



Administrative Policy for Private Use of Public Property:

Purpose:

Define use, terms, application and permitting for private use of public property.

Scope:

Special Event Permits approved by the Town Council pursuant to Section 14-3-3 of the Ridgway Municipal Code (RMC) and requests to use the Ridgway Town Hall and Community Center. Filming/Production on public property is considered a private use of public property and is subject to these policy provisions and fees.

The use of public property is a privilege providing an overall community benefit, allowing for public commerce and public access to numerous and various events. While the exchange of goods and services is allowed, charging any fee, tax, surcharge or other similar expense for admission or access to public spaces and/or facilities is prohibited without the prior approval of the Town of Ridgway.

Fees and Deposits:

Parks fees, including Hartwell Park Performing Arts Stage fees, go to the General Fund Parks Budget Line Item # 454GOO.

Right-of-Way fees go to the General Fund Streets Budget Line Item # 429GOO.

Community Center fees go to the General Fund Parks Budget Line Item # 428GOO.

Fees are non-refundable.

Deposits to be held in the Town Clerk's Office and returned after determination of no damage, or cashed after the event to repair damages.

Outdoor Concerts fees and deposits are defined in the Ridgway Municipal Code (RMC) 8-2: Outdoor Concerts.

Approvals Required:

Use of the Town Hall Community Center and memorial service requests will be considered administratively by Town Staff.



Inaugural Events and 2nd Annual Events requesting the use of Town Parks, Rights-of-Way, and Facilities (*excluding the Town Hall and Community Center*) will be considered and permitted by the Town Council pursuant to RMC 14-3-3. Third Annual and subsequent events generally of the same scope and use of property will be considered and permitted by Town Staff, and will include all Town Council approval provisions and requirements, including current insurance and indemnification requirements. Significant expansion and/or modification of previously approved annual events will require additional review and approval of the Town Council.

Pre-planned, private events such as weddings, family reunions, baby showers, graduation and birthday parties, classes and workshops, on public property with greater than 75 persons requires a special event permit application and approved revocable permit, which will be reviewed and permitted administratively by Town Staff.

All requests to use the Hartwell Park Performing Arts Stage requires a special event permit application, Town Council approval, and an executed revocable permit.

Filming/ Production activities require a special event permit application, Town Council approval, and an executed revocable permit.

Application and Permit Process:

Applicants will complete either the Special Event Permit Application or the Community Center Use Application for Town review. Funeral ceremonies will be coordinated and administered by Town Staff on an as-requested basis.

Staff will issue the appropriate revocable permit for requests under this policy:

- 1) Hartwell Park Performing Arts Stage Use
- 2) Parks, Facilities, Rights-of-Way Use
- 3) Community Center Permit Form

Applicable Forms (*Applications and Permits, attached*):

1. Special Event Permit Application for Private Use of Public Property: Parks, Facilities, Rights-of-Way, including the Hartwell Park Stage
2. Special Event Revocable Permit: Parks, Facilities, and Rights-of-Way
3. Special Event Revocable Permit: Hartwell Park Performing Arts Stage
4. Community Center Use Application and Permit Form
5. Resolution Setting Fee Schedule