

**CITY OF LANCASTER ACTIVITY PERMITS,
FACILITIES RESERVATIONS, AND PARK USE GUIDELINES AND POLICIES**

I. PERMITS REQUIRED. Any individual or group desiring to reserve a park or public property for its exclusive use (excluding all others) or intending to have a gathering on park or public property at which greater than one hundred (100) people are expected to attend must follow these procedures.

II. APPLICATIONS. Applications may be obtained by contacting the Lancaster Office of Promotion (LOOP) at 717-291-4758 or email at loop@cityoflanasterpa.com.

Completed Applications along with a Facility/Activity Permit Checklist and an Event Operations Plan or detailed outline of activities planned, including a description of the event, the number of people expected to attend and a trash and recycling plan should be submitted to LOOP.

Applications should be submitted at least fourteen (14) days prior to your scheduled event; provided, however, that if a party certifies that an exigent circumstance triggered a need for immediate activity protected by the First Amendment to the United States Constitution, that party may file an accelerated application no later than two (2) days prior to the event. Untimely applications will be denied.

III. STANDARDS FOR ISSUANCE AND DENIALS OF PERMITS.

The Lancaster Office of Promotion will issue the Facility/Activity Permit if:

A. The conduct of the proposed Public Event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic contiguous to the route or location of the Public Event.

B. The concentration of persons, animals, and/or vehicles at the proposed Public Event will not interfere unduly with proper fire and police protection or of ambulance service to areas contiguous to the area of the proposed Public Event or other areas of the City.

C. The Applicant has obtained a Noise Ordinance variance or permit as per City Noise Ordinance, Chapter 198, if amplified sound will be utilized during the proposed Public Event. The Applicant shall provide proof of compliance, if applicable, with the Noise Ordinance to the Special Events Coordinator.

D. Where a State highway is being utilized, the Applicant must receive a highway occupancy permit for the Public Event. Failure to receive the same will result in the denial of the application.

E. The proposed Public Event is not to be held for the primary purpose of commercial purposes or for advertising any product, goods, or event which is primarily

for private commercial profit. The prohibition against advertising any product, goods or event shall not apply to signs identifying organizations or sponsors furnishing or sponsoring exhibits or structures used in the conduct of the proposed Public Event.

F. The Public Event will not conflict with previously scheduled Public Events (including Make-up Dates or Reserved Dates), other City activities, or scheduled maintenance or repair work to be carried out on the public streets or Public Area to be used.

G. The preparation for and conduct of the proposed Public Event will not unreasonably interfere with the use of City streets, public areas or other public property.

H. The preparation for and the conduct of the proposed Public Event will not unduly impede, obstruct or interfere with the operation of emergency vehicles or City Equipment.

I. The proposed Public Event does not present a substantial or unwarranted safety or traffic hazard.

J. Provided that the purpose of the Public Event is non-commercial as set forth in paragraph III.DE, the content of any speech shall not be the basis for denial of an application.

The following also apply to the permit process:

A. LOOP, in denying an application for a Facility/Activity Permit, is empowered to authorize the conduct of the public event on a date, at a time, or over a route different from that named by the Applicant. An Applicant desiring to accept an alternate Permit shall, within 20 days after notice of the action by LOOP, file a written notice of acceptance with LOOP. An alternate Public Event Permit shall conform to the requirements of, and shall have the effect of a Public Event Permit. Further, an Applicant receiving an alternate permit must comply with all the requirements set forth in the application and in the Ordinances of the City of Lancaster.

B. LOOP shall act upon all applications within 10 days after the filing thereof or within such shorter time as may be reasonable under the circumstances. If for any reason a longer period of time is required, the reason for such delay shall be provided in writing or by personal means to the Applicant. If the application is denied, LOOP shall make a reasonable effort to notify the Applicant either by personal delivery or certified mail of the denial.

C. In the event that the Applicant has indicated a desire to reserve a specific date, day or weekend for the same event the following year, the Applicant must file a renewal application within 45 days of the proposed Public Event, confirming such use and date.

D. The City of Lancaster reserves the right to reject an Activity Permit/Facility Reservation Application if the event or activity will unreasonably interfere with other existing or planned activities.

