CALL TO ORDER AND WELCOME

ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions

PRESENTATION/DISCUSSION ITEMS
A. Downtown Market Analysis (Mike Legg, City Manager; Michelle Audette-Bauman, Development Finance Initiative and Tanner Dudley, Development Finance Initiative)
B. Facilities Use Policy (Mike Legg, City Manager)
C. City Hall/Downtown Room and Facility Naming (Annette Privette Keller, Communications Director)
D. Special Events Policy (Eddie Smith, Deputy City Manager)

STAFF UPDATES

CITY COUNCIL COMMENTS

UPCOMING SCHEDULE
October 26, 2015 - Kannapolis Train Station 6:00 PM
November 12, 2015 - Public Works Operations Center 6:00 PM
November 23, 2015 - Kannapolis Train Station 6:00 PM
December 14, 2015 - City Hall Council Chambers 6:00 PM

MOTION TO ADJOURN

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Kannapolis, should contact the office of Tina H. Cline, Human Resource Director, by phone at 704-920-4302 or by email at tcline@kannapolisnc.gov as soon as possible but no later than 48 hours before the scheduled event.
City of Kannapolis  
City Council Meeting  
October 12, 2015  
Staff Report  

TO: Mayor and City Council  
FROM: Mike Legg, City Manager; Michelle Audette-Bauman, Development Finance Initiative and Tanner Dudley, Development Finance Initiative  
TITLE: Downtown Market Analysis  

A. Action Requested by City Council  
None - Presentation and Discussion only  

B. Required Votes to Pass Required Action  
Presentation Only, no action required  

C. Background  
The Development Finance Initiative (DFI) will present high-level findings from the downtown market analysis, including a preliminary mix of downtown uses, analysis of game changing projects and case study community comparisons. The preliminary program mix is developed using baseline projections informed by historic trends for retail, office, hospitality and residential uses. This program represents the scope and scale of supportable development in downtown Kannapolis without transformative investments.  

The analysis of game changing projects will compare at a high level three options for major downtown anchors, including a baseball stadium, performing arts center and children’s museum. The impact and timing of these types of anchor investments in other communities will be highlighted to help guide prioritization of public investment in downtown Kannapolis.  

A list of case study communities and their relevance to the redevelopment of downtown Kannapolis will also be discussed. Each component of the market analysis – the preliminary mix of uses, game changer analysis and case study comparisons – will inform the program and amenities included in the site analysis stage of the planning process. Additionally, the market analysis will shape the initial program proposed for the downtown demonstration project.  

D. Fiscal Considerations  
To be discussed during work session
E. Policy Issues
To be discussed during work session

F. Legal Issues
To be discussed during work session

G. Alternative Courses of Action and Recommendation
No action required

H. Issue Reviewed By
Irene Sacks, Mike Legg

ATTACHMENTS:
  File Name
No Attachments Available
TO: Mayor and City Council  
FROM: Mike Legg, City Manager  
TITLE: Facility Use Policy  

A. Action Requested by City Council  
None - Presentation and Discussion Only. City Council action is anticipated at the October 26, 2015 City Council meeting.  

B. Required Votes to Pass Required Action  
Presentation Only, no action required  

C. Background  
The City now has several areas which can be used by the public for event rental. Areas available for rental include the City Hall, Cabarrus Bank Building, Train Station, and Village Park Room.  

We believe that utilizing the space for rentals can be an economic development driver for the downtown. We are already receiving numerous inquiries for use of the spaces. In order to ensure that events are held in a safe and efficient manner, provide for preservation of the building and equipment and supplement staff costs a policy for the use of the facilities has been drafted.  

We have visited and spoken with other governments and firms who manage event space in order to determine the best practices we need to use in order to manage our event space appropriately. The policy outlines basic standard operating guidelines for use and fees for the rental spaces.  

D. Fiscal Considerations  
Our expectation would be to recoup a portion of our expenses and garner enough revenue to maintain operation of the meeting spaces.  

