# CITY OF ARCHDALE

**CITY COUNCIL**

**MEETING DATE:** April 20, 2022

**SUBJECT:** Approval of Public Event – 5K Color Run

**RECOMMENDATIONS OR COMMENTS:** The Parks and Recreation Department has received a request from Brianna Rachini with Triad Ladder of Hope to hold a timed Color Run 5K on the trail system at Creekside Park on June 18th 2022. The event will be held from 8am to 10am. They expect up to 200 participants. The "Color" is biodegradable and will be cleaned up with water following the event. Several family friendly vendors will be on site. Triad Ladder of Hope is a non-profit organization that supports survivors of human trafficking and educates the community about human trafficking. They have agreed to meet all requirements if permission is granted. It is the Park Director's suggestion to approve this event.

**SUMMARY OF ATTACHED INFORMATION:** Application, Map, Crowd Manager Certification

**ATTACHMENTS:** [ X ] YES [ ] NO

**City of Archdale**
**Public Events Policy**

**Section 1**
**Statement of Policy**

I. No person, group, or organization shall hold or organize any public event, assemblage, or gathering in any of the City of Archdale's public parks unless a Public Event Permit has been applied for and approved by the Archdale City Council.

II. The public interest is best served by the City of Archdale offering public event opportunities for outside groups/organizations. However, said events will be required to protect the safety of citizens, park patrons, and event attendees, as well as the park itself. Steps to maximize safety and well-being are addressed in this document and the Public Event Permit Application.

III. An application for a Public Event Permit can be acquired by contacting or visiting the Parks and Recreation Administrative Office located at Creekside Park. Applications will be accepted for review for Public Events that will be held in the year that the application is submitted or the following year, but not less than seventy (70) days prior to the date of the proposed Public Event. All submitted applications will be reviewed by the Director of Parks & Recreation for completeness, and if determined to be complete shall be submitted by the Director to the Archdale City Council for review at the Council's next regularly scheduled City Council meeting.

IV. Public Event Permit requirements. The person or organization applying for the Public Event Permit shall agree to comply with all ordinances, policies, procedures, rules, and regulations pertaining to the use of public parks within the City of Archdale. **A non-refundable application fee of $50 is due upon submission of the event application.** Proof of liability insurance insuring the applicant against any perils, suits, claims, and losses, which may arise in connection with the proposed activity, must be submitted with the Public Event Permit. In the cases where liability insurance is required, it shall be for a minimum coverage limit of $1,000,000 dollars per occurrence and MUST name the City of Archdale as an additional insured.

V. **Public events do not close the park.** It must be understood that the public enters the park from various locations and may continue to do so during an approved event.

**Section 2**
**Definition of Term**

I. "Public Event" refers to any event open to the general public. Exhibitions, expositions, fairs, festivals, entertainment, fundraising, and leisure events are all examples of a public event. Any event that is a one-time or periodic, free or ticketed, cultural, or charitable, and conducted for the purpose of attracting revenue, support, awareness, and/or for entertainment purposes, and created by and/or for the general public also constitutes a public event.

II. "Private Event" is an activity where attendance is by invitation only, the general public is not admitted, and the event is not publicly advertised. Example: Picnic (family, church, or company), wedding, meeting, or gathering. Events of this nature should refer to the City of Archdale Parks and Recreation Private Facility Rental Policy.

**Section 3**

**Advertisement of Public Event**

I. The City of Archdale, Archdale Parks and Recreation, or Creekside Park will not make any statements that directly or indirectly advocate or endorse the organization, products, or services.

II. No materials or communications, including, but not limited to, print, video, internet, broadcast, or display items developed to promote or communicate the use of the City of Archdale, Creekside, Creekside Park, or Archdale Parks and Recreation, their name, likeness, or logo, may be used without written approval from the Parks and Recreation Director.

III. Public Event advertisements, including, but not limited to, banners, signs, internet, broadcast, or display items will not be permitted on City of Archdale property, website, or social media sites.

**Section 4**

**Authority Structure for Review and Approval**

I. Public Event Permit approval process. The City of Archdale Parks and Recreation Department has the right to terminate a public event at any time due to non-compliance with any and all federal, state and local laws, City ordinances, policies, procedures, rules, and regulations pertaining to the use of public parks within the City of Archdale.

