

**CITY OF FERNLEY
SPECIAL EVENT POLICY
And
Application**

Revised 4-18-2019

CITY OF FERNLEY SPECIAL EVENT POLICY

The City of Fernley is dedicated to providing services through fiscally responsible use of public funds. The City has a diverse range of park sites, and several City Hall meeting areas suitable for a wide variety of activities and special events. Multiple uses of taxpayer supported facilities extend and enhance our level of service in all our communities. Therefore, City Hall Community room, City Council Chambers, and City Park Sites (City Facilities) may be used to conduct special events.

However, the City of Fernley is also legally charged with the responsibility to protect the safety, health, and general welfare of the public and public property. In some instances, special events require the use of public property and are readily accessible to the general public. To fulfill these responsibilities, the City must determine if a special event should be conducted, and the terms and conditions under which an approved event may be conducted.

1. Purpose:

- 1.1. This policy sets forth the roles and general responsibilities for the use of City Parks and Facilities for special events. It is applicable to all buildings and park sites under the control of City of Fernley; this policy allows for the use of public owned parks, buildings and associated sites; hereafter referred to as City Facilities.
- 1.2. For the purpose of this policy, a special event is defined as an activity or series of activities, specific to an identifiable time and place, most often produced in conjunction with community organizations, held on public property, and generally occurring once a year. A Special Event includes but is not limited to:
 - a. Any activity involving entertainment and/or amplified sound, food, beverage, merchandise sales or any activity promoted as a festival, trade show open to the public, craft show, public dance, concert or performance, fair, major livestock event, circus, community event, athletic tournaments, or mass participation sport (such as marathons, running events, and bicycle races and tours) or
 - b. Any organized activity that substantially increases or disrupts the normal flow of traffic on any street or highway, or
 - c. Any activity which involves the use of public facilities with 50 or more people in attendance, or
 - d. Any activity which involves the use of any city services that would not be necessary in the absence of such an event

2. Applicability:

- 2.1. This policy supersedes all previous policies for special events in the City of Fernley.

3. Applicant Shall:

- 3.1. Complete and submit Special Event Application and other applicable permits at least 60 days prior to the event.
- 3.2. Comply with the special event policy and Chapter 8 of the Municipal Code pertaining to City Parks and Facilities.
- 3.3. Be responsible for the reasonable use of the Facility and for the protection of the Facility from excess wear and damage including ensuring maximum occupancies are not exceeded.
- 3.4. Ensure all participants and activities are in full compliance with City policies and Special Event Application, with permits and licenses, and fire and life safety requirements.
- 3.4. Applicant shall be responsible for the cost of all services required in coordinating and putting on the special event unless it is agreed that the City may sponsor all or a portion of the event.
- 3.5. Applicant shall be responsible for the payment of all applicable special event fees as required by the fee schedule included in **Appendix A**.

3.5.1 The Lyon County School District, LCS D, shall be exempt from special event fees. However, all the other rules and regulations of the special event policy shall apply to events hosted by the LCS D.

4. Terms of Use for Parks and Facilities:

- 4.1. Approved City Facilities may be used by groups or individuals within requirements of this policy and Chapter 8 of the Municipal Code.
- 4.2. Applicants may apply for the City to sponsor special events in City facilities. Fees for these events will be determined by the city and the special event coordinator.
- 4.3. Groups or individuals may not store personal or real property within City Facilities or on City Property unless an agreement is executed between the group and the City of Fernley and is on file with the City. The event applicant or group shall provide its own furnishings, equipment, and other items not existing within the Facility. The applicant may apply to the City to provide some specialized unique equipment. Fees for the rental of this equipment may be required.
- 4.4. City facilities may be used by individuals and organizations for suitable activities and events, when not required for City purposes, and when not prohibited by current laws, or policies. **The Facility is made available as is. The City shall not be liable for any damages or expenses due to cancellation, non-suitability or non-availability of the Facilities for any reason.**
- 4.5. The designated City authority has the authority to approve or deny an application.
- 4.6. No date or facility is guaranteed, nor permission granted until a special event permit is issued by the Administrator.
- 4.7. Issuance of a permit does not obligate or require the Parks Department or any other Department to provide City Services, equipment or personnel in support of an event.