E. Policy Issues  
None
F. Legal Issues
The City Attorney has reviewed the proposed policy and there are no legal issues or concerns.

G. Alternative Courses of Action and Recommendation
Presentation Only. City Council action is anticipated at the October 26, 2015 City Council meeting.

H. Issue Reviewed By
Annette Privette Keller, Bridgette Bell, Eddie Smith, Wally Safrit

ATTACHMENTS:
   File Name
   ○ COK_Facility_Use_Policy.pdf
# City Facilities Use Policy

## Table of Contents

- **Purpose:** ......................................................................................................................................................... 2  
- **Applicability:** ................................................................................................................................................... 2  
- **Application:** .................................................................................................................................................... 3  
- **Rental Fees:** .................................................................................................................................................... 3  
- **Availability of Facilities:** .................................................................................................................................. 4  
- **Facility Deposits and Fees:** .............................................................................................................................. 5  
- **Cancelations:** .................................................................................................................................................. 5  
- **General Rules of Use:** ...................................................................................................................................... 6
City Facilities Use Policy

**Purpose:** The purpose of this Facility Use Policy is to define the applicability of facilities owned and operated by the City of Kannapolis for public use and the requirement for the use of these facilities. It is the intent of the City to allow the use of specified rooms and related facilities for the benefit of the designated user, provided such use does not interfere with the operations of the City.

**Applicability:** This Policy applies to City Hall, Veterans Park, Kannapolis Train Station, the Dale Earnhardt Tribute site, Cabarrus Bank Building, Rotary Hall, Public Works Training Room, and the Village Park Multi-Purpose Room.

In general, the following City owned facilities may be requested and used pursuant to this policy through the General Services Director’s Office:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Square Footage</th>
<th>Theater # of people</th>
<th>Banquet # of people</th>
<th>Classroom # of people</th>
<th>Reception # of people</th>
<th>Pre-Set # of people</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CITY HALL &amp; POLICE HEADQUARTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Center – Section A</td>
<td>1,590</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>150</td>
<td>n/a</td>
</tr>
<tr>
<td>Event Center – Section B</td>
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<td>80</td>
<td>85</td>
<td>250</td>
<td>n/a</td>
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<tr>
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<td>100</td>
<td>50</td>
<td>50</td>
<td>150</td>
<td>n/a</td>
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<tr>
<td>Event Center – Section A &amp; B</td>
<td>3,710</td>
<td>280</td>
<td>150</td>
<td>130</td>
<td>500</td>
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</tr>
<tr>
<td>Event Center – Section B &amp; C</td>
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<td>280</td>
<td>150</td>
<td>130</td>
<td>500</td>
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<tr>
<td>Event Center – Section A, B, &amp; C</td>
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<td>450</td>
<td>260</td>
<td>215</td>
<td>700</td>
<td>n/a</td>
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<tr>
<td>Kitchen</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<td>n/a</td>
<td>n/a</td>
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<td>Gallery</td>
<td>2,960</td>
<td>164</td>
<td>90</td>
<td>128</td>
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<td>Shell Space</td>
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<td>29</td>
<td>48</td>
<td>800</td>
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<td>18</td>
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<td>6</td>
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<tr>
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<td>42</td>
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<td>15</td>
<td>75</td>
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<td>40</td>
<td>21</td>
<td>100</td>
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<td></td>
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<tr>
<td>Cabarrus Bank Building</td>
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<td>144</td>
<td>144</td>
<td>144</td>
<td>144</td>
<td>n/a</td>
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<td>Train Station – Large Room</td>
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<td>168</td>
<td>80</td>
<td>72</td>
<td>300</td>
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<td>48</td>
<td>30</td>
<td>20</td>
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<td>Village Park Multi-Purpose</td>
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<td>120</td>
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<td>54</td>
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<td>Village Park Patio</td>
<td>Open</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Public Works Training Room</td>
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<td>84</td>
<td>40</td>
<td>36</td>
<td>200</td>
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<td>Veterans Park Gazebo</td>
<td>Open</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
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<td>Dale Earnhardt Plaza</td>
<td>Open</td>
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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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City Facilities Use Policy

