



CITY OF HARRISONBURG
**PARKS &
RECREATION**

901 CHICAGO AVENUE, HARRISONBURG, VA 22802

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TO: Ande Banks, City Manager
FROM: Matt Little, Recreation and Events Manager, Parks & Recreation
DATE: 3/13/24
RE: EMU Spring Commencement Ceremony

Summary: Consider the special event application request for the EMU Spring Commencement Ceremony on Sunday, May 5, 2024.

Background: Eastern Mennonite University is requesting the closure of Park Rd from Mt Clinton Pike to Parkwood Dr from 12:45-3:30pm on Sunday, May 5th during spring commencement exercises.

As in previous years, Harrisonburg Public Works will provide a message board 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 February 22, 2024.

The total cost of the event is estimated to be around \$500. The event organizer is responsible for payment of applicable charges.

Key Issues:

- HPD support (3 HPD off-duty officers)
- Public Works support (barricades, message boards)
- COI & endorsement attached
- Community Development: organizer will contact about tent and stage inspections/permits