II. Criteria for Proposal Review - The following criteria shall be considered for Public Event Permit approval:

a) Will event interfere unduly with the primary use or uses for which the park location is designed or intended, including previously or regularly scheduled activities at the park or recreational area.
b) Is the proposed area of use compatible with anticipated crowd size and proposed activities?
c) Staff availability.
d) Duration and/or time of the event.
e) Traffic and parking availability.
f) Sounds levels of crowd and amplified noises. (Refer to the City of Archdale's noise ordinance).
g) Safety of both event participants and non-participants.
h) Information provided on the event application form.
i) Extent and prominence of the public display and advertising.
j) Cooperation necessary from other City of Archdale departments.
k) Other factors that might interfere with the efficient delivery of City services or operations.

III. A written approval or denial of the application will be mailed to the applicant within five (5) days of the application being considered and voted upon by the Archdale City Council.

**Section 5**

**Non-Permissible Public Events**

Organizations that are engaged in any of the following activities, that have a mission supporting any of the following subject matters, or that, in the judgment of the Archdale City Council, is deemed to be unsuitable for and contrary to community standards of appropriateness for government publications, shall be prohibited in any the City of Archdale parks:

I. The City of Archdale Parks and Recreation will not approve Public Event Permit Applications from individuals, organizations, or groups who manufacture products or take positions inconsistent with local, state, or federal law.

II. Depiction in any form of nudity or semi-nudity, profanity, obscenity, or lewdness, or characterizations which suggest, depict, or promote any such element or sexually oriented products, activities, or materials.

III. Promotion in any form of illegal drugs, illegal drug use, or illegal drug materials, or characterizations which suggest or depict the promotion or glorification of any such products, activities, or materials.

Inclusion of materials, depictions, promotions, or offerings which are the type prohibited by, or by their nature would violate, any restrictions or regulations or any federal, state, or local law, ordinance, rule, or regulation.

FEE SCHEDULE FOR RENTAL AREAS

| Area (Price per hour unless otherwise noted) | Resident | Non-Resident |
|---|---|---|
| Conference Room | $40 | $50 |
| Small Activity Room | $50 | $60 |
| Large Activity Room | $55 | $65 |
| Gymnasium, per hour | $65 | $75 |
| Entire Recreation Center | $170 | $200 |
| *** There is a 2 hour minimum for the rental areas above.** | | |
| Small Picnic Shelter | $15 | $25 |
| Large Picnic Shelter | $25 | $35 |
| Ballfield Field Only | $25 | $50 |
| Ballfield with Lights | $30 | $60 |
| Sand Volleyball Court (Court 2 Only) | $20 | $30 |
| Basketball Court | $20 | $30 |
| Tennis/Pickleball Court | $16 | $32 |
| Leecia Lax Gazebo Area | $25 | $35 |
| Old Trotter's Mill Stone Wall Area | $15 | $25 |
| T-Ball Field Area | $25 | $35 |
| Open Space Rentals (Old Plank Rd, Mose Drive, Old Tobacco Barn Lawns) | $25 | $35 |
| Trail System for 5K, Marathons, Walks or Runs, 2 hours | $100 | $120 |
| Disc Golf Course, per round | $100 | $120 |

# Public Event Application

Name of Event: Triad Ladder of Hope 5K Color Run Proposed Date of Event: June 18th/2022

Event Organizer's Name: Brittany Javier / Brianna Rachini with Triad Ladder of Hope

Event Organizer's Address: 1111 W English Rd High Point, NC 27262

Event Organizers Phone #: BJ: 336-870-3648 BR: 336-300-2398 Email: brittanynejavier@gmail.com triadladderofhope@gmail.com

Have you previously submitted an application for this event? ☐ Yes ☒ No

If you checked yes, when? _____

Date application was submitted? _____

Name all groups/organizations involved in the event: Triad Ladder of Hope is hosting it.

Proposed location of event: Creekside Park

Time of event? Set up 6:30am to 7:30am Event 8:00am to 10:00am Breakdown 10:00am to 12:00am

*Events that need additional setup, breakdown, or cleanup time outside of the event day will be required to rent the event area for additional hours. An exception will be given for portalets as they can be delivered one (1) day before the event and must be picked up within two (2) days after the event has concluded.

*All event rental fees must be paid at the time of Public Event Permit approval. If event is cancelled for any reason 72 hours prior to scheduled event start, a 100% refund of rental fees will be considered. No refunds for events cancelled within 72 hour window of scheduled event start.

Using the space provided on page 6 of this application, describe in detail the event you wish to hold on Park property. You MUST attach a site map/layout of the event area with markings indicating where every aspect will be placed including but not limited to (sound, stage, vendors, food trucks, rides, play spaces, emergency exits, portalets, etc.).