5. City of Fernley Facilities shall not be used for:

- 5.1. Any activity or event that will interfere with the day-to-day operations of any City Facility or City function.
- 5.2. Any activity or event deemed likely to bring about excessive “wear and tear” on the Facility.
- 5.3. Any illegal activities.
- 5.4. **Smoking is prohibited inside all City of Fernley buildings. Cleaning deposit will not be refunded if smoking prohibition is not enforced.**
- 5.5. The designated City authority has the authority to approve or deny an application.

6. Event Scheduling:

- 6.1. Reservation will be on a first-come, first-served basis, preferably not less than 60 days prior to event. Events that require a long lead time to organize and to advertise may submit an application at any time. In the event of a scheduling conflict, established events, occurring for the past 5 years, shall be given preference.
- 6.2. In case of public emergency or other event (natural disaster, or any other emergency deemed by the designated City authority), or required facility repairs, reservations may be cancelled or rescheduled by the City Manager or his/her designee with little to no notice.
- 6.3. The event may be cancelled by written request from the originating applicant. Full refund of deposits and other fees paid to the City will be made if cancellation is requested at least one (1) week prior to the event. For events cancelled less than one week prior to the event, 10% of the estimated charges will be retained by the City with the balance refunded to the event applicant.
- 6.4. All deposits and estimated charges are due at the time the application is submitted to the City.

6.4.1 Charges for overnight camping and stall rentals shall be calculated and submitted by the applicant or event organizer within 10 days of the conclusion of the event.

6.5 Special Event permits may not be transferred to a different entity.

6.6 Miscellaneous

6.6.1 Final availability of concession facilities must be confirmed by the Designated City authority or their designee and noted as approved on the Application.

6.6.2 Coffee Machine Use – A staff person will offer operating instructions during normal business hours.

6.6.3 User must provide own food, utensils, containers, pots, dishes, supplies, etc. **NO GLASS BOTTLES** are allowed at any City Facility.

7. Liability Insurance and Limits:

7.1. Unless covered by City insurance, all applicants will have a Certificate of Insurance naming City of Fernley as “Additional Insured.” The certificate is required from any group, non-profit organization, or individual using a City Facility for a liability amount of \$1,000,000.00. Other governmental agencies must supply a letter from their risk management department stating that the organization will hold the City of Fernley harmless. Prior to use, Applicant must have proof of insurance on file with the City.

8. Additional Requirements:

8.1. All users are responsible for cleaning the rented facility immediately (within hours) following their activity or event. User shall include adequate time for setup and cleanup in the reservation. Cleaning includes, but is not limited to the following items:

8.1.1. All floors are swept and clean. This includes mopping up any major spills.

8.1.2. Wipe down the tables, chairs, and countertops (if used).

8.1.3. Place chairs, tables, equipment, etc., back into their original configuration.

8.1.4. Ensure that all trash is packaged in plastic waste sacks and placed in the proper outside receptacles or designated areas and restrooms are left clean.

8.2 It is the responsibility of the user to provide their materials and supplies specific to the event.

8.3 If the facility is not cleaned and returned to original condition, the user will be charged \$50.00 per hour plus any disposal fees incurred.

8.4 The user is responsible for supervision of children at all times. No animals, except approved service animals will be allowed at City Hall. Only leashed animals are allowed at sports fields during sporting events. No horses or other livestock shall be allowed on turf areas.

8.5 It is the responsibility of the user to provide for law enforcement and/or security services.

8.5.1 The user will provide for adequate law enforcement services if alcoholic beverages are served. Law enforcement will be responsible for the enforcement of laws and ordinances, NOT FACILITY RULES. Law enforcement will be required for the duration of the aforementioned events and one (1) hour past the conclusion of the event.

8.5.2 If alcohol is to be served, a member of the organization must meet the requirements to hold a liquor license in the City of Fernley. If the user does not hold a City of Fernley liquor license, then the user must apply for a temporary liquor license from the City. Allow at least six weeks prior to the event for the application to be processed and the license approved. Forms can be obtained from the City Clerk’s Department in City Hall.

