

CITY OF FARMINGTON
OAKLAND COUNTY, MICHIGAN

PARK RESERVATION, FACILITY USE,
AND SPECIAL EVENTS POLICY

Adopted March 7, 2016

TABLE OF CONTENTS

PREAMBLE..... 1

I. RULES APPLICABLE TO ALL PARKS..... 1

 A. HOURS OF OPERATION 1

 B. ACTIVITIES PERMITTED AFTER CLOSING 2

 C. ALCOHOL 2

 D. AMPLIFIED SOUNDS, LOUD OR EXCESSIVE NOISE 2

 E. ANIMALS..... 2

 F. APPLICANTS..... 2

 G. AVAILABILITY OF PAVILIONS/PICNIC FACILITIES 3

 H. BALL GAMES..... 3

 I. COMPLIANCE WITH LAW 3

 J. DECORATIONS 3

 K. DEFACING PROPERTY 3

 L. FIREWORKS AND FIREARMS..... 3

 M. HITTING GOLF BALLS 3

 N. HORSES 4

 O. INDECENT OR OBSCENE CONDUCT..... 4

 P. LITTER..... 4

 Q. MOTOR VEHICLES 4

 R. OBSTRUCTING WALKS AND DRIVES..... 4

 S. PARK RESERVATIONS 5

 T. TRASH 5

 U. WAIVER OF FEES AND DEPOSITS 5

II. RULES APPLICABLE TO SHIAWASSEE PARK, DRAKE PARK, RILEY PARK
AND WALTER E. SUNDQUIST PAVILION, GOVERNOR WARNER MANSION,
AND CITY HALL 5

 A. SHIAWASSEE PARK..... 5

 B. DRAKE PARK 6

 C. RILEY PARK AND WALTER E. SUNDQUIST PAVILION 6

 D. GOVERNOR WARNER MANSION 7

 E. CITY HALL..... 8

III.	PARK RESERVATION PROCEDURE.....	8
A.	APPLICABILITY	8
B.	RULES FOR RESERVING SHIAWASSEE PARK, AND WARNER MANSION.....	9
IV.	SPECIAL EVENTS.....	12
A.	POLICY	13
B.	SPECIAL EVENT APPLICATION REQUIRED	13
C.	APPROVAL PROCESS AND APPEAL.....	14
D.	CITY SERVICES PROVIDED FOR SPECIAL EVENTS	16
E.	FEES FOR SPECIAL EVENTS.....	17
F.	BILLINGS FOR SPECIAL EVENTS	17
G.	"EXEMPT PARKING" FOR SPECIAL EVENTS	18
H.	RENTAL CHANGE TO BE SET FOR PRIVATE, FOR-PROFIT EVENTS.....	18
I.	CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS	18
J.	SPECIAL EVENT SIGNS.....	18
K.	VIDEO OR FILM PRODUCTION	19
L.	LIABILITY INSURANCE REQUIREMENTS	19
M.	TRAFFIC CONTROL AND SAFETY REQUIREMENTS.....	20
N.	PARTICIPANT WAIVER OF LIABILITY	20
O.	VENDOR INSURANCE AND LICENSE REQUIREMENTS.....	20
P.	TWO OR MORE APPLICATIONS FOR THE SAME DATE.....	21
Q.	RESERVATION OF ANNUAL EVENT DATES	21
R.	WRITTEN CONFIRMATION OF CITY APPROVAL.....	21

CITY OF FARMINGTON
OAKLAND COUNTY, MICHIGAN

PARK RESERVATION, FACILITY USE, AND SPECIAL EVENTS POLICY

PREAMBLE

The City has five principal parks and several other community centers available for public use. Additional open space and recreational areas are provided through smaller, multipurpose play lots, pocket parks and natural areas scattered throughout the community. The purpose of this policy is to establish rules and regulations for the use and operation of these parks and community centers; encourage public and private events that support creating a Sense of Place; streamline the approval process for use of public parks and facilities; clarify responsibilities for event activities; protect the health, safety and welfare of the public; mitigate the impact of use on residents and businesses; and protect the financial interest of the City of Farmington.

POLICY

The City of Farmington strives to provide parks and facilities for a variety of uses within the City. To ensure the satisfaction and success of these parks and facilities, the City has developed this Park Reservation, Facility Use, and Special Events Policy to provide a detailed and prioritized statement of terms and rental rates for residents and non-residents who use and rent the facilities. The policy describes the terms, conditions, and user qualifications in connection with use of the following public parks and facilities owned by the City of Farmington:

- Shiawassee Park
- Drake Park
- Riley Park and Walter E. Sundquist Pavilion
- Governor Warner Mansion
- Flanders Park
- Memorial Park
- Women's Park
- City Hall Council Chambers and Conference Room

Applicants using or reserving City of Farmington parks and facilities agree to abide by the following rules:

I. RULES APPLICABLE TO ALL PARKS

Unless otherwise indicated, the following rules apply to all City parks:

A. HOURS OF OPERATION

Unless otherwise indicated, all public parks will be closed at 10:00 p.m. each day and will remain closed to the public until 6:00 a.m. on the next day. Except as provided in section I.B, no person shall remain in or enter any public park between 10:00 p.m. and 6:00 a.m.

Hours of operation for a public building shall be posted on the building and may also be on display at the park.

