

**\*\*OFFICE USE ONLY: DATE RECEIVED: \_\_\_\_\_\*\***

**OUTDOOR EVENT APPLICATION**

Birchard Public Library of Sandusky County 423 Croghan Street, Fremont, Ohio, 43420  
Phone: 419-334-7101 Fax: 419-334-4788

Title of event \_\_\_\_\_

Event date (s) \_\_\_\_\_ Event time (s) \_\_\_\_\_

Beginning set-up date \_\_\_\_\_ Start time \_\_\_\_\_

Event conclusion and clean up date \_\_\_\_\_ End time \_\_\_\_\_

Estimated attendance \_\_\_\_\_

\_\_\_\_\_  
(Please print) Name of the person in charge (contact person)  
who is requesting permission to use property and who is personally responsible for the conduct of all  
persons present, and for any damage which may result to library property.

Address of contact person \_\_\_\_\_

Daytime phone number \_\_\_\_\_ Additional phone number \_\_\_\_\_

Email address \_\_\_\_\_

Name of Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

Phone number for public to call for information about the event \_\_\_\_\_

Website address \_\_\_\_\_ Email \_\_\_\_\_

Describe event (include activities, demographics of attendees, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE REQUIREMENTS**

Approvals for use of library property are conditional, based on adherence to the following conditions:  
Immediately upon approval for use of the library property for an outdoor event, the Sponsoring  
Organization for the outdoor event shall, at its expense, procure and maintain in full force commercial  
general liability insurance during the duration of the outdoor event. The Sponsoring Organization's

insurance agent shall provide to the Birchard Public Library of Sandusky County a certificate of insurance, on an ACORD 25 form, evidencing commercial general liability insurance and its effective dates. The certificate of insurance shall contain a provision that coverage will not be cancelled or not renewed until at least thirty (30) days prior written notice has been given to the Certificate Holder. Sponsoring Organization's insurer must be financially acceptable and lawfully authorized to do business in the State of Ohio, with a current A.M. Best's rating of not less than A-VII.

The commercial general liability insurance shall be on an occurrence coverage form. Minimum limits shall be \$1,000,000 per occurrence and \$2,000,000 general aggregate. The Birchard Public Library of Sandusky County shall maintain the right to increase the above minimum limits based on the outdoor event's intended activities.

The Birchard Public Library of Sandusky County, its employees and its Board of Trustees shall be named as an additional insured.

Failure to procure and maintain liability insurance as directed above will result in cancellation of the approval for use of library property.

Name of Insurance Agency \_\_\_\_\_

Address \_\_\_\_\_

Contact name \_\_\_\_\_

Contact phone number \_\_\_\_\_

Policy Amount: \_\_\_\_\_ Policy number \_\_\_\_\_

I have read and understand the rules for use of the property owned by the Board of Trustees of Birchard Public Library of Sandusky County. On behalf of my organization, I acknowledge permission to use said property in accordance with those rules. In consideration of the permission and privilege allowed to me and my organization hereunder, I do hereby specifically agree on behalf of my organization that we will indemnify, save and hold harmless Birchard Public Library of Sandusky County and its officers and employees from any and all losses, claims actions, or proceedings of every kind and character which may be presented or initiated to recover money, property, or damages for any injuries to persons, or injurious results, or any damages to property suffered which arise from our use of the property owned by Birchard Public Library of Sandusky County. I agree to make this information available to all other members of my organization.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed name of applicant \_\_\_\_\_

**Submit this application and insurance certificate to: Library Director, Birchard Public Library of Sandusky County, 423 Croghan St., Fremont, OH 43420. Questions? Call: 419-334-7101.**

The library will review the application within ten business days of receipt. Applicants will be notified of approval status.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