CITY OF FERNLEY SPECIAL EVENTS APPLICATION

APPLICATION/PERMIT PROCESS:

*Please keep in mind that depending on the type of event some of the sections in this application **may not** be applicable; if you feel that a section is not applicable to your event, simply indicate that the section is non-applicable and continue to the next section.*

An application/permit for a Special Event and/or temporary occupancy of a City of Fernley Park and/or right of way may be obtained through the Public Works Department. If the planned event includes the closure of a state highway, a permit **must** be obtained from the Nevada Department of Transportation. Additionally, if food or alcohol sales are to be made to the public, all applicable local business licenses and Nevada State Health Permits must be obtained. It is the responsibility of the **APPLICANT** (organizer) of the event to provide proof to the City of Fernley that all vendors, contractors, agents, employees and persons associated with the **APPLICANT** (organizer), who may vend food or alcohol to the public, have acquired or are insured by appropriate general liability coverage and have obtained all applicable local business licenses and Nevada State Health Permits. **APPLICANT** (organizer) may be required to register with the Nevada Department of Taxation for a One Time Event permit when they will have vendors selling goods. This process should be started no less than two weeks prior to the event. Applicants should check with the Nevada Department of Taxation to determine the requirements on their event and vendors.

Park Events: If your event is to be held in a city park, you will be given a copy of Chapter 8 of the Municipal Code which pertains to rules and regulations of the Parks Department. These rules and regulations will apply to the event in addition to the special events policy.

Issuance does not obligate City services: Issuance of a special event permit under this policy does not obligate or require the Parks Department to provide city services, equipment or personnel in support of an event.

Date of special event not confirmed until permit issued: Notwithstanding the Public Works Department acceptance of a completed application, no date shall be considered confirmed until a special event permit is issued by the city and any all other permits required by State law.

Expiration: Unless other wise provided in this policy, every permit issued pursuant to the provisions of this policy shall expire on the date specified in the application as the date on which the activity will conclude.

Event Description: Please provide a description of the event and the facilities (attach additional pages if necessary):

START DATE AND TIME:	END DATE AND TIME:
APPLICANT'S ORGANIZATION:	
APPLICANT'S NAME:	
ORGANIZATION'S ADDRESS:	
ORGANIZATION'S PHONE NUMBER:	
ORGANIZATION'S EMAIL ADDRESS:	
LOCATION OF EVENT:	
ESTIMATED NUMBER OF PARTICIPANTS:	
DATE RECEIVED BY CITY:	BY:

Applicant must read and initial each paragraph below and provide the name and phone number of the person responsible for each section in Table A on page 7:

_____ TRASH REMOVAL

Debris clean up and removal is the responsibility of the **APPLICANT**. City Staff will not empty trash cans (including in restrooms), or haul the debris away during, or at the end of your event. You may do this yourself or hire an outside company. If the facility is found to be left in an unacceptable condition, you will be charged \$50/per hour for the clean up, plus any and all disposal fees incurred.

_____ WATER USE

If the **APPLICANT** wishes to connect to a water hydrant, you must use an approved connection method or obtain a meter from the Parks Department. There is a \$50/per day fee to connect to a water hydrant.

_____ TRAFFIC CONTROL & SAFETY

The **APPLICANT** is responsible for traffic control and parking issues. Please understand that there are to be no vehicles in the fire lane and trailers are to be parked in the 6-acre area and dirt lot east of the rodeo arena. Trailers are not allowed directly outside or along the arena or ball fields. Horses and/or other livestock are not to be tied to any athletic field fence or park fence other than the arena; or allowed on any grass turf. **No glass bottles and no driving on turf.** A traffic control plan shall be submitted to the city and shall address ingress and egress and show areas the **APPLICANT** plans to dedicate to parking. All **PARADES** taking place in the NDOT right-of-way must use an NDOT approved traffic control plan. The City has an NDOT approved traffic control plan which may be utilized by **APPLICANT** at no charge. A copy can be obtained at www.cityoffernley.org or at the Public Works Department. All traffic control plans that affect public roadways shall be Manual on Uniform Traffic Control Devices (MUTCD) compliant.

_____ RESTROOMS

Park restrooms are designed for moderate use during the day only. While the restrooms are open, City staff routinely check and stock restrooms only twice per day. For events attended by over 100 people, the **APPLICANT** will be required to bring in additional portable restrooms. The coordination effort is the **APPLICANT'S** responsibility for delivery and pick up as well as all costs incurred. Park restrooms will be left open during the event. **This DOES NOT preclude the APPLICANT from obtaining additional restrooms for their event as required by this policy.**

_____ STALL RENTAL

The City of Fernley retains the sole right to control all stall rental operations and set and collect applicable fees during any and all events. The City also reserves the right to assign stall concession privileges to the **APPLICANT** to manage and collect all stall rental fees. The City does not provide feed or bedding. If the City is to oversee stall rental operations, the **APPLICANT** shall direct renters to contact the City.