B. ACTIVITIES PERMITTED AFTER CLOSING

The following activities may continue in parks after the parks have been closed:

- (1) City-sponsored and City supervised activities.
- (2) Activities sponsored by any individual or group that has applied for and received a permit for that activity from the City.
- (3) Activities of any City employee, contractor, custodial or maintenance personnel in the course of his duties.
- (4) Activities of any public safety officer while in performance of his/her duties.
- (5) Other approved special use.

C. ALCOHOL

Alcohol is strictly prohibited in City parks except as allowed by Special Events permit. Section 21-27, Farmington Code of Ordinances.

D. AMPLIFIED SOUNDS, LOUD OR EXCESSIVE NOISE

There shall be no loud or excessive noise or disturbances. The use of amplified music or sound shall comply with all City ordinances, and may be further regulated by a Special Event permit.

E. ANIMALS

- (1) No person, except a public safety officer acting in his/her official capacity, may molest, injure, kill, or capture any wild bird, or disturb any wild bird's nest or its contents.
- (2) Animals brought into a park must be under the physical control of a responsible person and restrained with a leash not exceeding six (6) feet in length.
- (3) People bringing animals into a park must immediately remove all droppings deposited by the animal and dispose of them in a sanitary method. Sections 20-292, 20-296, 20-300, Farmington Code of Ordinances.

F. APPLICANTS FOR RENTAL OR SPECIAL EVENT

Applicants wishing to reserve a park or schedule a special event must be 18 years of age or older.

The City reserves the right to deny a rental or special event application based on the applicant's past rental history, such as damaging City property, non-payment, and not following City rules and regulations. The City may also deny an application upon notice that an applicant has been convicted of malicious destruction of property or disorderly intoxication, or is listed on the state's sex offender registry.

G. AVAILABILITY OF PAVILIONS/PICNIC FACILITIES

All individual pavilions are provided on a first-come, first-served basis, unless reserved or permitted through the City of Farmington Clerk's office. Organizations or individuals not holding a reservation or permit, or not participating in a City-sponsored program, must relinquish use to program participants or permit holders.

H. BALL GAMES

Baseball, football, and softball throwing, and rough exercise or play, are strictly prohibited in any public park or other public place, except in areas designated by the City Manager. Section 21-28, Farmington Code of Ordinances.

I. COMPLIANCE WITH LAW

Anyone using City parks and facilities shall comply with all City ordinances and Federal and State laws.

J. DECORATIONS

No nails, tacks, staples, adhesive materials, or other material that may damage any City structure or property may be used by any person. A rental or special event applicant shall remove and properly dispose of all decorations at the conclusion of their event. The applicant will be held responsible for any damage caused by the applicant or his or her guests to any structure or property.

K. DEFACING PROPERTY

No person shall write upon, mark or deface in any manner, or use in an improper way, any park property or equipment found within a park. Section 20-68, Farmington Code of Ordinances.

L. FIREWORKS AND FIREARMS

- (1) No person shall discharge any consumer fireworks in a park except in strict compliance with a permit issued by the City.
- (2) No person shall discharge in any City park or playground any firearm, air rifle, air pistol, bow and arrow, slingshot, or other instrument from which a dangerous projectile, including a metal, plastic, or rubber pellet (such as a BB), stone, or other hard object may be propelled. Section 20-228 Farmington Code of Ordinances.

M. HITTING GOLF BALLS

No person shall play golf or drive golf balls in a public park or playground. Section 21-30, Farmington Code of Ordinances.

N. HORSES

No person shall ride or lead a horse into a public park or playground, other than for approved special event uses. Section 21-31, Farmington Code of Ordinances.

O. INDECENT OR OBSCENE CONDUCT

No person shall engage in any indecent or obscene conduct in any City park or playground. Section 20-136, Farmington Code of Ordinances.

P. LITTER

No person may deposit litter in any City park or playground except in designated receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the park or upon any other public place or private premises. Where receptacles are not provided, all litter must be removed from the park or playground by the person responsible for its presence and properly disposed of elsewhere in a lawful manner. Scheduled users of any City park or facility are required to remove all debris and refuse upon completion of the purpose for which the reservation applies. Section 19-63, Farmington City Ordinances.

Q. MOTOR VEHICLES

(1) No person shall operate any motor vehicle or 2-, 3-, or 4-wheeled motorized scooter, with the exception of a wheelchair or other medical mobility device, in, upon or through any City park or playground, except in areas provided for the parking of motor vehicles, unless authorized by the City Manager or his/her designee.

(2) Parking a motor vehicle in any of the following places in a public park is strictly prohibited:

- (a) On a sidewalk;
- (b) In front of any driveway;
- (c) Within an intersection;
- (d) Within fifteen (15) feet of a fire hydrant or instructional building;
- (e) On a crosswalk;
- (f) At any place where official signs prohibit parking;
- (g) At any place where parking is permitted for specific purposes unless the occupants of the vehicle are complying with the requirements of permitted use;
- (h) On more than one (1) designated space;

- (i) On any grass or landscaped area;
- (j) On a playground or playing field.

Section 31-60, Farmington Code of Ordinances.

R. OBSTRUCTING WALKS, DRIVES, AND RIVERS

No person may obstruct any walk, drive, or river in any City park or playground, other than for an approved special event use. Section 21-26, Farmington Code of Ordinances.

S. PARK RESERVATIONS

Applications for park reservations are available in the City Clerk's office or on the City website. The City will not mail applications or accept phone reservations unless otherwise indicated. All fees and deposits must be paid in full before any reservation date will be accepted. A reservation is not complete until the application and fee are received and the application approved.