IV. FEES AND WAIVERS.

A. FEES: All applicable fees and deposits are the responsibility of the Applicant as outlined in the Facility/Activity Permit Application. Fees may be assessed for services up to and including:

- facility rental
- key deposit
- health license
- street closure
- street cleaning
- equipment rental
- electricity
- custodial services
- processing

B. WAIVERS: An Applicant who is indigent or otherwise without financial resources to pay any fee required hereunder, may apply for a waiver. The waiver shall be granted upon the Applicant's demonstration of an inability to pay, which may be investigated by the City prior to the grant of a waiver.

C. The City reserves the right to deny any permit application submitted by Applicants with outstanding fees. Please submit all checks payable to "City of Lancaster." Any check returned for insufficient funds or stopped payment will result in automatic cancellation of the Permit Application and a processing fee of \$20.

D. The \$25 activity permit fee is non-refundable. If you cancel your permit at least 10 days prior to the date of your event, you will receive a full refund of deposits and rental fees. If you cancel your permit less than 10 days but prior to 7 days before your event, you will receive a 50% refund. If the City cancels your event, we will either provide you with an alternate date or a refund of your fees only. The City bears no obligation to provide you with reimbursement for any out-of-pocket expenses that the permit holder may have incurred related to organizing or promoting your event. Any and all rain date fees are transferable but non-refundable.

V. GUIDELINES FOR ACTIVITIES.

A. General Guidelines:

(i.) A separate Activity Permit Application must be filled out for each event occurrence. This means that events that reoccur over several months must have a separate Activity Permit Application for each month in which the event takes place. Separate activity fees must be paid for each occurrence.

(ii.) Any activity involving sales or giveaways of food will be subject to all Health Code regulations and will require a City Health License. To obtain a City Health License please contact the Health Department at (717) 291-4707.

(iii.) Safe passage and pedestrian access must be allowed at all times. Person(s) found in violation will be prosecuted.

(iv.) No cars, vans, etc. may be loaded, unloaded or parked on the Fulton Bank Quadrant at any time. No large van, trailer, etc. may be parked on the Heritage Quadrant at any time due to congestion created at Central Market and blocking of the Lancaster Visitor's Center. Please keep vehicles on the street.

(v.) Attachment of posters, signs, placards, etc., to any public property is only allowed if done in a temporary and non-defacing manner. Also, no person(s) shall deface, disfigure, damage or tamper with City and public property.

(vi.) Noise and litter ordinances apply to all activities. Copies of ordinances can be obtained online at www.cityoflancasterpa.com – City Code, or by contacting the City Clerk at (717) 291-4785. No persons shall throw litter, liquid, or solids, on any sidewalk, street, field, fountain, pond or stream.

(vii.) Any person found in possession of a controlled substance or alcoholic beverages(s) in a city-owned park or public facility will be prosecuted to the full extent of the law. Also, no person(s) shall be under the influence of or in use of drugs or alcohol in a city owned park or public facility.

(viii.) All pets in any city-owned park or facility must be kept on a leash except within the fenced in area of Beau's Dream Dog Park in Buchanan Park. No person shall allow or permit an animal to void excrement on any publicly owned park or facility.

(ix.) While applications are required to be filed at least 14 days prior to the event (2 days prior to the event where exigent circumstances trigger a need for immediate activity protected by the First Amendment to the United States Constitution), it is requested (although not required) that applications for permits shall be filed not more than 180 calendar days and not less than 20 days before the time intended for such public event. Moreover, if the Applicant would like to reserve the same date, day or weekend for the same event the following year, such request shall be made with the application and must be reinstated with an Application Permit no more than 180 days prior to the next year's annual event.

B. Guidelines for Activities in Binns Park only:

(i.) Chairs, tables, tarps, tent poles, stakes, or any other sharp implement are NOT permitted to be on or to be inserted into the grass.

(ii.) Food preparation or food vending are NOT permitted in the park. Food vendors are allowed on both Queen Street and in Lancaster Square.

(iii.) No vehicle of any kind can be used on the premises.

VI. POLICIES ON USE OF HERITAGE QUADRANT PARK AREA.

A. Guidelines for use of chairs and tables in the Heritage Quadrant Park Area adjacent to the Heritage Center:

(i.) Chairs and tables may only be utilized for 30 minutes at any given time.

(ii.) Individuals utilizing such tables and chairs shall properly dispose of any refuse and trash, and shall leave the tables and chairs following their use, in a clean condition.

(iii.) The Director of Public Works will have the sign shop prepare and post appropriate signs for posting in the Heritage Quadrant regarding these regulations.

Promulgated By:

Date: May 23, 2017


Director of Public Works