_____ VENDORS

Food permit applicants and/or beverage permits applications must be submitted to State of Nevada Environment Health Services Division (30) days prior to the event to avoid additional fees. City of Fernley Business Licenses are required as well. Vendors can submit for a temporary Business License through the City Clerk's Office. Applicants may be required to register with the Nevada Department of Taxation for a One Time Event permit when they will have vendors selling goods. This process should be started no less than two weeks prior to the event. Applicants should check with the Nevada Department of Taxation to determine the requirements on their event and vendors.

_____ SECURITY

Security will be required if the **APPLICANT** is selling alcohol at your event. The security plan must be signed off by the Lyon County Sheriff's Office. It is their determination as to what level of security must be provided for your event. A liquor license will be required as well. Liquor licenses can be obtained through the City Clerk's Office.

_____ PERMITS

The **APPLICANT**, in addition to obtaining the City of Fernley Special Event Permit, **must also** obtain any and all other permits required by State law or local ordinances, i.e., Nevada Department of Transportation Temporary Use Permit if closure of state highway). The **APPLICANT** must provide a copy of all other permits received to the City of Fernley.

_____ WALK THROUGH

The **APPLICANT** shall schedule a walk through prior to the event with Parks Personnel. The walk through shall be conducted during normal city hours (Monday through Friday, 8:00am – 5:00pm) at least one week prior to the event.

INSURANCE

The **APPLICANT** of the event agrees to provide the appropriate general liability coverage and agrees to obtain and provide proof of coverage to the City of Fernley, at least thirty (30) days prior to the event. The **APPLICANT** of the event also agrees to ensure and provide proof to the City of Fernley that all vendors, contractors, agents, employees and persons associated with the **APPLICANT** are either insured by the **APPLICANT'S** general liability coverage, or that they have obtained their own appropriate general liability coverage and agree to obtain and provide proof of coverage to the City of Fernley, at least (30) days prior to the event.

HOLD HARMLESS

The **APPLICANT** agrees to indemnify and save harmless the City of Fernley and its officers, agents, and employees against any and all liability, loss, damage, cost and expense which it or they may incur, suffer, or be required to pay by reason of death, disease, or bodily injury to any person or persons, or injury to, destruction of, or loss of use of any property, including property belonging to the city of Fernley, arising out of or incident to activities contemplated by this permit, and proximately caused, in whole or in part, by any act or omission of the **APPLICANT**, or its contractors, agents, or the employees of any one or all of them **OR BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE CITY OF FERNLEY**, unless it is established by the **APPLICANT** that the proximate cause was the willful misconduct or gross negligence of the officers, agents, or employees of the **CITY OF FERNLEY**.

TABLE A: CONTACT INFORMATION (REQUIRED FOR EACH SECTION IF APPLICABLE)

INDIVIDUAL RESPONSIBLE FOR:	NAME	PHONE NUMBER
EVENT COORDINATOR		
TRASH REMOVAL		
WATER USE		
TRAFFIC CONTROL		
RESTROOMS		
STALL RENTALS		
VENDORS		
SECURITY		
PERMITS		
WALK THROUGH		

NOTE: INDIVIDUALS LISTED SHALL BE ON SITE DURING EVENT IN CASE OF EMERGENCY.

EVENT CHECK OFF

Department/Agency	Phone Number	Explanation	Required (y/n)	Completed (y/n)
Building Inspector	(775) 784-9810	Carnivals, Tents, etc		
Lyon County Sheriff NHP	(775) 575-3350 (775) 575-5518	Crowd/Traffic Control		
North Lyon County Fire Department	(775) 575-3310	Fire Lanes, Inspections, etc		
Nevada Dept of Transportation (parades)	(775) 834-8330	Temporary Right of Way Occupancy		
City Clerk	(775) 784-9830	Business License		
State of Nevada Health Department	(775) 687-7573	Food Permits		

Comments and/or additional requirements from departments or agencies above:

*****Allow 30 days for approval/permitting*****

Applicant Signature: _____ Date: _____

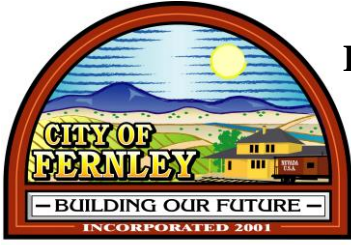
Applicant Printed Name: _____ Phone Number: _____

If the Park or Facility is used longer than indicated, additional fees shall be required. If these fees are not paid, future use of any city park or facility will be denied. Additional fees may be billed to the applicant upon completion of the event. A cleaning deposit may be required for events taking place within City buildings.

The applicant is the responsible individual to be present during the entire event and will coordinate with the designated City authority at the beginning and end of the event.

APPENDIX A: SPECIAL EVENTS FEE SCHEDULE

		# of Days	Total Fee
OUT OF TOWN PARK			
Arena area and parking	\$250.00/day		
Arena area and parking (bona fide non-profit, copy of 501(c)(3) required)	\$150.00/day		
Stalls (City may assign stall rentals to organization to manage and collect fees at the time of event registration.) These fees will be based on actual use and will be collected following the event.	\$5.00/day per stall		
Water Connection to Hydrant and Usage – (only allowed for special event held at arena)	\$50.00/day		
Grassy area w/ Gazebo (Includes anything outside of normal use such as Official Events, BBQ's, Kick Off Parties, End of Season Parties or Vendor Setups.)	\$50.00/day		
Dry Camping - 6 acre and east lots only. (City may assign dry camping rentals to organization to manage and collect fees at the time of event registration.) These fees will be based on actual use and will be collected following the event.	\$10.00/night or \$20.00/event per camper or trailer		
Ball fields (Includes anything outside of normal league season games such as state playoffs and tournaments)	\$100.00/day for tournaments		
Circus or Carnival (West Parking Lot Area)	\$100.00/day		
Parade (NDOT Approved Route and Traffic Control Plan Only)	\$50.00/event		
IN TOWN PARK, AUTUMN WINDS, GREEN VALLEY			
Grassy area w/ Gazebo (Includes anything outside of normal use such as Official Events, BBQ's, Kick Off Parties, End of Season Parties or Vendor Setups, etc.)	\$50.00/day		
Softball field (Includes anything outside of normal league season games such as state playoffs and tournaments, etc.)	\$50.00/day		
DEPOSIT AMOUNT: \$		TOTAL CHARGES:	
PAID BY: <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> OTHER			
RECEIVED BY:			
NOTES:			



**PUBLIC WORKS/ GENERAL SERVICES
DEPARTMENT**

Water/Wastewater
Streets/Storm Drains
Engineering
GIS
Parks / Facilities
Vector

SPECIAL EVENT FIRE DEPARTMENT REVIEW

Date: _____

Event Date(s): _____ Event Location: _____

Type of Event: _____

Number of people expected to attend: _____ Overnight Campers? Yes No

Will alcohol be sold/provided? (circle one): Yes No

Company Name: _____

Address: _____

Phone: _____ Email: _____ Contact Person: _____

Applicant Notes:

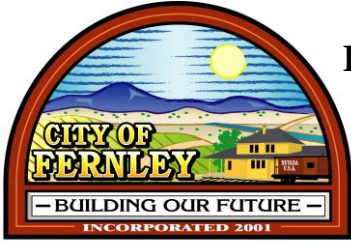
Fire Department Sign-off

Date: _____

Name: _____ Title: _____ Signature: _____

Requirements: _____

Additional Notes: _____



**PUBLIC WORKS/ GENERAL SERVICES
DEPARTMENT**

Water/Wastewater
Streets/Storm Drains
Engineering
GIS
Parks / Facilities
Vector

SPECIAL EVENT LAW ENFORCEMENT REVIEW

Date: _____

Event Date(s): _____ Event Location: _____

Type of Event: _____

Number of people expected to attend: _____ Overnight Campers? Yes No

Will alcohol be sold/provided? (circle one): Yes No

Company Name: _____

Address: _____

Phone: _____ Email: _____ Contact Person: _____

Applicant Notes:

Law Enforcement Sign-off

Date: _____

Name: _____ Title: _____ Signature: _____

Requirements: _____

Additional Notes: _____