T. WAIVER OF FEES AND DEPOSITS

The City in its sole discretion may waive any deposit or fee required for rental of City parks and facilities, or for holding any special event, for Farmington Community Library, Farmington Public Schools, and other City organizations.

II. RULES APPLICABLE TO SHIAWASSEE PARK, DRAKE PARK, RILEY PARK AND WALTER E. SUNDQUIST PAVILION, GOVERNOR WARNER MANSION, AND CITY HALL

In addition to the general rules stated above, the following rules apply to Shiawassee Park, Drake Park, Riley Park and Sundquist Pavilion, Governor Warner Mansion, and City Hall.

A. SHIAWASSEE PARK

Shiawassee Park is an 18-acre multiple use park located along the river that offers outdoor amenities for the entire community. The park features a three-quarter mile walking course, two (2) tennis courts, four (4) baseball fields with one (1) lighted field, a children's playscape and gazebo, a picnic area with large pavilion, restrooms, and a picturesque river. Restrooms are closed November-April.

- (1) Tennis Courts: Tennis courts operate on a first-come, first-served basis. No permit or reservation is required. Users must relinquish the court after one hour of play when others are waiting.
- (2) Baseball Fields: Baseball fields are heavily programmed for adult and Little League softball and baseball activities during the season. Fields are scheduled as follows:
 - (a) Adult softball games are scheduled through the City of Farmington Hills Special Services Department.

- (b) Little League baseball and softball is scheduled through Farmington Hills Special Services Department and the South Farmington Baseball, Inc.
 - (c) Unreserved fields are open to the public except when undergoing maintenance work.
 - (d) Organizations or individuals not holding a field reservation must relinquish the ball field to reservation holders.
- (4) Park Reservation and Special Events: The Shiawassee Park Pavilion and Playscape Gazebo are available for daily rental for small groups and larger special events. See the Reservation and Special Events Policies, below, for information.
- (5) River: Disposing of cans, bottles, garbage, or waste material of any kind into the river is prohibited. Wading or swimming in the river is prohibited. Wildlife shall not be disturbed.

B. DRAKE PARK

Drake Park is a 10-acre multiple use park featuring four (4) baseball fields with one (1) lighted field, two (2) tennis courts, two (2) basketball hoops, a playground, a picnic area, and restrooms. Restrooms are closed November-April.

- (1) Tennis and Basketball Courts: Tennis and basketball courts operate on a first come, first serve basis. No permit or reservation is required. Users must relinquish the court after one hour of play when others are waiting.
- (2) Baseball Fields: Baseball fields are heavily programmed for adult and Little League softball and baseball activities during the season. Fields are scheduled as follows:
- (a) Adult softball games are scheduled through the City of Farmington Hills Special Services Department.
 - (b) Little League baseball and softball is scheduled through the Farmington Hills Special Services Department and the South Farmington Baseball, Inc..
 - (c) Unreserved fields are open to the public except when undergoing maintenance.
 - (d) Organizations or individuals not holding a field reservation must relinquish to reservation holders.
- (3) Park Reservation and Special Events: Drake Park is not available for daily rental. Individuals interested in reserving a park for group activities are encouraged to contact the City Clerk's office to discuss a suitable park for their activity.

C. RILEY PARK AND WALTER E. SUNDQUIST PAVILION

Riley Park and the Walter E. Sundquist Pavilion ("Sundquist Pavilion") are located in the heart of downtown Farmington. The three-quarter acre park features a large pavilion, park benches, and ample green space for visitors to relax and socialize with friends while enjoying downtown shops and community events. The park and pavilion form the central hub of the downtown business district and are host to the popular RhythMZ in Riley Park

concert series, Farmington Farmers & Artisan Market, Art on the Grand, Farmington Area Founders Festival, Harvest Moon Celebration, and the Riley Park Ice Rink.

(1) Vendors: Sales will be evaluated and permitted under the Solicitors License provisions in Chapter 22 of the City Code.

(2) Riley Park Ice Rink:

(a) The Riley Park Ice Rink is open daily, weather permitting.

(b) Hours of Operation:

Sunday–Thursday 8:00 a.m.-10:00 p.m.

Friday-Saturday 8:00 a.m.- 11:00 p.m.

(c) Skating Fees:

Skating is free. Donations to off-set operational costs are welcome.

(d) Skating is not allowed during maintenance and resurfacing. Skaters must leave the ice when ordered to do so.

(e) Ice Rink Rules:

- Please be courteous and share the ice.
- Please respect the "CLOSED FOR MAINTENANCE" signs when posted and any orders to leave the ice for maintenance or resurfacing.
- Use at your own risk. The City of Farmington does not assume responsibility for any injury or any loss, theft or damage to personal items.
- Safety gear is recommended on the rink at all times.
- No objects, food, drinks, alcohol or pets are allowed on the rink.
- No skate attendant is on duty.
- Hockey sticks, pucks, games and rowdy activity are not allowed, except that the City Manager may approve organized special events (e.g., a youth hockey game/tournament) in accordance with the Special Events Policy set forth below.
- Skate counter clockwise around the rink.
- Stay on rubber pads when walking with skates.
- Ice skates must be worn on rink. Guests without ice skates are not permitted on the ice rink.
- No trespassing when rink is closed.
- Restrooms are not available during winter months.
- For emergencies call 911.

