

## **Policy Regarding Public Use of Webster Walk at Blue Back Square**

The property owned by the Town to the south of the Noah Webster Library has been redeveloped into a unique, vibrant space which affords many opportunities for public events and community uses. This Blue Back Square Area includes the outdoor portions of the Town's property between South Main Street and Isham Road which are designed for public access, including the area surrounding the Noah Webster statue, Webster Walk and Blue Back Square. While the primary purpose of this area is to provide pedestrian passage, it also provides a potential venue for activities sponsored by the Town of West Hartford and/or the West Hartford Public Schools (Board of Education).

There is also substantial interest from members of the community who wish to use this area for events of all types. This policy is intended to apply to those members of the community, to provide them with access to the Blue Back Square area fairly and to help assure, to the extent possible, that the various activities which may take place on any given day will not conflict with each other or with general pedestrian and/or patron activities.

1. The Blue Back Square Area shall be available to civic, nonprofit and charitable groups, merchant groups or individuals for both scheduled and unscheduled events when it is not actively being used by the Town of West Hartford and/or the West Hartford Board of Education. Groups may use Blue Back Square during Celebrate! West Hartford weekend if the Town is not in need of the space for the two-day festival.
2. Events may be scheduled to commence at or after 9:00 AM and shall end no later than 10:00 PM. Exceptions to these hour limitations may be approved by the Town Manager on a case-by-case basis for unique events subject to such conditions as he or she may deem appropriate. Each calendar day shall be deemed to be a separate event.
3. In order to ensure equal access, events will not be scheduled more than six (6) months in advance and no person or group may schedule more than two (2) weekend events per month or four (4) weekday events per month. If it appears that individuals are acting in concert to avoid this limitation, the Town reserves the right to determine that they are acting as a single group.
4. Town events and scheduled events shall have priority over unscheduled events. If an unscheduled individual or group refuses to relocate or vacate the Blue Back Square Area for a Town event or scheduled event, that individual or group shall be deemed to be trespassing and shall be subject to removal or arrest.
5. All events, especially those involving the use of any type of equipment (such as musical instruments, amplifiers, public address equipment, lighting, tables, chairs, etc.) must be scheduled in advance and a reservation form must be completed and approved.
6. Individuals or groups wishing to schedule the use of any portion of the Blue Back Square Area may do so by contacting Renée McCue at (860) 561-7521 not less than 48 hours prior to the time for the scheduled event. A brief description of the event, its location within the Blue Back Square Area, an estimated number of both participants and attendees and list of equipment brought in shall be required to schedule an event. Individuals using the Blue Back Square space must carry a copy of their reservation form with them as proof of authorization.
7. Proof of liability and/or property insurance may be required of any scheduled user. This requirement may be waived by the Town Manager.
8. Individuals may park near the pergola to load and unload but must immediately move their vehicles to the Memorial Garage or other public parking spaces. Up to six complementary parking permits are available to organizers. Free parking is assigned to the third deck and above. Permits are issued at the time the reservation form is approved; the organizer is responsible for printing the requested number of permits and placing it on the dashboards of their vehicles. The Town of West Hartford and the West Hartford Center Special Services are not responsible for the loss of any personal property left on, in or about the user's vehicle regardless of cause and are not responsible for any damage to the user's vehicle while parked in the Isham Garage. For more information, contact the Municipal Parking Office at (860) 561-8220.
9. Use of the Blue Back Square Area shall comply, at all times, with the ordinances of the Town of West Hartford (including, without limitation, the Town's noise ordinances) as well as state and federal laws. Scheduling the use of the Blue Back Square area shall not be a substitute for obtaining any other permits or licenses which may be necessary, such as a Temporary Food Establishment Permit issued by the West Hartford-Bloomfield Health District. To obtain a food permit, call (860) 561-7900. Connecticut Fire Safety Code states that Fire Marshal approval is required for all tents that exceed 400 square feet (20 X 20) in area.
10. Neither the sale of alcohol nor its possession is permitted within the Blue Back Square Area.
11. Sound amplification equipment shall be adjusted to the minimum volume level necessary to be heard within the Blue Back Square area. Sound amplification equipment shall be directed toward the interior of the Blue Back Square Area, generally toward Webster Walk.
12. The pergola and columns which frame the stage were designed as decorative elements and are not structural in nature. Attachments to the pergola and/or columns must be approved in advance and must be sufficiently light in weight as to preclude any possibility of causing damage.
13. Goods or services shall not be sold to the public for profit within the Blue Back Square Area. No person may solicit payment from attendees at an event within the Blue Back Square Area except for charitable donations. Busking, the solicitation of tips, is prohibited.
14. The stairway and areas immediately surrounding the public elevator within the Blue Back Square Area shall not be used for displays, performances or otherwise blocked in any way. Public sidewalks shall not be blocked for any reason.
15. The Town of West Hartford shall not be responsible for injury to any person using the Blue Back Square Area or for any damage done to property owned by any user of the Blue Back Square Area.
16. Breach of peace or disorderly conduct by users of the Blue Back Square Area will not be tolerated. If an event attracts crowds which are sufficiently large or disorderly that they impede vehicular or pedestrian passage through the area, the Town may halt an event or restrict the areas where crowds are allowed to remain.
17. Individuals or groups who violate these rules will not be permitted to schedule future events in the Blue Back Square Area and will be deemed to be trespassing if they engage in unscheduled events in the Blue Back Square Area.