<table>
<thead>
<tr>
<th>Department Use Only</th>
<th>Square Footage</th>
<th>Theater # of people</th>
<th>Banquet # of people</th>
<th>Classroom # of people</th>
<th>Reception # of people</th>
<th>Pre-Set # of people</th>
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</thead>
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<tr>
<td>CITY HALL &amp; POLICE HEADQUARTERS</td>
<td></td>
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<tr>
<td>Police Briefing Room</td>
<td>900</td>
<td>70</td>
<td>n/a</td>
<td>54</td>
<td>n/a</td>
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<tr>
<td>Executive Conference Room</td>
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<td>n/a</td>
<td>42</td>
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<tr>
<td>Administration Conference</td>
<td>200</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>19</td>
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<tr>
<td>Police Conference</td>
<td>1,080</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>30</td>
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<tr>
<td>Fire Conference</td>
<td>300</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>22</td>
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<tr>
<td>Planning Conference</td>
<td>300</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>32</td>
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<tr>
<td>Public Works Conference</td>
<td>300</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>14</td>
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<tr>
<td>Parks &amp; Recreation Conference</td>
<td>180</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>15</td>
</tr>
<tr>
<td>EOC/Training – Section 1</td>
<td>630</td>
<td>36</td>
<td>30</td>
<td>45</td>
<td>100</td>
<td>n/a</td>
</tr>
<tr>
<td>EOC/Training – Section 2</td>
<td>630</td>
<td>36</td>
<td>30</td>
<td>45</td>
<td>100</td>
<td>n/a</td>
</tr>
<tr>
<td>EOC/Training – Section 1 &amp; 2</td>
<td>1,260</td>
<td>108</td>
<td>50</td>
<td>72</td>
<td>200</td>
<td>n/a</td>
</tr>
</tbody>
</table>

* Capacities are based on allowable limits per NC Fire Code, not square footage.

Rental applicants may request specific areas, but the City Manager or his designee reserves the right to place rentals in available and appropriate locations.

**Application:** To secure a date for any event to be held in a City facility, a completed reservation application must be approved by the City Manager or his designee. Reservations are confirmed based on a first come first served basis, up to two years (24 months) in advance. Only the facilities or room(s) paid for and confirmed through a reservation may be used. A separate reservation form must accompany each request for use. Recurring reservations are permitted for a period, not to exceed twelve months from the date of initial use. A rental is confirmed when 50% of the total rental fees and 100% of the security deposit is received. The remaining 50% balance of rental and equipment fees should be required ten (10) business days prior to the use of the facility. If the renting party does not pay all fees timely in full, the contract becomes void. A $100.00 security deposit is required for all meetings and a $250.00 security deposit for all parties, receptions, and banquets. The City Manager or his designee is authorized to cancel or relocate any reservations due to scheduling conflicts or unforeseen events that make the use of a room or facility unavailable, unsafe, unreasonable or otherwise not in the best interest of the City or public. In the event, that the City requires a cancelation or relocation of a reservation, the City will notify the applicant as soon as possible of the change and refund any required fees or deposits. Should any groups or entities need to cancel the reservation, they must provide a minimum of a ten (10) business day notice, in writing, or this could cause the forfeiture of all paid money.

**Rental Fees:** Completed applications and rental fees are required to hold a date for a reservation. These are required no earlier than twelve (12) months and no later than ten (10) business days prior to the date for which the facility is being requested.

