

TO: Eric Campbell, City Manager  
FROM: Erin Smith, Events Manager, HDR  
DATE: 2/10/20  
RE: EMU Spring Commencement Ceremony

**Summary:** To consider the special event application request for the EMU Spring Commencement Ceremony on Sunday, May 3, 2020.

**Background:** Eastern Mennonite University is requesting the closure of Park Rd from Mt Clinton Pike to Parkwood Dr from 12:45pm-3pm on Sunday, May 5<sup>th</sup> during spring commencement exercises.

As in previous years, Harrisonburg Public Works will provide a message board at the Ballfield on Mount Clinton Pike and drop off barricades. EMU staff and volunteers will place barricades and help manage the closure of Park Rd.

This application was reviewed and approved by the Special Events Committee on 02/06/20.

The total cost of the event is estimated to be \$270. The applicant is responsible for any applicable payments to off-duty HPD officers.

**Key Issues:**

- HPD support (1 HPD off-duty officer; if EMU requests)
- Public Works support (barricades, message boards)
- COI & endorsement attached
- Community Development: organizer will contact about tent and stage inspections/permits.