(3) Park Reservation and Special Events: All scheduled events at Riley Park and Sundquist Pavilion, regardless of size, are special events and must comply with the Special Events Policy. Riley Park and Sundquist Pavilion are not intended for private use. No reservations will be accepted for events that are not open to the general public. See the Special Events Policy, below, for information about reserving this location.

D. GOVERNOR WARNER MANSION

The Governor Warner Mansion is the former home of Michigan's 26th Governor, Fred Warner (1905-1911). The Mansion is a magnificent Victorian Italianate home filled with period furnishings, historic artifacts, and Warner family memorabilia. Sitting on almost three acres, the Mansion is surrounded by beautiful gardens, many of which were planted by Edessa Warner Slocum, the daughter of Governor Warner. The Mansion is now an informal historical museum, offering regular tours and community events that celebrate a bygone era.

- (1) Hours of Operation: The Mansion is open Wednesdays and the first Sunday of every month from April-December between the hours of 1:00 p.m. - 5:00 p.m.
- (2) Calendar of Events and Holiday Hours: A calendar with information on events and special holiday hours is posted on the grounds and on the City's website at www.farmgov.com.
- (3) General Admission/Group tours:
Adults \$3.00
Youth (7-12) \$1.00
Children 6 and under free with an adult
- (4) Park Reservation and Special Events: The Governor Warner Mansion grounds are available for daily rental for small and large group events. See the Reservation and Special Events Policies for information.

E. CITY HALL

City Hall is the venue for a variety of public meetings held at regularly scheduled intervals by elected, appointed, and volunteer boards and commissions. Regularly scheduled meetings include those held by the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Grand River Corridor Improvement Authority, Historic Commission, the Library Board, Neighborhood Watch Committees and more. Up-to-date meeting information and a monthly calendar of events are maintained on the City website. The public is welcome to attend public meetings.

- (1) Hours of Operation: Hours of operation are Monday-Friday 8:30 a.m. – 4:30 p.m.
- (2) Meetings & Agendas: Meetings are held in City Council Chambers and Conference Room A in City Hall. All public meetings are held in accordance with the Michigan Open Meetings Act.
- (3) Special Events and Facility Rentals: The City Hall Council Chambers and Conference Room A are available for use for official city business and city-sponsored events. The Council Chambers is also available for civil wedding ceremonies. For all other events, City Hall Council Chambers and Conference Room are not available for use by the public for other purposes or events.

III. RESERVATION PROCEDURES

A. APPLICABILITY

- (1) Park reservations will be accepted for the Pavilion and Playscape Gazebo in Shiawassee Park and for the Governor Warner Mansion grounds. Groups smaller than one hundred (100) people or fewer may reserve the Pavilion, Gazebo or Mansion grounds by submitting a Park Reservation Application and required fee to the City Clerk's office during normal business hours. The Application will be reviewed by the City Clerk's office for compliance with this Policy. Groups of larger than one hundred (100) people are required to submit a Special Events Application and comply with the Special Events Policy. See the Special Events Policy for information.
- (2) All reservations for Riley Park and Sundquist Pavilion, regardless of size, must comply with the Special Events Policy.
- (3) The City does not accept reservations for Drake Park, Flanders Park, Memorial Park, or Women's Park. These parks and their amenities are available for use on a first-come, first-served basis.
- (4) The City does not accept reservations for City Hall Council Chambers and Conference Room except for City official business, City-sponsored events, and civil wedding ceremonies.

B. RULES FOR RESERVING SHIAWASSEE PARK AND WARNER MANSION

In addition to the general rules stated in this Policy, the following rules apply to reservations at Shiawassee Park, Governor Warner Mansion, and City Hall.

(1) Shiawassee Park

(a) Reservation Procedures:

- (i) Reservations for the Pavilion and Playscape Gazebo may be made beginning January 1 for each calendar year.
- (ii) Applications for reservation of Shiawassee Park can be obtained from the City Clerk or City Manager's office and can be found on the City's website at: www.farmgov.com.
- (iii) Weekend reservations for Shiawassee Park are limited to residents of Farmington or Farmington Hills, businesses located in Farmington or Farmington Hills, civic and any affiliate community groups located in Farmington or Farmington Hills, the Farmington School District, and any affiliate organizations located in Farmington or Farmington Hills, or any church located in Farmington or Farmington Hills.
- (iv) Events may be rescheduled within the same calendar year based on availability of day and time. The original permit must be returned before a replacement is issued.
- (v) Amplified music is permitted but may not exceed noise ordinance standards.

(vi) The park is open to the public at all times. Reservation of Shiawassee Pavilion or the Playscape Gazebo does not guarantee exclusive use of the park.

(b) Approval Process:

An application for an event expected to involve less than one hundred (100) people may be administratively approved by the City Clerk's Office provided the event does not require any of the following: (i) portable restrooms, (ii) electricity exceeding 110v/15 amp, (iii) more than four (4) grills or outside vendors stationed at the park, and (iv) music or amplified noise likely to exceed noise ordinance standards. If an event does not meet these criteria, a Special Events Application must be submitted. Special Events that are expected to involve more than one hundred (100) people but less than one hundred fifty (150) people shall be approved by the City Manager. Special Events involving more than one hundred fifty (150) people must be approved by City Council.

(c) Fees:

Pavilion (maximum capacity: 100):

Farmington/Farmington Hills residents - \$20 per hour/\$100 max. per day;
Non-residents - \$50 per hour/\$250 max. per day.

