



## City of Harrisonburg Special Event Application

Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

**APPLICATION DEADLINE:** Applications for events occurring between January 1 and May 31 will be accepted no later than 90 days prior to the event. Applications for events occurring between June 1 and December 31 will be accepted no later than **February 25, 2022**. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful.

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR):  
HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or [matthew.little@harrisonburgva.gov](mailto:matthew.little@harrisonburgva.gov).

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email [matthew.little@harrisonburgva.gov](mailto:matthew.little@harrisonburgva.gov) with questions about this application or the events approval process.

### Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name: Eastern Mennonite University

Event Name: Eastern Mennonite University Commencement Ceremony

Date of Event: May 8, 2022

Daytime Phone: 540-432-4390 Cell Phone: 540-578-2363  
(\*Required for day-of event)

E-mail Address: lehmanem@emu.edu

Mailing Address: 1200 Park Road, Harrisonburg, VA 22802

#### Preferred event location(s) (Check all that apply):

- Downtown - festivals, concerts, and other events that are not run/walk events
- Downtown - run/walk events – Complete & attach map. Must complete section 5
- Neighborhood run/walk events – Attach a map/diagram of your course

**Turner Pavilion & Park Rental** – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

**City Park Reservation**

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

**Court Square** – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email [lshepard@rockinghamcountyva.gov](mailto:lshepard@rockinghamcountyva.gov)

## Section 2: Event Information and Required Permits

**Please describe the purpose of the event:**

The EMU Commencement ceremonies are held on the front lawn.

Is this an annual event?  Yes  No If so, how many years has it been held? \_\_\_\_\_

**Event Hours:**

Set-up Start Time: 12:45 p.m. Event Start & End Times: 1:00 p.m. Clean-up End Time: 3:00 p.m.

How many participants and spectators do you anticipate? \_\_\_\_\_

**Community Notification:** List the name of businesses, churches and residences that you have notified about this event\*:

*\*For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well. Contact HDR for assistance with identifying all organizations that might be impacted by your event.*

Will food be sold or served?  Yes  No Will merchandise be sold?  Yes  No

*\*All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

*\*\*All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose ([karen.rose@harrisonburgva.gov](mailto:karen.rose@harrisonburgva.gov)) at least two weeks prior to the event date.*

*\*\*\*All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*



Will alcohol be served\*?  Yes  No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use\*:

*\*Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

*\*\*Public events serving alcohol require an ABC license and may require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms?  Yes  No If yes, answer questions below:

- How many portable restrooms do you plan on having? \_\_\_\_\_
- Where do you plan on placing them? \_\_\_\_\_
- When are they scheduled to be dropped off? \_\_\_\_\_ Picked up? \_\_\_\_\_

*\*Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water?  Yes  No

If yes, planned activities, vendors, entertainment that require water:

Do you need access to electricity?  Yes  No

List planned activities, vendors, entertainment that require electricity:

Will your event involve the use of an off-site parking and/or shuttle plan?  Yes  No

If yes, please list shuttle sites to be used and detail plans for transportation:

Are any public parking lots needed for exclusive use by this event?\*  Yes  No

If yes, please list them:

*\*Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?\*  Yes  No

If yes, describe: We would like the portion of Park Road closed that runs from Mt. Clinton Pike to Parkwood Drive.

*\*If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR ([matthew.little@harrisonburgva.gov](mailto:matthew.little@harrisonburgva.gov)) for a sample press release and press list.*

Please describe your plan for removal of waste and garbage during and after your event\*:

Our staff will remove the waste/garbage.

*\*It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*

*\*\*For events with alcohol, food, or other products which may cause debris, residue or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*

*\*\*\*There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*

*\*\*\*\* New in 2022 - Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

#### Required Permits (Check all that apply):

**Permit for Tents/Structures** – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at [www.harrisonburgva.gov/permits](http://www.harrisonburgva.gov/permits). The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Ron Schuett or Mike Williams at 540-432-7700.

**Permit for Platforms/Stages** – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at [www.harrisonburgva.gov/permits](http://www.harrisonburgva.gov/permits). The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Ron Schuett or Mike Williams at 540-432-7700.

**Inflatable/Regulated Amusement Device Permit** – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Ron Schuett at 540-432-7700.

**Fireworks Permit** – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall's office at 540-432-7703.

**Show License or Business Licenses** – A business license is required for all vendors selling any crafts, merchandise or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.

\*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

\*\*Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

**ABC Banquet License** – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. ABC Licenses must be submitted to [matthew.little@harrisonburgva.gov](mailto:matthew.little@harrisonburgva.gov) no later than 30 days prior to your event date. Your license must be posted in a visible location for the duration of your event.