Liability insurance is required. It must cover each and every aspect of the event. A copy of the certificate of insurance in the amount of one (1) million dollars per occurrence and naming the City of Archdale as an additional insured must be submitted prior to the event. The certificate of insurance must be faxed from the insurance company to the Archdale Recreation Center (336-431-8454) during regular businesses hours of 8:00am and 5:00pm on Monday to Friday.

Estimated number of:

Vendors: 8-12 *(Make sure location of vendors is shown on your map)*

Total Participants/Attendees: 200

Participants/Attendees at one period of time: 200

Parking Needed: _____

Parking is only permitted in paved parking spaces unless marked otherwise on the site map. Will you have personnel directing traffic and parking? ☑ Yes ☐ No

If yes, personnel should wear safety apparel.

Will you need RCC's Parking lot? ☑ Yes ☐ No

If yes, you must fill out the attached RCC Parking Lot request form.

Will there be amplified sounds/noise at the event? ☑ Yes ☐ No

Speech? ☑ Yes ☐ No Music? ☑ Yes ☐ No

If yes, be aware that you may be asked to reduce sound levels in accordance with City noise ordinance.

Will a stage be brought in? ☐ Yes ☑ No *(Include location on your attached map)*

Will there be generators used at the event? ☐ Yes ☑ No

If yes, generators must be used in area away from normal crowd traffic and have a minimum of 10 foot clearance in all directions.

Any tents that are over 10' x 20' must file a tent permit with the Guil-Rand Fire Department. Tent permit may be obtained here: http://www.guil-randfire.com

*All current guidelines for COVID-19 as outlined by the State of North Carolina and the CDC must be followed. This includes wearing masks when social distancing is not possible, providing hand sanitizer, and restricting group size. The most recent NC guidelines can be found here: https://covid19.ncdhhs.gov/about-covid-19/north-carolinas-strategy-combat-covid-19*

It is a North Carolina Office of the State Fire Marshal requirement that certified crowd manager(s) must be present at the event. You must have one (1) for the first 1000 people and an additional certified crowd manager for every 250 people thereafter. Crowd Manager(s) must be aware of evacuation routes marked on the site map and will have the responsibility for the safe exit of all participants and event staff in the event of an emergency. Certification can be taken here: https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager

Who are your Certified Crowd Manager(s)? Brianna Radnini (attach copy of certifications).

It is possible that police will be required for this event. Please see the attached Off Duty Police Request Form.

Emergency medical services must be present at the event and is supplied at the cost of the event. Availability and scheduling of the Randolph County EMT or Guil-Rand Fire Department should be done by the Event Organizer.

How do you plan to advertise the event? social media, website, hang advertisements in office, email

**Any advertisements which reference the City of Archdale, Archdale Parks and Recreation, and/or Creekside Park, in any way, must be approved by the Parks and Recreation Director.*

ATV's, UTV's, 4-wheelers, golf carts, or any similar type vehicles are **NOT** permitted on Park property.

Portalets are required. A suggested distribution rate is one (1) portalet for every fifty (50) people present at the event. Wash stations are strongly suggested. These are provided at the cost of the event.

Ten (10) trashcans with bags are required in the event area. Event Organizer should actively monitor and empty all trash into the dumpers located behind the Recreation Center.

Will food be cooked on site? ☐ Yes ☑ No  Will food be served on site? ☑ Yes ☐ No

*If yes to either, each location where these action(s) will take place must be inspected by the Randolph County Health Department prior to the start of the event. Availability and scheduling of the inspections should be handled by the Event Organizer and the Randolph County Health Department. All cooking apparatuses on site must be inspected by the Guil-Rand Fire Department on the day of. Event Manager should inform the Fire Department of when set up will be complete so inspection can take place.

No open flames are permitted. All fires must be contained in grills used to cook. Fire extinguishers are required for each cooking site. All grease and charcoal are to be disposed of at the cost of the individual or the event and must be done off of Park property.

The use of any type of pyrotechnics is strictly prohibited.

Event organizers should have a copy of the Public Event Permit present at the event during the rented times. Your rental area must be thoroughly cleaned and left in the starting condition. Failure to comply will result in an additional charge of four (4) hours of rent for the event and/or forfeit of future use of the Park property and or Programs.