Playscape Gazebo (maximum capacity: 20):

Farmington/Farmington Hills residents - \$20 per hour/max. of two hours;
Non-residents - \$50 per hour/max. of two hours.

All fees are non-refundable once the event is approved.

(2) Governor Warner Mansion

(a) Reservation Procedures:

(i) The City Clerk will accept reservations for weddings, commercial photography, promotional or appreciation events, fundraising events for the Governor Warner Mansion or Historical Commission, group tours, and self-catered porch parties.

(ii) Applications for Warner Mansion can be found on the City's website at: www.farmgov.com

(iii) Groups of more than one hundred (100) people or more must submit a Special Events Application and comply with the Special Events Policy. Special Events that are expected to involve more than one hundred (100) people but less than one hundred fifty (150) people shall be approved by the City Manager. Special Events involving more than one hundred fifty (150) people must be approved by City Council.

(iv) Rentals of Governor Warner Mansion include use of electricity and cold water.

(v) A handicap accessible restroom is available for use on the west side of the Mansion. Restrooms are closed November-April.

(b) Weddings:

- (i) Only one wedding event per day will be allowed on the Mansion grounds.
- (ii) The applicant is responsible for set up of chairs and other amenities.
- (iii) Seating on the inner perimeter of the Gazebo will accommodate 25-30 people. Extra chairs may be provided by the applicant. While the lawn will accommodate many guests, parking in the immediate area is limited and may restrict the size of the event.
- (iv) Gazebo Capacity - 25-30 persons. Mansion Porch Capacity – 30 persons. The applicant agrees to comply with the maximum capacities.
- (v) Parking is available in the adjoining church parking lot. Shuttle service from more remote parking locations may be provided by the applicant.
- (vi) Vehicles may not block any driveway or be driven on the lawn or landscaped areas for loading, unloading or parking.
- (vii) Confetti and rice are not permitted on the grounds.
- (viii) Caterers must use self-contained equipment and may not use the house kitchen.
- (ix) Amplified music is not permitted (i.e., DJs, PA systems, large speakers, boom boxes, etc.). Small ensembles or electronic keyboards may be utilized but may not exceed noise ordinance standards.
- (x) Alcohol is not permitted on the grounds.
- (xi) Guests may use the Mansion porch in case of inclement weather. The Mansion itself will not be opened. No other shelter is provided.
- (xii) Tents with stakes are not permitted.
- (xiii) A handicap accessible restroom is available on the west side of the main building. Restrooms are closed November-April.

(c) Commercial Photography:

- (i) All commercial photography at Warner Mansion requires a reservation.
- (ii) Reservations for prom photography will be taken in the following order of preference: 1) Farmington Public Schools; 2) Farmington and Farmington Hills residents who attend non-public schools; and 3) students from other schools.

(d) Fees:

General Admission/
Group Tours:

Adults - \$3.00
Youth, 7-12 Years - \$1.00
Children, 6 and under free with an adult

Group Rental/
Weddings:

Gazebo Rental - 2 ½ Hour Minimum Rental
Farmington/Farmington Hills residents - \$250.00
Non-residents - \$300.00
\$50.00 Deposit Required

Each additional hour (or portion thereof):
Residents - \$100.00
Non-residents - \$125.00

Wedding/Solemnized by Mayor - \$50.00

Commercial Photography: \$50.00/hr or \$1,000 annual permit fee

Miscellaneous Fees: Tent (3-days) - \$ 500.00
Family groups (donations) - \$35.00
Non-wedding groups - \$100.00/hr
Porch (2-hour time limit) - \$75.00, plus \$25.00 for
each additional hour.
Extended uses such as tent setup, etc. must be
negotiated with the City for pricing.

All Warner Mansion rental fees are non-refundable once the event is approved.

(3) City Hall – Wedding Ceremonies

- (a) Inquiries for reservation of City Hall Council Chambers for civil wedding ceremonies should be directed to the City Clerk’s office during normal business hours.
- (ii) The procedures and requirements set forth in the City’s Wedding handbook shall be followed.
- (iii) The space for ceremonies is small. Applicants should plan accordingly to avoid disruption of City business and other activities.
- (iv) There is a \$50.00 non-refundable fee for ceremonies, once scheduled.
- (iv) The Mayor reserves the right to cancel and re-schedule a ceremony if the participants or guests are more than fifteen (15) minutes late from the scheduled ceremony time. A \$25 late fee may be charged in the event of a cancellation or re-scheduling.

IV. SPECIAL EVENTS

The City hosts a full calendar of special events that attract visitors and residents of all ages and showcases the City, its merchants and downtown business district. Farmington is an active City with many walks, runs, races, parades, concerts and holiday events that encourage good health, promote community involvement, and support worthy causes.

A. POLICY

This policy covers all special events, including the commercial filming of locations and events in the City. Any organization wishing to sponsor or hold a special event in the City will be required to complete the City of Farmington Special Event Application.

The City may hold its own special events. It may contract with one or more organizations to perform special event services or it may jointly sponsor a special event with one or more organizations. In such cases, the City administration and the participating organizations shall submit a Special Event Application to City Council, which shall include a presentation of the nature of the City's participation (if any).

The City will provide a complete review of any Special Event Application, including consultation with the applicant, as may be reasonably necessary.

B. SPECIAL EVENT APPLICATION REQUIRED

Special Event Applications are available from the City Manager's office, the City Clerk's office, or online at www.farmgov.com.

Completed applications must be submitted to the City Manager's office at least thirty (30) days before the start of the event. The City Manager may waive the thirty (30) day requirement if the application does not require Council approval.

