



City of
VALLEY FALLS

Incorporated May 17, 1854

EVENT POLICY FOR USE OF CITY EQUIPMENT AND PROPERTY

Effective Date: June 21, 2023

Purpose: To establish a policy which governs the use of city equipment and property for events in Valley Falls.

Section 1. Public Events / Not-For-Profit Events

In the case of public and not-for-profit events, the organizer of the event may request assistance of city personnel for the placement and removal of any requested city equipment. This shall include but is not limited to: barricades, park benches, park tables, trash receptacles, or any other city equipment. Damage to any city equipment shall be repaired or replaced at the expense of the event organizer. All equipment shall be returned within 24 hours after the end of the event.

Section 2: Private / For - Profit Events

In the case of private and for-profit events, the organizer of the event shall be responsible for the placement and removal of any requested city equipment. This shall include but is not limited to: park benches, park tables, trash receptacles, or any other city equipment. Barricades will be placed on the corners of the streets being closed. It is the responsibility of the event organizer to setup the barricades on the street and remove them from the street when the event ends. Damage to any city equipment shall be repaired or replaced at the expense of the event organizer. All equipment shall be returned within 24 hours after the end of the event.

Section 3: City Property

In any private or public event, the event organizer shall be solely responsible for the clean-up and removal of any trash and privately-owned equipment from city property. This shall include but is not limited to: city streets, sidewalks, parks, pool, or any other city property. Damage to any city property shall be repaired or replaced at the expense of the event organizer.

Section 4: Approval

Use of any city equipment or property will be approved at the discretion of the City Administrator or City Clerk. Requests for use of city equipment and property shall be approved on a "first come, first serve" basis.