- The rental deposit of 50% of the total of all fees is required at the time the application is submitted; see the rate table below.
  - The rental deposit is credited towards the total rental amount
- The security fee is due at the time the application is submitted.
City Facilities Use Policy

- The City will process refund payments for security deposits immediately following the event and return a full deposit no later than 30 days after use of the facility, provided guidelines have been adhered to, and no damage has resulted from use of the facility.
  - The remaining 50% rental balance is due ten (10) business days prior to the event date.
  - Damages and extensive cleaning will result in forfeiture of all or a portion the refundable security deposit.
  - In the event that a room, facility or any of its contents suffers damage due to the actions or neglect of groups or entities that have reserved the room or facility, the renting party will be charged the actual costs to repair or replace the room, facility or damaged item, in addition to forfeiting the security fee for the use of the room or facility.
  - The renting party shall be responsible for all claims, damage or accidents occurring by any act, omission, default, subcontractor, employees, patrons, guests, or negligence. The renting party will pay the City in cash/credit card, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the beginning of this lease.
  - City Council and City of Kannapolis Employees will be charged the business hourly rate for all rentals for non-City business and personal use.
  - Basic equipment is assigned to each facility, and is included in rentals. For additional information on the equipment in each space, contact the City Manager or his designee.
  - Business Packages and multi-day packages are available. For additional information on these packages, contact the City Manager or his designee for additional information and prices.

In accordance with Section 163-99 of the North Carolina General Statutes, the City is authorized and directed to permit the use of space within the City Hall without charge, except custodial and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions.

Availability of Facilities: The applicable rooms and facilities of the City are available for use Monday through Saturday, between the hours of 7 a.m. and 12 a.m. (midnight). Sunday events must begin after 1 p.m. and conclude by 12 a.m. (midnight) unless previously approved by the City Manager or his designee. All reservations, including uses, dates, and times are subject to the City Manager or his designee’s review and approval. Setup and cleanup need to be included in the rental times. These times will need to be listed on the application along with the event time.

To accommodate as many groups or entities as possible during popular dates for meetings, unless otherwise approved by the City Manager or his designee, applicable rooms and facilities must be reserved for specific time periods. Facility Use Applications that do not contain specific time periods, or that contain general time periods, such as “all day,” will be denied. Also, groups or entities may be asked to alter requested time periods and facility space to assist in accommodating as many groups or entities as possible.

- Business Hours are considered Monday through Friday from 7 a.m. until 6 p.m.
- After-Hours are considered Monday through Friday from 6 p.m. until 12 a.m. (midnight), Saturday from 7 a.m. until 12 a.m. (midnight), Sunday from 1 p.m. until 12 a.m. (midnight) and any standard City observed holiday.
City Facilities Use Policy

Facility Deposits and Fees: The following fees shall apply for the use of facilities:

<table>
<thead>
<tr>
<th>Facility Type</th>
<th>Reservation Deposit %</th>
<th>Business Hours Rate</th>
<th>After Hours Rate</th>
<th>Security Fee Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CITY HALL &amp; POLICE HEADQUARTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Center – Section A</td>
<td>50%</td>
<td>$75</td>
<td>$85</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Event Center – Section B</td>
<td>50%</td>
<td>$75</td>
<td>$85</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Event Center – Section C</td>
<td>50%</td>
<td>$75</td>
<td>$85</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Event Center – Section A &amp; B</td>
<td>50%</td>
<td>$150</td>
<td>$175</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Event Center – Section B &amp; C</td>
<td>50%</td>
<td>$150</td>
<td>$175</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Kitchen</td>
<td>50%</td>
<td>$25</td>
<td>$35</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Council Conference</td>
<td>50%</td>
<td>$25</td>
<td>$35</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Gallery</td>
<td>50%</td>
<td>$25</td>
<td>$35</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Shell Space</td>
<td>50%</td>
<td>$15</td>
<td>$20</td>
<td>$100 - $250</td>
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<tr>
<td>Outside Terrace – Section 1*</td>
<td>50%</td>
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<td>$15</td>
<td>$100 - $250</td>
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<tr>
<td>Outside Terrace – Section 2*</td>
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<td>$20</td>
<td>$15</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Outside Terrace – Sections 1 &amp; 2*</td>
<td>50%</td>
<td>$30</td>
<td>$20</td>
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<td><strong>ADDITIONAL FACILITIES</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Cabarrus Bank Building</td>
<td>50%</td>
<td>$60</td>
<td>$65</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Kannapolis Train Station – Large Room</td>
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<td>50%</td>
<td>$45</td>
<td>$50</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Village Park Multi-Purpose</td>
<td>50%</td>
<td>$50</td>
<td>$55</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Village Park Patio</td>
<td>50%</td>
<td>$15</td>
<td>$20</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Public Works Training Room</td>
<td>50%</td>
<td>$45</td>
<td>n/a</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Veterans Park Gazebo</td>
<td>50%</td>
<td>$25</td>
<td>$30</td>
<td>$100 - $250</td>
</tr>
<tr>
<td>Dale Earnhardt Plaza</td>
<td>50%</td>
<td>$20</td>
<td>$25</td>
<td>$100 - $250</td>
</tr>
</tbody>
</table>