Except as otherwise provided in this Policy, the events listed below require a Special Event Application:

- (1) Events of twenty-five (25) or more people on City property or public streets.
- (2) Events of twenty-five (25) or more people which are likely to interfere with pedestrian or vehicular traffic along a public right-of-way or interfere with the use of private property generally open to the public.
- (3) Any event at Riley Park or Sundquist Pavilion, regardless of the number of people involved.
- (4) Multi-day events that require reservation of, or interfere with the use of, a City park, public facility, or public street.
- (5) Activities on public property involving tents, canopies or temporary membrane structures.

- (6) Activities involving bounce houses or inflatables erected on public property.
- (7) Activities involving alcohol.
- (8) Amplified music on public grounds.
- (9) Activities that involve fireworks.
- (10) Any event where animals are on display or included as part of the activities.
- (11) Any event described in this Policy as requiring a Special Event Application.

The application will be reviewed and acted upon in accordance with the requirements and standards for approval set forth in Chapter 4, Article VI of the City Code.

C. APPROVAL PROCESS AND APPEAL

- (1) City Manager Review and Approval: The following Special Event Applications that do not require City Council approval under Section (2) below may be approved by the City Manager without City Council review:
 - (a) Public Property: Except as to reservations that the City Clerk is authorized to accept and approve under this Policy, an application for a special event on public property that meets the requirements of the Special Event Policy may be administratively approved by the City Manager if all of the following conditions are met:
 - (i) The applicant is a local civic organization, school, library, local business, or resident of Farmington or Farmington Hills and the event is open to the public.
 - (ii) The event involves less than one hundred fifty (150) attendees.
 - (iii) The event will be located in or disrupt a limited park area and will require a limited parking lot closure as determined by City Administration.
 - (iv) Outside security is not needed as determined by the Farmington Public Safety Department.
 - (v) A limited number of outside vendors will be used as determined by City Administration.
 - (vi) Electricity requirements do not exceed 110v/15 amp.
 - (vii) Music and amplified noise will not exceed noise ordinance standards as determined by City Administration.
 - (b) Private Property: An application for a special event on private property that meets the requirements of the Special Event Policy may be administratively approved by the City Manager if all of the following conditions are met:
 - (i) The event takes place in a commercial or industrial zoned district and is located not less than 250 feet from any residential district.
 - (ii) The event involves less than one hundred fifty (150) attendees.

- (iii) Outside security is not required as determined by the Farmington Public Safety Department.
 - (iv) Music and amplified noise will not exceed noise ordinance standards as determined by the City.
 - (v) Alcohol will not be served at the event.
- (c) Block Parties: Block Parties that meet the requirements of the Special Event Policy and are held entirely within the boundaries of the City of Farmington may be approved by the City Manager.
- (d) Shiawassee Park: Applications for events at Shiawassee Park involving less than one hundred fifty (150) people but more than 100 people may be approved by the City Manager, provided the event does not require portable restrooms, electricity exceeding 110v/15 amp, more than four (4) outside vendors stationed at the park, or music or amplified noise that exceeds noise ordinance standards. Special events not meeting these criteria require City Council approval. Outside security is not required as determined by the Farmington Public Safety Department.
- (e) Riley Park and Sundquist Pavilion: Any event in Riley Park or Sundquist Pavilion that does not require City Council approval may be administratively approved. Events held at Riley Park are subject to the following rules in addition to others identified in this Policy:
- (i) Reservations will not be accepted for those requesting to hold events that will not be open to the public.
 - (ii) Events sponsored, hosted, or otherwise developed by the Downtown Development Authority ("DDA") and/or any of its Main Street Committees shall be afforded priority scheduling of Riley Park and Sundquist Pavilion. No event shall be scheduled to occur on the same date, time, and general location of any DDA-related activity or event.
 - (iii) No alcohol is permitted unless special permission is obtained from the City.
 - (iv) Tents with stakes are not permitted.
 - (v) Volleyball and horseshoes are not permitted.
 - (vi) No large games such as a moonwalk or dunking machine are permitted.
- (f) The City Manager may, in his or her sole discretion, forward any Special Event Application to City Council for review and action.
- (g) Appeal: Any person aggrieved by a decision of the City Manager may file a written notice of appeal with the City Clerk's office within 10 days after receipt of the decision. Any decision not timely appealed will be final. Upon receipt of a timely appeal, the matter will be scheduled for consideration at the next City Council meeting. The applicant will be given an opportunity to attend the meeting where the application will be discussed and will be notified in writing of Council's decision within 10 days following Council's consideration of the matter.

- (2) City Council Review and Approval: The following Special Event Applications require City Council approval:
- (a) Public Property: An application for a special event on public property requires City Council approval if one or more of the following conditions exist:
 - (i) Attendance at the event is expected to exceed one hundred fifty (150) people.
 - (ii) Programmed activities will span multiple days.
 - (iii) Alcohol will be served.
 - (iv) Portable restrooms are necessary.
 - (v) Electrical needs exceed 110v/15 amp.
 - (vi) Music and amplified sound is expected to exceed noise ordinance standards.
 - (vii) Food service at the event will involve more than four (4) food vendors as part of the activities.
 - (viii) The event will require significant park or parking lot closures, or any road closures.
 - (ix) Animals will be displayed or included in any activity during the event.
 - (x) The event will require additional security as determined by the Farmington Public Safety Department.
 - (xi) The application is forwarded by City Administration for review and action by City Council.
 - (xii) The event includes the following activities: Carnivals, Fairs, Festivals or other Amusement activities; Fireworks or Pyrotechnic Displays; Organized Demonstrations; Open Flames, or other similar type events.
 - (b) Private Property: An application for a special event on private property requires City Council approval if one or more of the following conditions are met:
 - (i) Off-street parking is required.
 - (ii) Activities span multiple days.
 - (iii) The event will require security as determined by the Farmington Department of Public Safety.
 - (c) Riley Park and Sundquist Pavilion: City Council approval is required for any application for an event at Riley Park or Sundquist Pavilion where attendance is expected to exceed 50 people, where bands, music or other amplified noise will be used, or where Council approval is required for other purposes.

D. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

The City will provide support to special events on the following basis:

1. City-Operated Events: The City may operate certain special events directly. The full cost of these events will be funded by the City.
2. Co-Sponsored Events: The City may co-sponsor certain events with other organizations when City Council determines that the event is of general interest to the public and is in the best interest of the City.
3. Other Nonprofit Events: The City may, but is not required to, assist special events operated by nonprofit organizations. These events must meet all requirements of the Special Events Policy and must reimburse the City for any City costs in excess of the approved support level, if any, under the fee schedule below.
4. For Profit Events: The City may allow special events operated by for-profit sponsors that are in the best interests of the City. These events must meet all requirements of the Special Events Policy and must reimburse the City for any City costs in excess of the approved support level, if any, under the fee schedule below.

E. FEES FOR SPECIAL EVENTS

Fees shall be charged for City services provided to special events, including but not limited to security and cleanup, as follows:

1. Time charged shall be the hourly cost for any employee working on a special event during a time period which would be considered overtime for City payroll records, including the actual cost for fringe benefits.
2. Purchased or rented materials shall include all direct costs for all materials purchased or rented by the City of Farmington for use at the event.
3. Equipment charges shall be the current equipment rental rates charged by the City of Farmington.
4. An administrative fee of ten percent (10%) shall be added to the total billing. This administrative fee shall cover the City's expenses related to supervision, use of supplies (i.e. cleaning supplies, paper products, trash bags), and costs associated with payment of bills pertaining to the event.

F. BILLINGS FOR SPECIAL EVENTS

Special event billings by the City shall be itemized as follows:

Public Safety Employee \$65/hour	\$
Public Services Employee \$65/hour	\$
Equipment Charges	\$
Purchased Materials	\$
Rented Materials	\$ _____
 NET TOTAL BILLING	 \$ _____

A cash deposit or other security acceptable to the City may be required in an amount equal to the amount estimated by the City to be billed for City fees as described above. The estimated City fees shall be listed as a part of the City Council resolution authorizing the special event. Arrangements for the deposit or other acceptable security are to be made by event organizers not less than twenty-one (21) working days before the start of the event.

G. CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS

It is the desire of City Council and the residents of Farmington that local, non-profit organizations and local merchants in the vicinity of the special event being held be given the opportunity to participate in the special event to the greatest extent practical, depending upon the nature and purpose of the event. An applicant must demonstrate that reasonable efforts have been made with regard to such inclusion and participation. Such efforts may include (but are not limited to) direct contact or correspondence. For events within Riley Park, specific efforts must be made to include those located within the Central Business District. The City Manager's office shall be responsible for determining whether this requirement has been met.

H. SPECIAL EVENT SIGNS

The Special Event Application shall include a description of any proposed advertising signs that are to be used for the event. The use of signs shall conform to the description contained in the application, or as modified in the approval process. Except as expressly approved otherwise, event signs shall be subject to the following restrictions:

- (1) No more than five (5) signs will be permitted for each event, subject to the requirements of the City's sign ordinance and other applicable provisions of the City Code;
- (2) No such sign shall be erected on any property without the express permission of the owner.
- (3) Signs may not be erected on any property without the express permission of the owner; and

- (4) All special events signs shall comply with Chapter 25 of the City of Farmington Code of Ordinances. and all other applicable governmental regulations, including all regulations pertaining to signage in the public right-of-way.

Additional signs may be erected as needed at the site of the event during the event's occurrence with the City Manager's approval.

I. VIDEO OR FILM PRODUCTION

Video or film production in a park must, in addition to compliance with all applicable requirements in this Policy, also comply with City ordinances and permit requirements in the City Code.

J. LIABILITY INSURANCE REQUIREMENTS

In order to comply with the City's insurance liability carrier, the City shall require that all sponsors of events or commercial video or film crews carry liability insurance with coverage according to the Hazard Level of the event, described below. An event sponsor shall be required to provide a valid certificate of insurance as well as an endorsement referencing a permit issued by the City naming the City of Farmington as an additional insured prior to the event. It is understood and agreed by naming the City of Farmington as additional insured, coverage afforded is considered to be primary and any other insurance the City of Farmington may have in effect shall be considered secondary and/or excess. City Council may require higher levels of Insurance based on risk factors and past experience.

All special events shall be reviewed by the City Manager.

It shall be the policy of the City of Farmington not to routinely require insurance coverage for events classified as Class I - Low Hazard, and the City Manager may waive insurance requirements for Class II- Moderate Hazard events depending on evaluation of risk.

The City Manager may place additional requirements on any event. These requirements may include changes to the insurance requirements, specific staffing levels for Police, Fire, Paramedic, Public Services or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of the policy.

