



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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### **PURPOSE**

To provide for the coordination of special events on County-owned property that is managed by a private operator, in order to protect the public health, safety, welfare and convenience.

### **BACKGROUND**

The County owns various recreational and educational facilities that are managed by private entities under contract with the County. In addition to running the day-to-day operation of these facilities, these managers sometimes utilize the County facility to host special events, or permit others to so utilize the facility. Because these special events often involve larger-than-normal crowds; increased traffic, noise, dust, or lighting; and after-hours operation of the facility, it is important that the facility's manager have procedures in place that anticipate and mitigate possible negative impacts on the public welfare and convenience.

### **POLICY**

Each manager of a County-owned facility shall develop and implement procedures for special events held on the facility, which shall address matters such as (but not necessarily limited to) safety, security, parking, traffic, dust control, noise control, clean-up, light pollution control, waste disposal, and hours of operation (a "Mitigation Plan"). County may impose reasonable traffic, safety, noise, dust, security, lighting, sanitation and other restrictions on Special Events to safeguard the health and safety of the participants and of the public.

#### **Special Event Defined**

"Special Event," as used herein, is an event which is beyond the normal day-to-day scope of the manager's operations; which is held outside normal hours of operation for the facility; which is designed to attract larger numbers of people than normal; or which may increase risk of injuries to persons at or around the facility.

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Notice

In the event a manager of a County-owned facility wishes to conduct a Special Event at the facility, the manager shall give County at least thirty (30) days advance written notice of the manager’s intent and provide County, at the time of such notice, with a description of the Special Event, together with a Mitigation Plan. The description of the Special Event shall include, at a minimum, the name, address and phone number of any sponsors or organizers of the Special Event; the date and hours of the Special Event; the activities involved and the number of expected participants; amount of parking that will be needed; whether food and beverages, specifically alcohol, will be served; and anticipated noise and light levels.

On or before January 1 and July 1 of each year, each manager of a County-owned facility shall provide County with a projected operating calendar for the following twelve month period, including projected hours of operation, planned Special Events, and the dates on which the facility will be open for normal hours of operation. The calendar shall contain a reasonably detailed description of scheduled Special Events, with at least the elements set forth above to the extent the information is available. If a Special Event is on this calendar, all the required information about the event has been included in the description previously given of the Special Event, and none of the information has changed in any material way, and the manager intends to use its approved general Mitigation Plan (as described below), Manager need not send an additional thirty-day notice for such Special Event as set forth above.

Insurance

Manager shall ensure that any sponsors of the event have appropriate liability insurance coverage, naming both the manager and the County as an additional insured for the Special Event, or shall ensure that the Manager’s own liability insurance is adequate for the risk, covers the Special Event and names the County as an additional insured. County reserves the right to require additional insurance as it deems reasonably necessary.

General Mitigation Plan

The manager of a facility may submit a general Mitigation Plan for County’s approval which Mitigation Plan, if approved, may be used by the manager without further

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approval; provided, however, such general Mitigation Plan shall be effective for no more than twenty-four months before being subject to review and approval by County again. The County may impose additional restrictions or requirements, in addition to those in the general Mitigation Plan, based on the nature of a particular Special Event.

Approval of/Compliance with Mitigation Plan.

The Director of the County's Economic Development and Tourism Department shall be responsible for reviewing and approving Mitigation Plans. Manager shall in all respects comply with its approved Mitigation Plan; failure to comply may be deemed by the County to be a material breach of Manager's responsibilities.

Coordination with Affected Agencies.

Compliance with this policy shall be in addition to compliance with any other generally applicable laws, ordinances or regulations. The manager of a facility shall coordinate with any affected governmental agencies regarding its management of Special Events, such as affected municipalities, and whatever local transportation department has jurisdiction over affected roadways.

RESPONSIBLE DEPARTMENT: Economic Development and Tourism

Effective Date: February 20, 2007