

USE OF PUBLIC RIGHT-OF-WAY OR CITY PROPERTY FOR PRIVATE EVENTS

Does not apply to use of Park Shelters, meeting space or the Sturgis Fairgrounds



The Sturgis City Council shall grant final approval for the use of public right-of-way or city owned property for private events (except Park Shelters and the fairgrounds) subject to the following procedures:

APPLICANT'S RESPONSIBILITIES:

- Applicant must contact all affected departments to get required approvals. Applicant must submit a completed Use of City Property Form four weeks prior to proposed event in order to schedule and conduct the public hearing by the Sturgis City Council. Application is submitted to the Finance Office at City Hall.
- Applicant must formally request use of City resources and/or equipment (i.e. barricading, tents, etc.).
- Applicant must demonstrate the following:
 - Ability to comply with the City's General Nuisance Ordinance (Title 12), Offenses and Regulation (Title 13), and any other applicable regulations or policies
 - Ability to provide necessary health and sanitation services adequate for the event (i.e. trash and garbage collection and removal, restroom access, etc.)
 - Ability to provide security and safety via police supervision or private security coverage
 - Written notification to all residences within 200 feet of the event if the event is held in or adjacent to residential property
 - Obtain a Special Events Liquor License (if necessary)
 - Ability to comply with state sales tax law (if merchandise will be sold)
- The applicant must provide a copy of their certificate of insurance that provides for at least \$1,000,000 in general liability coverage, listing the City of Sturgis as an 'Additional Insured'.
- Pay any required deposit or fees associated with the application process
- Applicant must attend the event's public hearing.

APPROVAL PROCESS:

- Use of public right-of-way and/or city property must be approved by the following Departments.
 - Chief of Police (605-347-5070)
 - City Manager (605-347-4422)
 - Director of the Public Works Department if public right-of-way is involved (605-347-3916)
 - Director of the Parks Department if park equipment (i.e. tents, picnic tables, photo towers, etc.) is involved (605-347-9018)
 - Community Center if using Community Center or Auditorium (605-347-6513)
- The City's insurance representative must concur that no undue additional liability would ensue to the City as a result of the event and that there is no additional premium due as a result of the event.
- City Council will evaluate the application and staff recommendation at a scheduled public hearing. The Council will approve or deny. Use of public right-of-way and/or city property (except Park Shelters, meeting space, and the Sturgis Fairgrounds) must demonstrate a direct, tangible financial, educational, and/or cultural benefit to the public, as determined at the sole discretion of the City Council.

If multiple events with the same logistics are being submitted for a batch approval, approval for all future events is conditional upon the applicant's successful resolution of any citizen complaints. Changes to the application must be submitted to City Hall prior to the scheduled public hearing. Failure by the applicant to follow City regulations and ordinances could result in administrative and/or criminal consequences.



REQUEST FOR USE OF CITY PROPERTY

Complete and return this form to the Sturgis City Finance Office
1040 2nd Street, Sturgis, SD 57785 (605) 347-4422

Event / Activity Name: _____

Starting Time: _____ am/pm on _____ Ending Time: _____ am/pm on _____

Address / Location: _____

Organization: _____ Contact person: _____

Phone number (daytime): _____ Phone number (cell): _____

Email: _____

Event/activity: Describe fully and how the event provides financial, educational, and/or cultural benefits to the public: _____

City property and/or Right-of-Way closure(s) being requested: _____

Notification of nearby residents: Is event to be held in or adjacent to residential property? Yes ___ No ___

If yes, written notification must be given to residents within 200 feet of the event.

If notification is required, attach a copy of the written notification. Date of notification: _____

Electrical requirements, if any: _____

Amplified sound? Yes ___ No ___ *All noise that would disturb the peace, quiet and comfort of neighboring inhabitants must end no later than 2:00 a.m. and may not begin earlier than 8:00 a.m.*

Safety and Security: Describe security and/or safety provisions: _____

Alcohol: Will alcohol be sold, served, or present? Yes ___ No ___

If necessary, provide a copy of the Special Events Liquor License.

If yes, attach plan to comply with all state liquor laws (addressing site access, security, etc.)

Police presence will be required by the direction of the Chief of Police. *(May incur additional costs)*

Liability Insurance: Coverage amount: \$ _____ *(Minimum of \$1,000,000 general liability)*

Attach a current copy of the certificate of insurance listing carrier, amount of coverage, and City as "Additional Insured".

Health and Sanitation: Describe process to collect all trash and garbage generated by the event: _____

Event Equipment: Do you request tents, picnic tables, photo towers, or other City equipment? Yes ___ No ___

If yes, describe needs. _____

Closure of Right-of-Way(s): Do you request a street closure? Yes ___ No ___

If yes, which right-of-ways? _____

When will the public right-of-way be reopened? Date: _____ Time: _____

Attach Street Closure Request Form to this application. *There is a \$50 fee. (Cash and check accepted)*

Describe signage and/or traffic controls that will be used to ensure public safety from traffic: _____

Do you request barricades, fencing, or traffic cones? Yes ___ No ___

If yes, contact the Street Department at 347-3916 for availability and to reserve. A security deposit may be required.

- *Arrangements to pick up and return such equipment are made with the Streets Department. Applicant will ensure that all equipment is returned in the same condition as provided.*

Sales: Will you or your vendors be selling merchandise? Yes ___ No ___

If yes, applicant (and all vendors) must demonstrate ability to comply with all state sales tax laws and will be responsible for their own security.

The undersigned acknowledges that the requested area must be cleaned and restored to its original appearance and the same condition at a time and date as determined by the City Manager (with input from the applicant). This includes removal of traffic controls, trash and garbage containers, portable restrooms, temporary structures, etc.

The undersigned acknowledges receipt it will comply with the City's General Nuisance Ordinance (Title 12), Offenses and Regulation (Title 13), and any other applicable City ordinance. Ordinances can be found online at www.sturgis-sd.gov.

The undersigned further agrees to be personally responsible for the provisions required thereunder, including, without limitation, collection of trash, security and sanitary facilities, return of City property, and shall indemnify and hold harmless the City from failure to follow said policies.

Signature of Applicant: _____ Date: _____

For administrative use only:

Applicable Fees and/or Deposits: \$ _____ (Check Cash) Paid on: _____

Department	Signature	Date	Approve	Deny	N/A
Police					
Public Works					
Parks					
SCC / Auditor.					
City Manager			*		

*Recommend approval with the following conditions: _____

If multiple dates, conditional upon successful resolution of any citizen complaints from a similar event

City Council Action: Approve Deny **Public Hearing Date:** _____