The City Manager will review each Special Event Application received and assess the potential liability risk of the City based on the following risk categories:

Class I - Low Hazard involves little physical activity by participants and no hazardous exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gatherings, theatrical performances, auctions, and car shows (vehicles parked).

- No insurance required

Class II - Medium Hazard involves moderate physical activity by participants and no significant hazardous exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, car cruises, political rallies, flea markets, picnics and parades with no floats.

- General Liability Insurance - \$1,000,000 per occurrence and aggregate
- Auto Liability - \$1,000,000 per occurrence and aggregate (if applicable)
- Workers Compensation Insurance (if applicable)

Class III - High Hazard involves major participation by participants and/or moderate risk to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races, festivals, and team sporting events.

- General Liability Insurance - \$2,000,000 per occurrence and aggregate
- Auto Liability - \$1,000,000 per occurrence and aggregate (if applicable)
- Workers Compensation Insurance (if applicable)

Class IV - Special Hazard involves danger or significant risk to spectators and/or participants. Examples of events in this category include, but are not limited to, concerts, alcoholic beverage sales, circus/carnivals, fireworks displays, professional or collegiate sporting events, and events with attendance over 1,000.

- General Liability Insurance - \$3,000,000 per occurrence and aggregate (may be higher for certain events)
- Auto Liability - \$1,000,000 per occurrence and aggregate (if applicable)
- Workers Compensation Insurance (if applicable)
- Liquor Liability Insurance (if applicable)

As a result of the review of the event by the City Manager, some events may require that additional City staff or representatives of the City be on site during the event.

In addition, the City Manager, Superintendent of Public Works and City Public Safety officials have the authority to cancel or stop any event or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

K. TRAFFIC CONTROL AND SAFETY REQUIREMENTS

The special event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and the City may request additional requirements during the event, as necessary for the safety of the public.

All special events which allow participants soliciting funds in street intersections shall comply with Farmington Code of Ordinances Section 22-3 and Public Safety instructions.

L. PARTICIPANT WAIVER OF LIABILITY

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to this policy. Specific requirements may be indicated in the City's written confirmation of approval.

M. VENDOR INSURANCE AND LICENSE REQUIREMENTS

All vendors must complete the concession waiver of liability prior to opening of the vending operations.

An event that is serving food must have all food vendors approved by the Oakland County Health Department. All food vendors must supply a valid certificate of insurance and endorsement naming the City of Farmington as an additional insured prior to opening of the food stand. It is understood and agreed by naming the City of Farmington as additional insured, coverage afforded is considered to be primary and any other insurance the City of Farmington may have in effect shall be considered secondary and/or excess. All food vendors must post a valid temporary food license if required by the Oakland County Health Department. Food vendors are responsible for any and all fees related to obtaining a food license.

N. TWO OR MORE APPLICATIONS FOR THE SAME DATE

Residents of the Cities of Farmington and Farmington Hills will be given preference over non-residents with regard to the rental of public parks and facilities. With the exception of Riley Park and Sundquist Pavilion, which give preference to DDA and Main Street Committee sponsored events, in the event that two or more special event applications are received for the same date and time, the applications will be considered (until approved) in the following order: (a) City of Farmington and City of Farmington Hills Programs, (b) Other governmental agency and departmental programs and 501(c)(3), nonprofit events, (c) Private resident and third party functions, (d) Nonresident events.

O. RESERVATION OF ANNUAL EVENT DATES

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than eighteen (18) months in advance.

P. RESERVATION OF MULTIPLE DATES WITHIN CALENDAR YEAR

The City intends and expects that its parks will be available for all those who desire to use them. The City therefore does not encourage the reservation of its parks on multiple dates by the same user. The City reserves the right to refuse reservations for multiple dates within the same year or to limit the number of such dates. The City may consider any appropriate factors in determining whether to grant reservations for multiple dates, including, but not limited to: time of day, day of the week, expected conflicts or likelihood of other use, effect on area residents or businesses, and effect on City resources.

Q. WRITTEN CONFIRMATION OF CITY APPROVAL

Upon approval of the Special Event Application, a written confirmation as to the action of City Council or City Manager will be forwarded to the individual or organization requesting the event by the City Clerk's office. This confirmation will outline any special conditions that must be met if the event is to be held. The Special Event Application must be completed for all special events that take place on public lands or lands that are controlled by the City of Farmington.

Appendix A: Farmington Charter Code of Ordinances

Sec. 4-198. - *Mobile* food vending special events.

(a) The provisions of this section 4-198 apply to *mobile* food stands, *mobile* food trailers, and *mobile* food vehicles. This section does not apply to vehicles that dispense food and move from place to place and are only stationary for a brief period of time not to exceed ten (10) minutes, such as ice cream trucks.

(b) A special event permit shall be required to operate a *mobile* food vehicle, *mobile* food trailer, or *mobile* food stand. The application for a permit shall include the information required in section 4-193. In addition, the applicant shall provide (1) proof of insurance in the amount of one million dollars (\$1,000,000.00) naming the city as an additional insured; and (2) an additional application fee in an amount to be set by resolution of the city council from time to time. If *mobile* food vending is proposed as part of an activity that also requires a special event permit, no additional or separate *mobile* food vending permit shall be required.

To see the complete Sec. 4-198:

https://library.municode.com/mi/farmington/codes/code_of_ordinances?nodeId=PTIICOOR_CH4A_MEN_ARTVISPEV_S4-198MOFOVESPEV