*Outside Terrace Areas cannot be rented unless inside space is rented.*

- **Weekday Rental Minimum** – 2 hours
- **Weekend Rental Minimum** – 4 hours
- **Extended Time Rental** – 15% discount when any room or combinations of rooms are rented for 12+ hours during a single booking
- **Multi-Space Rentals** – 20% discount when all first floor spaces at City Hall and Police Headquarters are rented. *(Includes: Event Center Sections A, B, & C, Kitchen, Council Conference Room, Gallery, Shell Space and Outside Terrace Sections 1 & 2)*
- **Permanent Tenant Rate** – 20% discount when any room or combinations of rooms are rented monthly for a time span of two (2) or more hours each month and an annual agreement with twelve (12) monthly meetings scheduled.

**Cancelations:** Cancelations must be provided in writing ten (10) business days in advance of the event. In this case, a full refund shall be given of both rent and security fee. Special consideration may be given in the event of a natural disaster or a medical emergency. For cancelations provided less than ten (10) business days in advance, all rent, deposits, will be forfeited at the discretion of the City. Any cancelation made after the room is set up results
City Facilities Use Policy

in forfeiture of all rent, deposits, and fees. Rescheduling will be considered by the General Services Director’s Office and is subject to availability.

In the event, the City of Kannapolis is declared closed due to a natural disaster, including weather related events and medical emergency, any permission to use the facility is automatically withdrawn during the closure period. Kannapolis government closure information is available on the City’s website, City social media, local radio, and TV stations. In such an event, the City shall not provide notice of cancelation. Users shall be solely responsible for notifying event participants. Should this type of closure take place, a 100% refund will be granted.

Non-Discrimination Policy: The City of Kannapolis prohibits discrimination against any person for any reason including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, political affiliation, marital status, veteran status, or any other characteristic protected by law.

Indemnification: Person renting agrees to indemnify and hold the City, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the facility by Renting person and their guests, agents, or employees.

General Rules of Use:

1. All use of rooms and facilities, except incidental use by City staff, must be scheduled in advance through an application filed with the City Manager’s Office. All required deposits and fees must accompany the application.

2. The renting party must be at least 21 years or age to rent any facility and must be present during the event. For any event where minors (18 years of age or younger) will be a majority of the attending guests, a ratio of 1 adult to every 10 minors must be present. The renting party shall be responsible for the orderly behavior of their guests using the facility and must conform to all departmental policies, facility and City rules and regulations.

3. No person shall enter or remain in a City building or facility unless properly clothed and shod. Street clothes and footwear are required at all times. No bathing suits are allowed.

4. Under no circumstances will a group or entity using a room or facility be given a key to access any City facility. City staff will provide access to the room or facility.

5. Kitchen use is by rental only. The kitchen may be used for warming, cooling, and plating but is not for preparing raw products. Food must be cooked offsite. The kitchen must be cleaned prior to leaving the facility and must be done within the rental time. Failure to comply may result in forfeiture of the renting party’s security deposit. The renting party should furnish all meal-related equipment. Kitchen facilities are not for preparing food for sale. Please note there shall be NO use of the kitchen or the contents thereof unless it is rented.