NOT approved (reason): \_\_\_\_\_

Insurance certificate received and approved: \_\_\_\_\_ Date: \_\_\_\_\_

BIRCHARD PUBLIC LIBRARY  
RULES FOR USE - OUTDOOR EVENTS

1. **APPLICATION/INSURANCE REQUIREMENT:** No Outdoor Event Application will be processed or approved until the Outdoor Event Application is signed by a duly-authorized agent of the proposed outdoor event. Approval of the application is not final until the Certificate of Insurance meeting the liability requirements stated in the application is received.
2. **ALCOHOLIC BEVERAGES:** Alcoholic beverages are not permitted on Library property or public streets. You may not sell or distribute alcoholic beverages on Library property or rights of way during your event. If alcohol is served on private property that is part of a large public event, the event manager must ensure that alcoholic beverages will not be carried into public areas.
3. **CLOSURES of STREETS/BARRICADES:** Any street closures connected to the event must be approved by the City of Fremont and must ensure that there is at least one available entrance and exit for uninterrupted traffic to the Library's parking lot. Roads that are closed must be accessible to emergency EMS, Police, and Fire vehicles. No tents, equipment, stages, cars or other impediments may be placed in the roadway that would prevent emergency vehicles from using the road.
4. **ELECTRICAL SERVICES:** Electrical services are not provided by the Library for outdoor events. Event managers must contact the City of Fremont to see if electrical service will be available before finalizing event plans.
5. **EMERGENCY MEDICAL SERVICES:** Event managers should consult with the Emergency Medical Service business office, 419-332-7313, regarding whether or not an on-site presence of an ambulance and crew is required. Requirements will vary according to the number of participants and spectators and the nature of the event.
6. **FIRE SAFETY REGULATIONS:** All events must adhere to fire safety regulations and requirements as determined by the City of Fremont and the Fremont Fire Department, 419-332-4131, based upon the Ohio Fire Code. The scope of the Fire Department's involvement in the event will be determined upon submission of the application and discussions with the applicant. Fire lanes must be established and maintained as directed by the Fremont Fire Department. Fire hydrants must not be blocked and clearance area around all hydrants must meet the approval of the Fremont Fire Department. "No Smoking" signs will be posted in all public assembly tents in places visible to the visiting public.
7. **FIREWORKS/PYROTECHNICS/DISCHARGE OF FIREARMS:** Use of fireworks, pyrotechnics, or special effects involving flames or explosives is prohibited on Library property, with the exception of the discharge of a firearm for ceremonial or historical reenactment purposes. Reenactments and similar events must comply with all laws, rules and regulations of the State of Ohio, the State Fire Marshal, and the City of Fremont. The quantity and storage of black powder must meet requirements of the Ohio Fire Code Section 3306. All personnel discharging firearms in a reenactment must have liability insurance and required licenses. The event manager must notify the Chief of Police and the Fremont Fire

Department at least one week before any event at which firearms will be discharged. Inspections will be conducted prior to the event opening to the public. Adherence to the Living History Association Safety Manual is recommended for all reenactment events.

8. **FOOD SAFETY:** If food or drinks (other than pre-packaged) will be served at the event, it is the responsibility of the event manager to contact the Sandusky County Health Department to obtain the proper permits. (See Vendor Requirements.)

9. **HOURS OF OPERATION:** All events will begin no earlier than 8:00 a.m. and will conclude no later than 10:00 p.m. on any day. Entertainment provided by bands and other music sources must end no later than 10:00 p.m.

**SET-UP:** All on-site preparation and set-up may not begin before 9:00 a.m. on the day before the event opens, provided that no other events are scheduled for that day. Additional set-up time can be requested by the event manager and will be granted by the Library ONLY if there are not other previously scheduled events in that location, the set-up does not interfere with businesses and residents in the area, traffic is not disrupted during set-up, and the event manager is responsible for any safety and security issues resulting from event equipment or paraphernalia being on library property for additional days. The Library has the right to refuse to grant permission for additional set-up time.

**TEAR DOWN:** All structures, stages, tents, trailers, booths, toilets, and other temporary structures must be removed from Library property immediately following the event. The event manager must apply for and receive approval for any exceptions to this policy.

10. **NOISE REGULATIONS:** Event sponsors are responsible for making sure that music and/or noise be kept at a reasonable volume during reasonable hours. All music, noise, or other sounds during your event must not begin before 8:00 a.m. or continue after 10:00 p.m. on any day of the week. The Library reserves the right to require the event manager to reduce the volume levels of the sound, regardless of the source. If instructed to reduce the level of sound, the event manager will comply immediately.

