



## **Policy and Procedures**

### **City Center Park Special Event**

**Responsible Agency:** Economic Development Department / Main Street Program

**Approval Authority:** City Manager, Director of Econ. Development, or Main Street Manager

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## **Purpose**

The City of Fayetteville established this policy to provide clear guidelines for the use of City Center Park by eligible non-profit organizations and local small businesses within the downtown Main Street district. This framework ensures a uniform permitting process that protects the integrity of the park for all residents while supporting community engagement.

## **General Rules of Use**

- **Compliance with Law:** All federal, state, and local laws must be observed, including ordinances regarding noise, lighting, and signage.
- **Priority of Use:** Requests by government entities take priority over other applications. Activities deemed disruptive to the operation of the City will not be allowed.
- **Public Access:** Because City Center Park is a public space, organizers cannot close the park to the general public.
- **Exclusions:** Gazebos are not included in park rentals.

## **Eligibility & Restrictions**

- **Eligible Entities:** Eligible Applicants are limited to "Not-for-profit" entities and local downtown Main Street district small businesses participating in City or approved events.
- **Strict Ban on Political Activity:** Political rallies, campaign activities, or gatherings on behalf of any candidate for public office are not permitted.
- **Fundraising:** No fundraising or commercial activity is permitted on City property unless the activity is specifically sponsored by a City department or an eligible entity with express written permission.

## **Vendor & Permitting Requirements**

- **Vendor Markets:** Vendors are strictly prohibited from putting stakes in the ground. All tents must be secured with 40-pound weights on each tent leg.
- **Food Truck Requirements:** All food trucks must provide up-to-date documentation, including:
  - Business License.
  - Food Truck Permit.

- Fire Inspection with the City of Fayetteville.
- Mobile Food Service Unit Permit.
- Georgia Department of Health Inspection from their home county.
- **Cooking Tents:** Organizers must ensure all approved permits are obtained. The Fire Department must be notified in advance so an on-site inspection can be conducted.
- **Alcohol Vendors:**
  - All alcohol vendors must have approved permits from the City of Fayetteville to operate at the event.
  - Alcohol must be served in plastic cups no larger than 16 oz.
  - All drinks must feature the approved entertainment district stickers.

### **Logistics & Property Protection**

- **No City Labor or Supplies:** The City does not provide personnel for event set-up, assistance during the event, or clean-up. The City does not provide supplies or equipment needed to conduct the event.
- **Permanent Fixtures:** No permanent fixture or apparatus may be affixed to City property. Any action that defaces paved surfaces, walls, or landscaping is strictly prohibited.
- **Restrooms:** If portable restrooms are required, the location must be approved by the City prior to installation.

### **Waste Management & Trash Removal**

- **Clean and Orderly:** City property must be left clean and orderly, including the removal of all trash, debris, signage, and promotional materials used during the event.
- **Trash Can Restrictions:** Existing park trash cans are intended for incidental public use only and may not be used for event-related waste. Main Street staff advises on obtaining additional trash bins/service from GFL.
- **Prohibition of Overflow:** Leaving an overflow of trash in or around park trash cans is strictly prohibited.
- **Off-Site Disposal:** Event organizers are responsible for the total removal of all event-generated waste from the premises. The City does not provide personnel or equipment to assist with clean-up.
- **Penalties for Non-Compliance:** Failure to leave the property clean, including leaving overflow in park bins, will result in the forfeiture of any security deposit and the denial of future reservation requests.

### **Fees & Liability**

- **Security Deposits:** The City reserves the right to charge a security deposit and fees to recover costs for utilities, supplies, or personnel time required during or after an event.
- **Insurance:** Upon application review and approval, a Certificate of Insurance naming the City of Fayetteville, Georgia, as additional insured will be required with at least

\$1,000,000 coverage. The application must be signed to indemnify and hold harmless the City of Fayetteville, Georgia, and its representatives, from any and all claims.

### **Application Process**

- **First-Come, First-Served:** Reservations are granted on a "first-come, first-served" basis, provided the application meets all policy terms.
- **Submission:** Applications must be submitted to the City's Main Street Program Manager in the Economic Development Department at [kperkins@fayetteville-ga.gov](mailto:kperkins@fayetteville-ga.gov).
- **Approval Authority:** Decisions to approve or disapprove applications are made by the City Manager, Director of Economic Development, or the Main Street Manager.
- **Right to Withdraw:** The City reserves the right to withdraw approval if subsequent information suggests the event is not in the best interest of the community.



**APPLICATION**

**REQUEST FOR USE OF CITY CENTER PARK**



**Request Submitted by:** \_\_\_\_\_

**Address/City/State/Zip:** \_\_\_\_\_

**Applicants Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Request for:** \_\_\_\_\_ **Date Request Received:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Times:** \_\_\_\_\_

**Anticipated Event Attendance:** \_\_\_\_\_ **Set-Up/Tear-Down Times:** \_\_\_\_\_

**This Request is from a:** \_\_\_\_\_

**Non-Profit Status & Certificate of Insurance:** submit proof of IRS Not-for-Profit status with application ; Upon application approval, COI will be submitted with City of Fayetteville named as Additional Insured

**Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Applicant has read the City’s Special Event Policy regarding the use of City Center Park, agrees to abide by said policy and be held responsible for any policy violations, and to hold harmless and indemnify the City of Fayetteville, Georgia and its representatives from any and all claims. Applicant agrees to provide Certificate of Insurance of at least \$1,000,000 naming City of Fayetteville, Georgia as additional insured.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Staff Use Only**

**Does this request meet the terms and conditions of the City’s established policy for use of City Center Park?**

**This Request has been:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_