6. The City will provide all rental applicants a list of approved caterers. These caterers have provided the required insurance information and have received the necessary training on the building/equipment. If a rental applicant wishes to use a different caterer who is not on the preferred list, the company must
City Facilities Use Policy

comply with all requests and regulations (training, insurance, etc.) and be pre-approved by the City Manager or his designee.

7. Should one two events be scheduled for one facility at the same time, only one approved caterer will be allowed in the area.

8. Renting party shall promptly report all accidents or incidents which result in either personal injury or damage to the property of the City, an employee, or member of the public, regardless of who is responsible for the damage.

9. Renting party shall immediately report defective equipment or unsafe conditions of any equipment or facilities that may endanger anyone to the City employee in charge of the facility.

10. The City, its officers, agents, and employees shall have the right to enter the facility at all times during the rental event to confirm Renting party’s conformance to this Policy. If the City determines, in its sole judgment, that Renting person has breached a term of this Policy, the City shall have the right to immediate terminate this rental agreement prior to the expiration of its term and prior to the conclusion of the event without any refund to the renting person.

11. In the event of an emergency and severe weather, City Manager or his designee has the authority to suspend all activity within the facility and evacuate all individuals to the nearest emergency shelter.

12. The use of rooms and facilities does not obligate the City to provide any furnishings or equipment not currently assigned to the area or listed in the rental contract. Furnishings and equipment may not be removed from the room or facility. Additional equipment may be brought into rooms and facilities if noted on the application and pre-approved by the City Manager or his designee.

13. City equipment, including furnishings and audio-visual equipment, may not be used unless provided through the rental contract.

14. The use of displays, decorations or similar items is expressly limited to freestanding elements, tables, or easels. The attachment of displays, decorations or similar items on walls, doors, windows or any other surface is prohibited.

15. Helium balloons are prohibited in City Hall unless securely tethered at all times.

16. The City Hall is a smoke-free environment. Smoking and vapor is prohibited in/on City property.

17. Serving of alcoholic beverages will be allowed with approval and permits when necessary, according to state and federal laws. All alcohol must be delivered to and removed from the premises during the hours reserved by the renting party. The renting party assumes all responsibilities and liabilities associated with the serving of or use of alcoholic beverages for their event or use of the facility. (Alcoholic Beverage Ordinance available upon request)
18. Groups or entities using rooms and facilities will return the rooms and facilities to their pre-event condition in accordance with the checklist provided with the application. The renting party is responsible for placing all garbage/recycling in the designated receptacles. City staff will remove all garbage/recycling from the building after the end of the rental. If receptacles become full, City staff must be notified. The security fee will not be refunded if this rule is violated.

19. Parking is available in all parking areas unless otherwise posted.

20. The use of any static signage or the facility’s electronic signage must be requested on the application and approved by the City Manager or his designee.

21. Under no circumstances may a group or entity use the City’s insignias, including the City logo, without the express permission of the Director of Communications.

22. Advertising/promotion of events, meetings, programs, etc., for which space within a facility has been reserved, must clearly state the sponsor of the event, a local contact person, and a telephone number. Promotional materials, press releases, etc., must be worded, so it is clear to the general public that the event is not sponsored by the City of Kannapolis. Failure to comply with this policy may lead to immediate cancelation of the event and forfeiture of rental fees and deposit paid.

23. Advertising/promotion of events may not occur until the 50% rental fee, and the security deposit are paid.

24. Failure to conclude the use of a room or facility (defined as more than fifteen minutes beyond the time indicated on the application), may result in the forfeiture of the security fee and additional fees assessed.

25. Groups and entities using the rooms and facilities are responsible for their behavior and are expected to comply with all policies, laws and regulations. Failure to do so could result in dismissal from the facility, the denial of future use applications, and forfeiture of the security fee.

26. The City reserves the right to deny the use of the rooms and facilities if it is determined the use is not in the best interest of the City and public. The City also reserves the right to evict any group or entity from any room or facility if deemed in the best interest of the City and public.

