

TO: Eric Campbell, City Manager
FROM: Erin Smith, Events Manager, HDR
DATE: 3/4/19
RE: EMU Spring Commencement Ceremony

Summary: To consider the special event application request for the EMU Spring Commencement Ceremony on Sunday, May 5, 2019.

Background: EMU is requesting the closure of Park Rd. from Mt. Clinton Pike to Parkwood Dr. from 12:45pm-3pm on Sunday, May 5th during commencement exercises.

This application was reviewed and approved by the Special Events Committee on 1/23/19.

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.

Key Issues:

- HPD support (1 HPD off-duty officer)
- Public Works support (barricades, message boards)
- COI attached
- Community Development/HFD: Organizer will contact about tent inspections/permits.