



City of Fort Bragg

Administrative Regulation No. S-2

SPECIAL EVENTS AT CITY PARKS

I. OBJECTIVE

The objective of this Administrative Regulation is to specify the guidelines for approval of City parks for use other than general park use. Such uses include community organization events such as the Boy Scout's Scout-o-Rama, Mendocino Coast Association for the Education of Young Children Events, tennis events at Bainbridge Park Tennis Courts, etc., but exclude activities such as birthday parties, family picnics, and informal gatherings of less than 30 people. People interested in using a City park for such an event will need to obtain a City Encroachment Permit and pay the appropriate permit fee:

II. PROCEDURES

1. The following procedures shall be followed in order to obtain a City encroachment permit:
 - a) Obtain a City Encroachment Permit Application by downloading it from the City's website (www.fortbragg.com) or by calling the City Clerk's office to have one faxed or mailed.
 - b) Complete the form and return it to the City Clerk's office along with proof of liability insurance. The City requires commercial general liability insurance in the amount of \$1 million listing the City as an additional insured by policy endorsement.
 - c) Pay the appropriate fee.
 - d) Encroachment permits for City park use may require review by the Technical Advisory Committee.
2. Restrictions and Limitations.
 - a) Tents and other temporary structures shall only be allowed upon application to the Community Development Department. Staff shall review the application and work with the applicant to find a suitable location at the site for such temporary structures.
 - b) Amplified sound shall only be allowed following review by the Technical Advisory Committee pursuant to Fort Bragg Municipal Code Sections 9.44.040 – 9.44.060.
 - c) Events shall be limited to generally traveled areas of the park and shall not impede upon landscaping and plant restoration areas.

III. RESPONSIBILITY

1. The City Clerk shall be responsible for verifying the insurance requirements, routing the encroachment permit through the Technical Advisory Committee (as required), computing fees due, and shall be responsible for signing and distributing the Encroachment Permit once all sign-offs have been obtained.
2. The Technical Advisory Committee (TAC) shall be responsible for reviewing Encroachment Permits, as necessary, and establishing conditions pertaining to that event. Staff for TAC shall prepare written conditions which shall be mailed to the applicant and copied to the City Clerk for attachment to the Encroachment Permit. TAC shall also be responsible for reviewing requests to use amplified sound and establishing conditions.

IV. DEFINITIONS

1. "Amplified Sound" shall mean the use of a loudspeaker or amplifying device in a fixed or moveable position or mounted upon any vehicle for the purpose of giving instructions, directions, talks, addresses, lectures, or transmitting music to any persons or assembly of persons.

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2. "City Parks" include Bainbridge Park, Guest House Grounds, Noyo Beach, Otis Johnson Park, Pomo Bluffs Park, and Town Hall pergola.
3. "Conditions" are those conditions listed on the back of the Encroachment Permit Application as well as any special conditions attached by staff or the Technical Advisory Committee.
4. "Encroachment Permit" is the application required to be completed and approved for special events at City Parks. See Administrative Regulation on Encroachment Permits for further details.
5. "Temporary Structure," as defined in Fort Bragg Municipal Code Section 18.100.020, shall be a structure without any foundation or footings, and which is removed when the designated time period, activity, or use for which the temporary structure was erected has ceased.

Approved by City Manager	_____	_____
	(Signature)	(Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		_____
		(Date)