27. The renting party will observe and obey all the Laws of the United States and the State of North Carolina; all applicable ordinances of Cabarrus County and the City of Kannapolis; all rules, regulations and requirements of the Cabarrus County Health Department; the Kannapolis Police and Fire Departments and other municipal authorities of the City. The renting party will obtain all licenses, permits, and union and trade organization clearances required by any public body or contract at their expense.

28. The following require approval of the City Manager or his designee:
   a. Charging for admission, selling tickets or taking subscriptions or collections.
   b. Dances or Bands; sound level shall not exceed 100 decibels.
   c. Selling or offering of merchandise.
   d. Tents and additional outside fixtures.
City Facilities Use Policy

29. If the rental is being used as part of a parade/march, street fair, trail/greenway, run/walk/bike, festival or, etc. a special event application must be submitted and approved for the room rental to be approved.

30. A police officer may be required for an activity when deemed necessary by the City Manager or his designee. Any monetary compensation required for such service shall be the responsibility of the renting party and will be discussed with the renting party prior to the event.

31. The City assumes no responsibility for lost, stolen or damaged personal property.

32. All activities must cease by 12:00 midnight unless previously approved by the City Manager or his designee; this requirement includes cleanup of the event.

33. Miscellaneous Provisions:
   a. Bubbles, glitter, birdseed, and rice are prohibited inside the facility. Confetti is permitted inside the facility. Birdseed and bubbles are permitted outside the facility.
   b. Illegal drugs, gambling, vulgar language or solicitation is prohibited.
   c. Weapons, except those carried by Police or as approved by City Manager’s Office.
   d. Animals, except service animals or those approved by the City Manager or his designee.
   e. Any game or activity that is prohibited by North Carolina law, federal law or local law. All games require approval by the City Manager or his designee; this includes "Casino Night" or "Bingo".
   f. No open candlewicks; all candlewicks must be enclosed, votive or hurricane-type containers are recommended and must be approved by the City Manager or his designee.
   g. Use of the facility for personal gain or moneymaking projects is prohibited.
   h. Nails, hooks, tacks, tape, glue, sticky tack or screws into any part of the facility is prohibited.
   i. Items left overnight unless approved by the City Manager or his designee is prohibited.
   j. No decorations of any kind shall be attached to walls, floors, ceilings, doors, doorframes or tables unless approved by the City Manager or his designee.
   k. Fireworks or other explosives are prohibited in the facility and on the premises.
   l. Any agreement to use the facility is not assignable to any other person or entity.

Any person or group violating any rules is subject to suspension from the facility and prosecution under the law, where appropriate, and forfeiture of their security deposit and associated fees. Flagrant misuse of facilities will result in the forfeiture of future reservations.
City of Kannapolis  
City Council Meeting  
October 12, 2015  
Staff Report

TO: Mayor and City Council  
FROM: Annette Privette Keller, Communications Director  
TITLE: City Hall/Downtown Room and Facility Naming

A. Action Requested by City Council

None - Presentation and Discussion Only. City Council action is anticipated at the October 26, 2015 City Council meeting.

B. Required Votes to Pass Required Action

Presentation Only, no action required

C. Background

As we have discussed in the past the new City Hall / Police Headquarters building will be a dominant structure in our Downtown. The meeting space name needs to have a strong identity, be simple & as short as possible in order for people to quickly grasp what it is; to be visually appealing on signage, advertising, brochures, etc.

Most importantly the name of the meeting space needs to convey that it is a place of prominence, importance, class and elegance. The name needs to be noncontroversial. The name needs to be unique if possible. A place that the City is proud of and a place where people want to host their corporate event, conference, meeting, and so forth. With the name of the facility we are working to create a place of prominence for well into the next generation.

The name is a marketing tool which is just as important as the traditional types of marketing we will use to promote the space.

In addition to the meeting space, staff believes the naming of conference rooms in the building lends some character to the building and makes it easy (over time) to communicate where meetings are being held.

