



## **Town of Suffield**

### **Town Green Policy**

The Town of Suffield establishes this policy to regulate and protect the property defined as the Town Green. Rules and regulations apply to the entire property and all assets that reside on the Town Green.

#### Reserving the Town Green

1. Application. The First Selectman's Office shall establish an application for the use of the Town Green. For the purposes of this policy, the term "use" shall mean a activity, event, and/or display. Any person(s) who wish to use the Town Green must first contact the First Selectman's Office to check availability of the date and to receive an application form which must be approved by the First Selectman's Office. All applications must be submitted to the First Selectman's Office not less than 30 days before the initial date of the proposed activity.
  
1. Criteria for approval. The First Selectman's office shall grant and issue such permit for use of the Town Green if:
  - a. The application is properly submitted with all required information; and
  - b. The proposed activity, event, and/or display will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation; and
  - c. The facilities desired have not been reserved for other use at the day and hour required in the application; and
  - d. There are no Town of Suffield events either at the time of the proposed activity, event and/or display or that would interfere with a future Town of Suffield event and
  - e. The conduct of such activity, event, and/or display will not substantially interrupt the safe and orderly movement of traffic; and

- f. The conduct of such activity, event, and/or display will not require the diversion of so great a number of police officers of the Town to properly police such activity and the areas contiguous thereto, as to prevent normal police protection of the Town; and
  - g. The conduct of such activity, event, and/or display is not reasonably likely to cause injury to persons or property, incite violence, crime or disorderly conduct; and
  - h. Such activity, event, and/or display is not to be held for the purpose of advertising any product, good, or event, and is not designed to be held for private profit; and
  - i. The activity, event, and/or display is not in violation of any law; and
  - j. The sponsor of such activity, event, and/or display meets all insurance requirements.
2. Insurance. The sponsor of such programs shall provide the Town with a Bond or a Certificate of Liability Insurance with the Town of Suffield named an insured and in a format approved by the Town, in the amount of \$1,000,000; provided, however, that the amount of Insurance coverage required may be increased at the discretion of the First Selectman and Town Attorney if the activity, has a potential liability risk in excess of \$1,000,000. The Town expressly has no liability with respect to private property brought onto the Town Green and the sponsoring entity must carry its own insurance for property loss.
3. Required Permits. Nothing in this policy shall be deemed to excuse the Sponsor of any activity, event and/or display from obtaining the necessary permits that may be otherwise required by law. Necessary permits will be identified on the application and proof of all permits shall be provided to the Town not more than three days prior to the scheduled event. Failure of the Individual or Organization to get all permits approved in a timely manner will not be excused by the Town and may put event at risk. It is expected that the Organizers will know and understand the timelines required by all offices for permitting.
4. Use of Signage on the Town Green. Small Signs of not more than 9 square feet of advertising space shall be permitted to be placed advertising upcoming events on the Town Green.
  - a. Signs are permitted only at the southwest and northwest corners of the Town Green at the intersection of Mountain Road and Route 75. These areas are designated as a limited public forum.
  - b. Signs are not permitted in other areas of the green or in front of the Kent Memorial Library without applying for use of the Town Green.
  - c. Signs placed on the Town Green shall not interfere with traffic or the line of sight for any driver's as determined by the Town's traffic authority.
  - d. The Town of Suffield reserves the right to remove any signs that do not comply with these regulations.
  - e. These regulations shall not apply to signs placed by the Town of Suffield.
5. Public Safety. If the condition of the Town Green is determined to be unsafe for any reason by the Director of Public Works, the Town Green shall be shut down and all events cancelled. . In the event that a display on the Town Green is not properly maintained, kept in good repair, or is found unsafe, the Director of Public Works in consultation with the First Selectman's Office may order that the display be immediately removed.

Applicants who meet all of the requirements as set forth in on the application shall be approved. Applicants who do not meet all of the requirements set forth on the application shall be rejected.

### Rules and Regulations for the Town Green

The following rules and regulations for the use of the Town Green must be adhered to by the Sponsor of any approved activity, event, and/or display:

1. Any set-up or maintenance service must be paid for by the Individual or Organization requesting to use the Town Green. Refer to DPW Usage Policy if service is needed.
2. Any equipment required must be acquired and moved by the individual or Organization. The Town is not responsible for providing any materials. Refer to DPW Usage policy for equipment usage.
3. Proper law enforcement and traffic safety controls are the responsibility of the Individual or Organization and must be paid for by them. If it is determined at the time of the event that law enforcement is required per the Town or the Police Department, payment will be made by the Individual or Organization. Failure to do so will result in need for immediate payment and a \$500 fine.
4. All grounds and property must be cleared and of any debris and left in the condition it was found prior to its use. Failure to do so will result in covering the costs to remediate the property to its original condition and a \$500 fine.
5. No nailing, tacking, or otherwise affixing materials of any kind to the Town Gazebo or any other piece of property, natural or artificial, owned by the Town.
6. No staking or driving any post or material into the ground.
7. No driving or parking of any vehicle onto the Town Green unless requested on the application. A request does not warrant an approval. The Town may deny this request due to weather, soil conditions, or any other reason that may have a negative impact on the Town Green. The Individual or Organization is responsible to pay for any damages incurred by any vehicle.
8. No vending allowed on the Town Green unless requested on the application. A request does not warrant an approval.
9. The cooking and serving of food will be allowed on the Town Green provided that the cooking does not damage the Town Green or any other physical property on the Green. All appropriate permits from the North Central District Health Department will be required.
10. Any use of electrical outlets on the Town Green must requested during the application process and inspected and approved by the DPW Director, Building Official, and Fire Marshal. Failure to obtain these approvals will result in a denial of electrical use. At no point will the Individual or Organizer make any changes or adjustments to the placement of electrical boxes.
11. Mulch beds and plantings are strictly off limits. The Individual or Organization is expected to keep any people from their event out of these areas. Failure to comply or damage to these areas will result in reimbursement to the Town.
12. All applicable Federal laws, State laws and Town Ordinances are complied with.

The failure of any Individual or Organization to properly adhere to these rules and regulations will allow the First Selectman's Office to determine use of the Town Green for said Individual or Organization in the future.

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