whether serving alcohol is essential to the event's success, especially if the municipality itself is the sponsor. The state requires a Liquor License for any function on municipal premises at which event sponsors serve alcoholic beverages. The non-

profit group sponsoring the event – not the municipality – should apply for and secure the Liquor License.

The licensee is required to secure liquor liability and general liability insurance coverage in the licensee's name for the event. The coverage documents should name the municipality as an additional insured. Before the event, the licensee should provide the municipality with proof of the appropriate type of insurance.

The insurance carrier for the municipality has determined and establish acceptable minimum limits of liability which are currently \$1 mill per occurrence and \$3 mill aggregate.

6. Who is proposing the event and is the organization capable of handling such an event?

Outside groups fall into three broad categories: individuals, non-profit or charitable groups, and for profit groups.

Individuals rent or request the use of municipal facilities for events such as festivals, birthdays, bridal showers, weddings, or anniversary parties. The municipality requires individuals to enter a hold harmless/indemnity agreement and to provide the municipality with proof that they have adequate limits of personal liability coverage. This coverage is normally part of the individual's homeowner's or renter's insurance policy.

Non-profit or charitable groups include churches, and service groups. Their activities usually take the form of fund-raising events or meetings. The municipality requires the organizations to enter a hold harmless/indemnity agreement. In general, the municipality requires coverage in the amounts of \$1 million per occurrence and \$3 million aggregate for liability coverage, naming the Village as an additional insured.

For-profit groups use municipal facilities for commercial purposes. These groups may wish to conduct seminars or other educational events for which participants pay a fee. The municipality requires such groups to enter into hold harmless agreements that shift liability from the municipality to the groups. In general, the municipality requires coverage in the amounts of \$1 million per occurrence and \$3 million aggregate for liability coverage, naming the Village as an additional insured.

PART B. It is the policy of the Village of Greenhills that events proposed to be sponsored by the Village of Greenhills be presented to the Municipal Manager with sufficient lead time for the review and preparation of a recommendation to Village Council. Such activities must be approved by motion of Village Council and the planning of the event must be coordinated by a member of the Village staff. Any use of the Village's name and/or fundraising to be done in the name of the Village of Greenhills will also require the approval of Village Council as part of the overall approval of the event.

The Village will consider the following:

1. **What is the Activity?**
2. **What is the size of the event?**
3. **Would there be a charge for the event or any portion, thereof?**
While it is nice to offset expenses, once a charge is necessary, liability increases. Preferred method is for donations.
4. **Who is the audience?**
5. **What is the budget for this event? What expenditures are necessary?**
6. **What funding is there for this event? Will there be fundraising involved?**
7. **What exposure is there to participants, and therefore, to the Village?**
8. **Are Alcoholic Beverages being proposed?**

Greenhills will carefully consider whether serving alcohol is essential to the event's success, especially if the municipality itself is the sponsor.

9. **How many volunteers would be needed to conduct this activity?**
10. **Is there adequate time to arrange the proposed event?**