11. **PARKING:** On-street parking and City of Fremont parking lots are available within easy walking distance. Parking may be at a premium during large events. It is the event manager's responsibility to ensure that parking areas are established as necessary and that access to local business establishments is maintained.

12. **POLICE SECURITY & CROWD CONTROL:** The event manager is responsible for arranging and providing security for the event. The Fremont City Police Chief or his designee will determine appropriate staffing by police officers. The number of officers required will be determined by expected audience, past history of the event, weather, the type of event, demographics of the expected crowd, and other relevant criteria. The City of Fremont Police and Fire Departments have the right and responsibility to determine the extent of police protection, private security, or fire protection services needed at an event. Police officers assigned to a particular event have sole discretion in all matters pertaining to security, traffic, and crowd control at special events in the City of Fremont.

13. **PORTABLE TOILETS AND SINKS:** Portable toilet and sink facilities are required for large events lasting four hours or longer. The event manager must contract for those services to be provided by an outside vendor.

14. **SANITATION, CLEAN-UP & TRASH COLLECTION:** The event manager is responsible for returning the property to its original cleanliness and condition. All litter, trash, garbage and scraps must be placed in plastic bags, removed from library property, and lawfully disposed of by the event manager. The event manager is responsible for providing temporary dumpsters or trash receptacles, if necessary, for the event. If the event manager fails to properly clean up the property or causes damage to Library property, landscaping, or facilities, the Library will bill the event manager for the costs to clean and/or repair the damaged areas.

15. **SIGNS AND BANNERS:** All signs or banners displayed on Library property must be approved by the Library Director. All signs and banners must meet specifications of the City of Fremont. Banners or signs may not be used to promote or advertise political parties, issues, or candidates. The Library reserves the right to limit or schedule the amount of time and dates that the banners or signs may be displayed.

16. **SITE MAP:** Anyone applying to host a special event or festival on library property must attach a site map to the Outdoor Event Application when submitting it to the Library. A site map should define the event area and include:

- All affected streets, alleys, and rights-of-way, including those that will be closed by the event
- Alternate routes for traffic or for buses if streets are going to be closed
- Location of all barricades
- Location of all tents and temporary structures that will be erected at the event
- Location of all vendors – fixed and mobile
- Sources of electrical supply, including permanent electrical power sources and portable generators
- Location of all dumpsters and trash receptacles
- Location and layout of tables, chairs, picnic tables, etc.
- Location of stages that will be used or placed at the event
- Entrances and exits
- Designated parking areas
- Permanent and portable restroom facilities

17. **TENTS and TEMPORARY STRUCTURES:** The City of Fremont requires a permit for a street fair if tents will be set up on the street. It is the event manager's responsibility to inquire about any other permits or inspections that may be required for temporary structures placed on library property. The event manager shall contact the Ohio Utilities Protection Service (OUPS) 1-800-362-2764 or [www.oups.org](http://www.oups.org) 48 hours before any digging that may be required for the installation of temporary structures. The event sponsor will be billed for the cost of repairing any utility lines or property that is damaged during the event.

18. **VENDOR REQUIREMENTS:** The event manager will control what vendors sell within the event boundaries and will be responsible for ensuring that vendors are in compliance with all permitting and other legal requirements, including but not limited to obtaining all vendor's licenses and permits required by law. Food vendors must adhere to policies and laws governing the event. The Sandusky County Health Department will serve as the principal agency for monitoring and enforcing the requirements of food vendors. If a vendor fails to meet or maintain these requirements for food handling and preparation, and/or proper waste disposal, that vendor will not be permitted to participate in the event.

19. **WATER SERVICES/HOOK-UPS:** Water services and hookups are not available from the Library. The event manager must make plans to provide water from another source if necessary for the event.

20. **WEDDINGS:** Small weddings (fewer than 50 attendees and participants) or wedding photography may be scheduled on Library property when the grounds are available. A Sandusky County resident must apply as sponsor of the event and accept responsibility for any cleanup or repairs required following the event. However, because the Library grounds are public property, the Library cannot guarantee that other residents or library visitors will not be present.