



## 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 defined as an organized activity, event, celebration, or other gathering, whether for profit or not for profit, which:

- 1) Involves the temporary use of any city street, sidewalk, or other public park or place open to the general public;
- 2) Requires the provision and coordination of municipal services to a degree significantly over and above that which the city routinely provides under ordinary everyday circumstances; and
- 3) Either:
  - a. Seeks the exclusive use or closure of a city street, sidewalk, or other public park or place;
  - b. Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place; or
  - c. Substantially and necessarily affects or interferes with the use of a city street, sidewalk, or other public place by persons not participating in the special event.

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 24, 2020**. 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 Downtown Renaissance (HDR): HDR Events Manager, 217 S. Liberty Street #204, Harrisonburg, VA 22801 or [events@harrisonburgva.gov](mailto:events@harrisonburgva.gov).

Electronic applications are preferred. Incomplete applications will not be processed. Call HDR's events manager at 540-432-8909 or email [events@harrisonburgva.gov](mailto:events@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 3, 2020
	Cell Phone:
Daytime Phone:	540-432-4390 (*Required for day-of event) 540-578-2362
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:**

Traditionally EMU Commencement ceremony is 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? 3600-3800

**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 Rd 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 HDR ([events@harrisonburgva.gov](mailto:events@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.*

**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 [events@harrisonburgva.gov](mailto:events@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:



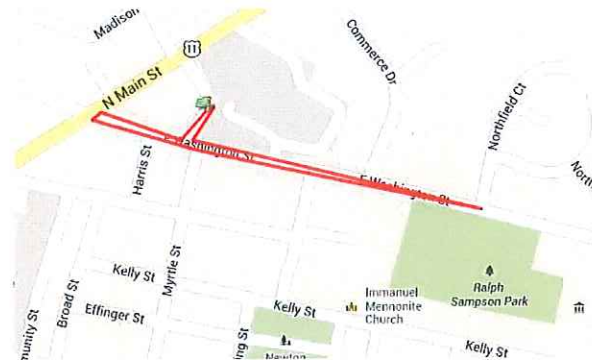
Downtown A

☐ **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)

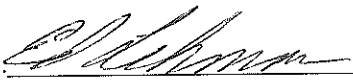
## Special Event Rules & Regulations

**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.**

### 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.

Signature of Applicant: 

Date: January 23, 2020

Comments:

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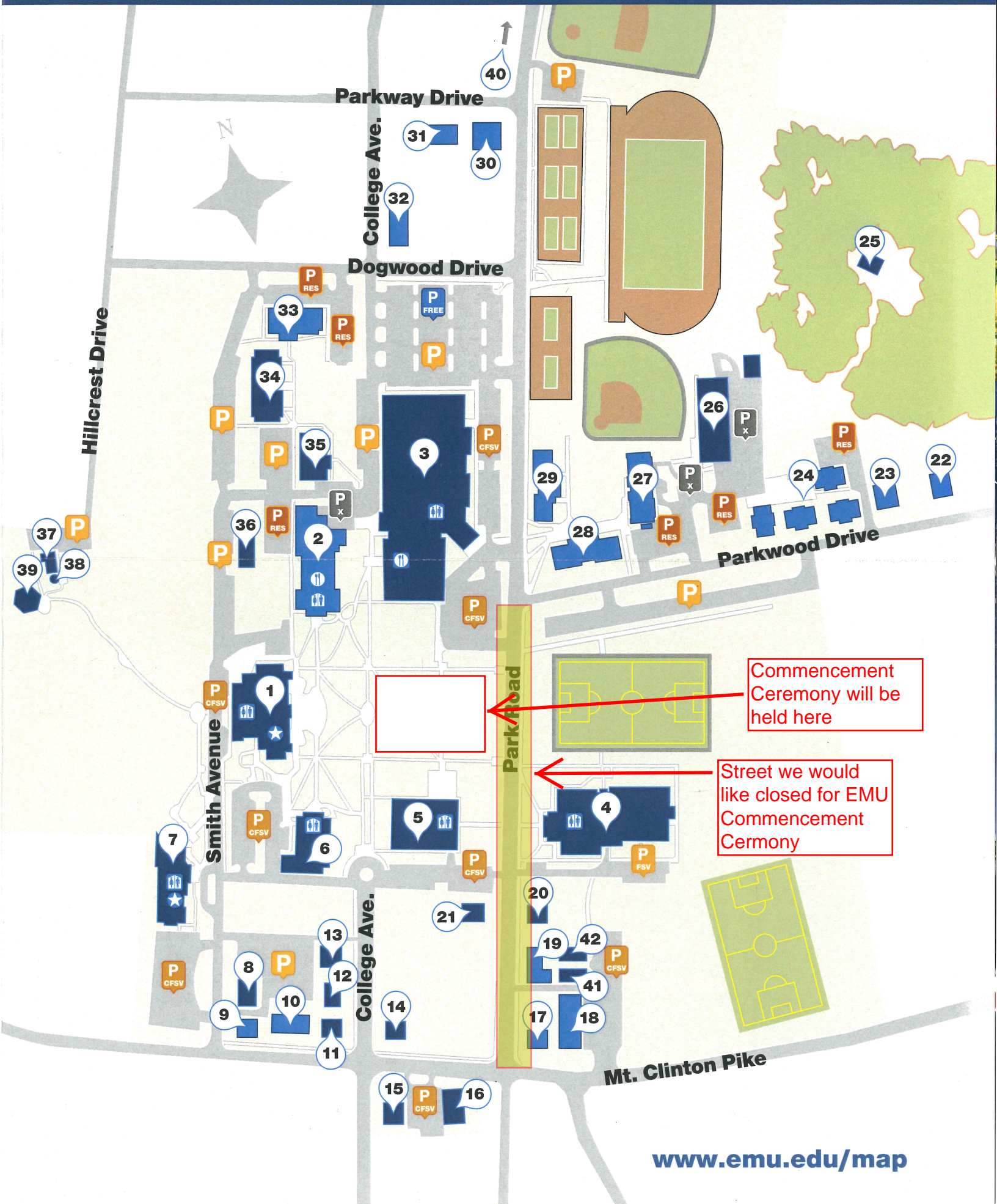
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Commencement Ceremony will be held here

