

## **City of Hugo**

### **Policy for City Participation in Special Events**

#### **Purpose:**

The purpose of this City policy is to establish an organized basis for when City participation is requested or required for special events, and when to charge event holders for services, equipment and/or staff time fees.

#### **Background:**

At its November 5, 2012 meeting, the Hugo City Council discussed the Special Event Permits ordinance and the involvement of City participation in these special events. The City Council also discussed if and when the City should charge for staff and equipment time. The City Council asked City staff to put a policy together to address these items.

#### **Request for Equipment or Services:**

Event holders may request use of equipment or services from the City. In addition, the City may determine more service or equipment is needed beyond what is requested by the event holder.

Charges for City services, equipment and/or staff time shall be as follows:

- 1.** In privately organized events (profit or non-profit), use of City equipment, services and/or staff time will be paid for by the event holder at a rate determined by the City.
- 2.** City supported/sponsored events that require City equipment, services and/or staff time will be paid for by the City at a level to be determined by the City Council.
- 3.** In volunteer events, staff participation will be voluntary and will be unpaid. Use of City equipment and/or services may be charged to the event holder unless administratively approved by the City.

Events that are sponsored by the Fireman's Relief Association, or where a donation is being made to the Association, shall be considered volunteer events, and attendance is voluntary without pay.

Firefighters will be paid for their required attendance at events under this policy at their regular hourly rate.

When it is determined that there will be a charge for City services, equipment and/or staff time for an event, an escrow will be required to cover the costs of such provisions. The

escrow shall be estimated by staff for service, equipment and/ or staff time provided. Staff will collect an escrow amount to cover the service, equipment and/or staff time costs at time of request or application submission. At the end of the event, any remaining escrow balance will be refunded back to the event holder. If the service and equipment costs exceed the escrow amount, staff shall invoice the applicant/event holder.

**Fire Prevention & Education:**

Firefighters who provide fire prevention education, training, CPR classes, or similar work at any events of any kind shall be paid at their regular hourly rate for this service.

**Liability:**

Event holders will be liable for any lost or damaged equipment and will be charged accordingly.