### Section 3: Public Safety

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department?  Yes  No

- The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate of \$30/hr - \$45/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.



Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event?  Yes  No

Do you wish to request police support for traffic management\*?  Yes  No

Will you provide additional traffic marshals?  Yes  No If yes, how many: \_\_\_\_\_

- Persons under the age of 18 are not allowed to assist with traffic.
- All marshals must be properly equipped with identification, a reflective vest, and communication equipment.

Would you like to request the use of reflective vests? (A limited number are available)  Yes  No

If yes, how many: \_\_\_\_\_

Would you like to request training on traffic/pedestrian management from HPD?  Yes  No

Would you like to request a safety demonstration from the Harrisonburg Police Department?  Yes  No

Would you like to request a safety demonstration from the Harrisonburg Fire Department?  Yes  No

Would you like to request training on ABC management from HPD?  Yes  No

Are you hiring a security firm\*\*?  Yes  No

If yes, provide the following information:

• Have you hired a licensed, professional security company to help manage your event?  Yes  No

• Security Company Name: We will manage with EMU staff and contracted security.

• Number of Security Personnel Hired: 8+

• Security Company Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

• Describe plan for crowd management and safety:

Traditionally we only need to monitor the perimeter of the seating area and assist, as needed. Most security team members assist with parking and transport for disabled or elderly guests.

\*The Harrisonburg Police Department will work with event organizers to meet their specific security needs. Please note that event organizers will be charged a rate of **\$40/hr - \$55/hr per officer** for police services. A *minimum of 3 hours will be charged.*

- The number of required officers is based on the estimated number of attendees and/or the number of intersections to be monitored for runs, walks and parades. For events under 500 people = two officers, 500-1000 people = three officers, 1000-2000 people = four officers (one of which must be a supervisor) , 3000-4000 = five officers (one of which must be a supervisor); 4000+ people = six officers (one of which must be a supervisor) The Harrisonburg Police Department reserves the right to increase the numbers of officers needed.
- Run/Walks will be required to provide staff or volunteers to cover at least half of the required officers needed to safely manage the event

\*\*Public events serving alcohol require an ABC license and will require the hiring of off-duty uniformed Harrisonburg Police officers. *Officers hired to work the event will be paid individually by the event organizer.* Contact HPD, 540-434-4436, to receive Form 59: Employer Application for Off Duty Officers. Form 59 must be submitted to Sgt. Ron Howard (ronald.howard@harrisonburgva.gov) before the Special Event Application will be approved by the Police Department.

## Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted (not necessary if using existing run/walk course)
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

The following documents must be provided no later than 30 days prior to your event:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: **"The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."**

attached       will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured** is also required. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better\*

attached       will be submitted before the event

*\* A copy of the COI and Endorsement(s) must be submitted to the City Purchasing Office at [Purchasing@harrisonburgva.gov](mailto:Purchasing@harrisonburgva.gov) no later than 30 days prior to your event. For information, Contact Pat Hilliard, Procurement Manager, 540-432-7794 or [pat.hilliard@harrisonburgva.gov](mailto:pat.hilliard@harrisonburgva.gov).*

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy

attached       will be submitted before the event       not needed

- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license\*

attached       will be submitted before the event       not needed

*\*Contact VA ABC for information 804.213.4400*

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation insurance with statutory limits that meet state requirements

attached       will be submitted before the event       not needed

## Section 5: Run/ Walk Courses

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.



Indicate the course that you prefer to use:



Downtown A

**Downtown A:** Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.

**Downtown B:** Only available for runs/walks that are planned in coordination with larger festivals on the same day utilizing the same street closures or for a holiday event.



Downtown B



**Washington Street course:** 150+ runners/walkers



**Linda Lane course:** 150+ runners/walkers (Event organizers will need permission from Smithland Elementary/Skyline Middle if school parking lots and facilities are needed.)

**EMU course\*:** Must be approved through Eastern Mennonite University before checking this box. Please include evidence of university approval in the form of an email exchange or MOU.

**JMU course\*:** Must be approved through James Madison University before checking this box. Please include evidence of university approval in the form of an email exchange or MOU.

\*In addition to providing a course map, list in detail which streets you intend to use (Only needed for the EMU, JMU, & Neighborhood Run/Walk course)

## Special Event Rules & Regulations

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

### Cancellation Notice – New in 2022

The event organizer will notify the Special Events Team in the event they need to cancel the event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.

If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.

## CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

*New in 2022* – If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant:



Date:

*February 4, 2022*

Comments:

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