



TOWN OF MARYSTOWN

Community Events Policy

Approval Date:	April 2, 2019
Effective Date:	April 2, 2019
Date Last Reviewed:	March 28, 2019

PURPOSE

The Town of Marystown supports community events as an important part of Marystown's quality of life and recognizes the need for residents to come together as a community and participate in a safe, respectful and engaging manner.

The purpose of this policy is to provide guidelines regarding the use and clean-up of any municipal property or open space used for a community event.

SCOPE

This policy applies to all organizations within the municipality utilizing any municipal property or open space.

POLICY STATEMENT

The Town of Marystown is committed to supporting community events on municipal property or open space with the understanding that all organizations hosting the events will adhere to the Town's guidelines.

DEFINITIONS

Clerk – the Clerk appointed by the Town Council of Marystown or his/her designate

Community Event – any event or infrequently occurring activity that takes place on municipal property or open space that is open to the general public and is held for the purpose of a celebration or has a specific theme with a predetermined opening and closing date/time

Municipal Property – property that is owned and maintained by the Town of Marystown

Open Space – any open piece of land that is undeveloped and accessible to the public

Town or the Town – Town of Marystown

RESPONSIBILITIES

Council is responsible for approving this policy and any amendments.

The Clerk will support the implementation of this policy and recommend any amendments.

The Clerk will administer this policy to ensure compliance and consistence.

REFERENCES

Town of Marystown Anti-Litter Regulations

QUESTIONS

The Director of Recreation & Community Services will act as a resource on Community Events as it pertains to this policy.

PROCEDURE

Upon written request, the Town will allow organizations the use of certain municipal properties or open spaces for the purpose of celebrating or recognizing significant events. Events are limited to the municipal property or open space in question. Requests will be approved on a first-come-first-served basis.

Organizations should identify the municipal property or open space to be used for the event. Council will only approve events on municipal property that are supported by Council. Events associated with controversial issues that clearly have two sides, neither of which Council can openly support, will not be permitted to take place on municipal property and may be approved for an alternate open space.

Organizations should identify a period of time before and after the event for decorations and/or displays to be put up and taken down. A permit will be issued, at no cost, which will outline the approved timeframe.

As the public will have physical and visual access to these municipal properties or open spaces, decorations and/or displays should be respectful and sensitive to the general public. Consideration should be given to the flammability and potential fire risk of any materials that may be used.

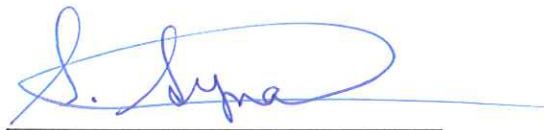
Organizations will be responsible for any traffic control and/or parking that may be required during the event.

At the end of the time period allotted for the event, the municipal property or open space must be restored to its pre-event condition within 48 hours. The organization is responsible for clean-up during the event as well as clean-up and removal of equipment, decorations, displays and debris after the event.

All costs associated with hosting a community event on a municipal property or open space including, but not limited to, set-up, clean-up, repairs and property restoration, shall be the responsibility of the hosting organization.

Any costs incurred by the Town to restore the municipal property or open space to its original state shall be recovered from the organization.

Events requiring concession stands, vendors, alcohol, fireworks, open air burning, street closures, erection of structures/signage, etc., fall outside of the scope of this policy and will require submission of a formal permit application to the Town for which fees may apply.



Sam Synard
Mayor



Dennis Kelly
Chief Administrative Officer