Street we would like closed for EMU Commencement Cermony

## Checklist for City Resources

EVENT NAME: EMU Commencement Ceremony EVENT DATE: Sunday, May 3, 2020  
EVENT START TIME/END TIME: 1pm-3pm \*\*SETUP STARTS AT: 12:45pm CLEAN UP ENDS AT: 3pm  
ORGANIZER NAME: Eastern Mennonite University/ Ed Lehman ORGANIZER PHONE: 540-578-2362

### ✓ Public Works Support

#### ✓ Street closures List streets to be closed (with start and end intersections)

Park Rd (between Parkwood and Mt. Clinton) from (time) 12:45pm to 3pm  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_

☐ "Parking is prohibited from (date/time) \_\_\_\_\_ to \_\_\_\_\_"

☐ Post "no parking" signs at (time) \_\_\_\_\_ on (date) \_\_\_\_\_

#### ☐ Parking lot closures (date/time)

City Hall Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Court Square Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Municipal Building Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Turner Pavilion Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Rockingham County Admin Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

"Jimmy Madison" Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Newman Ave Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Magnolia's Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Grassy Lot Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

Gravel Lot Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ Parking is prohibited between \_\_\_\_\_ and \_\_\_\_\_

☐ Post "no parking" signs at (time) \_\_\_\_\_ on (date) \_\_\_\_\_

#### ✓ Digital Message Boards

Location/Date: Mt Clinton @ Ballfield--set up Thursday prior to event

Location/Date: \_\_\_\_\_

☐ **Other Signage**

Location/Date: \_\_\_\_\_

Location/Date: \_\_\_\_\_

☒ **Barricades/Yodocks (\*\*see map for placement)**

- ☒ Number of Barricades: 1 Park + Mt Clinton, 2) Parkwood + Park (4 total, 2 in each location)

**\*\*drop off only. EMU pulls into Rd. \_ \*Pick up on Monday\_\_\_\_\_**

- ☐ Number of Yodocks: \_\_\_\_\_

☐ Filled

☐ Unfilled

☐ **Garbage Removal**

- ☐ Roll off container

Location: \_\_\_\_\_

- ☐ Trash Truck

- ☐ Recycle Trailer

Location: \_\_\_\_\_

- ☐ **Flusher Truck** (i.e. event with alcohol require the flusher truck afterwards)

- ☐ **Sweeper** (i.e. parades require street sweeper after event)

**\*Number of PW Staff: 2**

**\*\*Cost estimate for PW: \$150**

- ☐ **PW Other:**

\_\_\_\_\_

☐ **Police Support**

- ☐ Number of officers: 1 (at request of organizer)

- ☐ Safety demo: \_\_\_\_\_

- ☐ Traffic Marshall Training

- ☐ Number Traffic Marshalls Anticipated: \_\_\_\_\_

☐ Reflective vests requested

- ☐ HPD Other:

\_\_\_\_\_

**\*\*Cost estimate from HPD: \$120**

☐ **Fire/EMS Support**

- ☐ Command Post

Location: \_\_\_\_\_

- ☐ EMS Bike Team



- ☐ Safety demo: \_\_\_\_\_
- ☐ Access to FDC
  - Location: \_\_\_\_\_
  - Location: \_\_\_\_\_
- ☐ 20'ft fire lane access
  - Location: \_\_\_\_\_
  - Location: \_\_\_\_\_
- ☐ Engine
- ☐ Fire Marshall
- ☐ Fireworks Permit
  - Shooting Location: \_\_\_\_\_
- ☐ Tent inspection (>900 sq ft)
- ☐ Fire Other: \_\_\_\_\_
- \*\*Cost estimate HFD: \_\_\_\_\_

- ☐ HDPT Support
  - ☐ Routes affected: \_\_\_\_\_ \*\*FYI; possible re-route \_\_\_\_\_
  - ☐ HDPT Other: \_\_\_\_\_
  - \*\*\*\*Cost estimate HDPT: \_\_\_\_\_

- ☐ Community Development Support
  - ☐ Permits for stages
  - ☐ Building Permit (for tents >900 ft<sup>2</sup>) + Inspection
  - \*\*\*\*Cost estimate: \_\_\_\_\_

**ADDITIONAL NOTES:**

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**NOTES FROM 2020 DEBRIEF:**

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**TOTAL COST ESTIMATE:** \_\_\$270. Organizer responsible for payments to off duty officer, if requested. \_\_\_\_\_

**For HDR Use Only:**

- ☐ Water hook up – Water hook-ups are only available in the Turner Pavilion & Park area
- ☐ Electrical hook up