Any damages to the used facilities must be promptly reimbursed to the City of Archdale at the expense of the Event and or the Event Organizer. **A pre-event walk through with a Parks and Recreation employee is required 2 weeks after approval!**

Event Description

This Color Run will be a timed 5K at Creekside Park. It will be put on by Triad Ladder of Hope. TLH is a nonprofit that supports survivors of human trafficking and educates the community about human trafficking. This color run will be our first annual 5K, and we will start our run at 8am that Saturday morning. We will be setting up by 6:30/7am that Saturday morning. We are working with Jones Racing, so the event will be a timed race. Jones is doing the packet pick up, the start and finish line arches, as well as the online registration for the event. We will have several vendors there, and we will have signage up for the sponsors of th event. At this time, we are unsure of the exact number of vendors, but they will be vendors who are family friendly. We will also be providing water bottles and snacks for the participants to have them after the race. There will be three color stations throughout the race track, and there will be volunteers manning each of the stations. At each of the stations, participants will be sprayed on their bodies by color designed for color runs (not on faces). This is a biodegradable color that will be cleaned up with water after the event. At the end of the event, there will be medals given to the top three participants. After the event is completed, the TLH volunteers will break down all of the supplies and clean up and return the park to the way it was. We will wash the color off with water as best we can. It dissolves / disappears well with water but may have minimal signs of color for a few days at the stations

**ATTACHMENTS** (Insurance, Crowd Manager Certificate(s), Map of event)

## Off Duty Police Officer Request Form

*(Only fill out IF Park Director Requests this form)*

After submission of this public event application, the Park Director will work with the Archdale Police Department to determine if a police presence is needed and if so how many officers will be needed. The Director will let the event organizer know if police are needed and if so how many officers are required for the event to proceed towards permitting. Off duty officers are an hourly wage determined by the APD with a minimum of 3 hours per officer. The cost of these officers will be the responsibility of the Event Organizer and will be paid the same day as the event. Officers must be given at least 30 days advance notice.

I formally request _____ (amt.) Off Duty Officers be present at my event on _____ (date) from _____ (time) to _____ (time). I understand that I will need to pay each officer the hourly wage with a 3-hour minimum.

Event Organizer: _____ Date: _____

Park Director: _____ Date: _____

☐ I approve this request and can provide the desired officers at the desired date and time.

☐ I do not approve this request. We cannot fulfill the required request at this time.

Police Captain: _____ Date: _____

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## RCC Parking Lot Request Form

I formally request the use of the RCC parking lot during my event on July 9th (date) from 8:50am (time) to 11:00am (time)

I understand that if the parking lot is not granted, I must find other places for people to park that will not interfere with RCC's private property.

Event Organizer: Brittany Javier Date: 03/15/22

Park Director: _____ Date: _____

☐ I approve this request. You may use our parking lot at the desired date and time.

☐ I do not approve this request. We cannot fulfill the required request at this time.

RCC Director: _____ Date: _____

# Public Event Permit

Name of Event: Triad Ladder of Hope 5k Color Run

Date of City Council approval/disapproval: _____

Approved: ☐

Disapproved: ☐ Reason(s) for disapproval will be mailed to the Event Organizer within five (5) business days.

Event Organizer's Name: Brittany Javier

Certified Crowd Manager(s) Name(s): Brianna Racchini

Date of event? July 9th

Desired Area of Rental: 5K trail / loop, shelter

Time of event? Set up 6:30am to 8:00am Event 8:00am to 10:00am Breakdown 10:00am to 12:00pm

I have read the Public Event Policy and filled out the Public Event Application with accurate information. I understand that I am responsible for the facility and the event and must act under the information I have been given and information I have submitted as well as all other federal, state, and local laws including, City ordinances. I understand that approval of this application in no way constitutes or signifies City sponsorship of the activity or function conducted at the event. The Parks and Recreation Department reserves the right to cancel or end the event immediately for any violations. The Event and/or Event Organizer and all others involved will indemnify and save harmless the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from willful or negligent acts of the Event Organizer, its employees, guests, and invitees. *I agree to follow COVID-19 rules and regulations as outlined by the State of NC and the CDC.*

Event Organizer's Signature: _____ Date: 03/15/22

Parks and Recreation Director's Signature: _____ Date: 4/20/22
*Must be signed to be valid.

