

CITY OF FLUSHING
COUNCIL POLICY STATEMENT

General Subject:	Use of City Owned Facilities	Policy No.
Specific Subject:	Request for Street Closures Request to use City Buildings Requests to Hold Large Events in Parks	Date Adopted: Effective Date:

PUIRPOSE:

To establish standard guidelines for events that will use City of Flushing owned facilities including, streets, parks, and buildings. It is recognized that city-owned property has common uses. Private and civic groups frequently hold events that make use of the facilities outside of the normal use. Examples would include, but not be limited to, parades, organized competitive runs, festivals, parties, fund raising collections, and wedding receptions.

STATEMENT OF STANDARD GUIDLINES:

1. Any person or group desiring to use a city facility for use outside of the general purpose of that facility shall submit a letter of application to the City of Flushing. The application shall be in writing and shall outline the nature of the event and the anticipated impact on city services. The application shall be addressed to *Flushing City Council, 725 E Main Street, Flushing, MI 48433*. Applications should be submitted at least **40 days** before the planned event.
2. City Council shall, at a City Council Meeting, review the requests and consider opinion from city administrative staff regarding potential costs and impacts to the residents.
3. If approved by Council and/or legal counsel, the organizers shall request a meeting with the DPW, Police Department, Fire Department and City Manager in advance of the event, to coordinate any required services necessary, such as trash collection, street sweeping, traffic control, or extra police patrols.
4. Unless specifically stated by Council, the organizers shall be responsible for reimbursement to the City for any expenses incurred from the event.
5. A Certificate of Liability Insurance, from an approved insurer naming the City of Flushing as an additional insured, shall be submitted prior to the event, in an amount not less than \$1 million dollars per occurrence, or more for certain events including those where alcohol is served/sold (refer to policy 10-01-12 regarding sale of beer and/or wine at designated recreation centers).
6. The City Council may impose any other restrictions, as deemed necessary, to protect the public and promote the health and welfare of the Flushing community.