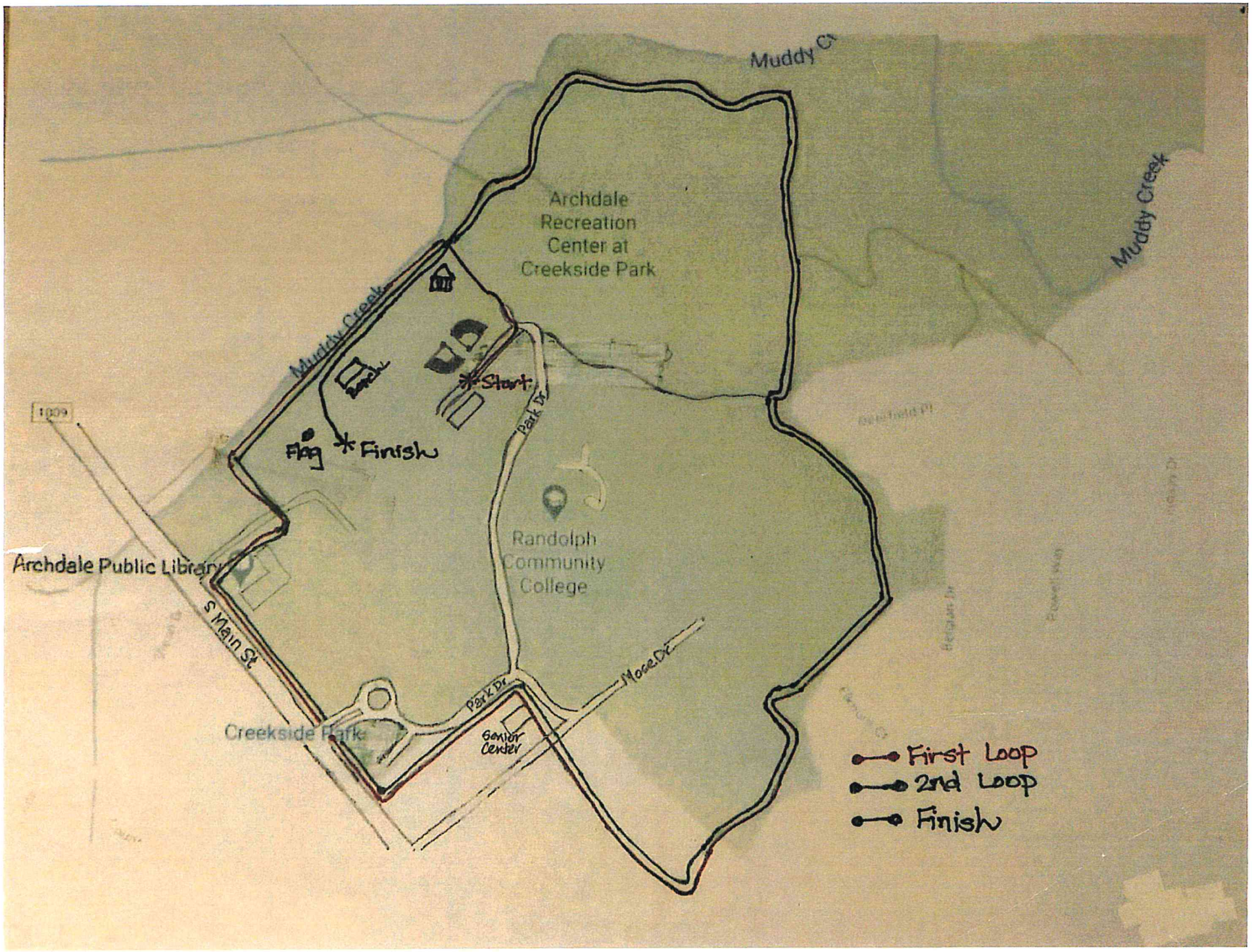
**OFFICE USE ONLY**

**Check List** *(make sure all is attached)* ☐ Insurance ☑ Crowd Manager Certificate ☑ Map of Proposed Event

$50 Application Fee Date Paid: 3/23/22 ☐ Cash ☑ Check 1024

Area Renting Trails / Shelter Hours Renting 7-12pm

Amount Due: _____ Date Paid: _____ ☐ Cash ☐ Check _____


Muddy Cr
Muddy Creek
Archdale Recreation Center at Creekside Park
Muddy Creek
Bench
Start
Flag
Finish
Park Dr
1009
Randolph Community College
Archdale Public Library
S Main St
Moss Dr
Park Dr
Creekside Park
Senior Center
First Loop
2nd Loop
Finish

# Certificate of Completion

Brianna Racchini

has completed

MISC-1059 Crowd Manager

on

03/05/2022

Credit Hours: 1

NORTH CAROLINA
DEPARTMENT OF INSURANCE
OSFM
OFFICE OF STATE FIRE MARSHAL