Finally, there are a few other City owned facilities in and around downtown that may warrant more appropriate names.

Staff will present options, ideas and recommendations at the Work Session.
D. Fiscal Considerations
None.

E. Policy Issues
None.

F. Legal Issues
None.

G. Alternative Courses of Action and Recommendation
City Council action is anticipated at the October 26, 2015 City Council meeting. The alternative is to not name any rooms in the new City Hall/Police HQ which would limited marketability of the new meeting space and remove some of the potential character from the new building.

H. Issue Reviewed By
Annette Privette Keller, Eddie Smith, Mike Legg

ATTACHMENTS:
  File Name

No Attachments Available
The city hosts 150+ special events each calendar that requires the use of public streets, sidewalks, parks, city resources, and city staff. Some of these events are City-initiated while many others are produced by civic groups, schools, churches, non-profits, or other government entities. A special event is defined as:

a. Is any type of activity that would require the obstruction of a street and/or of any other City infrastructure; and/or,
b. City staff or services are required to help setup/attend the activity; and/or
c. An activity that may attract more than 250 people.

Our recent staffing study identified the strain these events have on City staffing levels and resources; the events may also occur unbeknown to City departments until a last minute request is made from the event organizer or an emergency incident is reported. An even greater conflict occurs when these events are scheduled on the same dates/times.

With the City’s recent purchase of downtown, staff anticipates an increased number of request from organizations to host events in and around downtown; which on the surface is a great idea until its determined these new events could conflict with other events/activities where city resources have already been committed or, from a branding/marketing perspective, the event is confused by the public as being a City event that may not necessarily meet the higher standard and quality of planning necessary for a successful, positive, and safe event.
Purpose of this permit process is to:

a. Review and approve events within the City of Kannapolis
b. Create one-stop for organizers/Streamline process
c. Assign needed City staff or equipment
d. Track use of City streets, sidewalks, and other infrastructure
e. Track and maintain a database of events citywide

D. Fiscal Considerations

None at this time. The Special Event process does solicit user fees for staff time and resources rendered during the planning and implementation of the event. Fees are correlated to street/sidewalk closures, staff assistance/attendance, and size of the event.

E. Policy Issues

This process helps City departments know and prepare for events city-wide to better allocate staff, resources, and maximize marketing potential with regards to other events throughout the city. The process also provides a means of determining what events may require liability insurance or identify provisions that may be necessary to create a safe environment.

A Special Events committee comprised of a representative from each department (Police, Fire, Communications, Public Works, General Services, Parks & Recreation), will meet monthly to review event applications. All organizers will be responsible for the user fees unless the City is officially a sponsor of the event prior to submitting the event application.

Staff understands the first 12-months implementing the process will require flexibility and educational outreach to event organizers.

F. Legal Issues

This application process is highly recommended to insure organizers understand any potential legal and insurance obligations as well as creating an opportunity for the City to review its liability exposure.

G. Alternative Courses of Action and Recommendation

City Council action is anticipated at the October 26, 2015 City Council meeting. The alternative would be to do nothing and allow events to happen whenever and wherever organizers choose; thereby creating scheduling conflicts between events, exhausting city resources, and exposing the City to unintended/unexpected liability.

H. Issue Reviewed By

Annette Privette Keller, Eddie Smith, Eric Davis, Ernie Hiers, Gary Mills, Mike Legg, Tina Cline, Wally Safrit, Wilmer Melton, Woody Chavis

ATTACHMENTS:

File Name

- SPECIAL_EVENT_APPLICATION.pdf
SPECIAL INFORMATION AND CONDITIONS FOR RECEIVING A SPECIAL EVENT PERMIT

A Special Event:
- Is any type of activity that would require the obstruction of a street and/or of any other City infrastructure and/or
- City staff or services are required and/or
- An activity that will attract more than 250 people

The purpose of this permit application is to:
- Review and approve events
- Assign needed City staff and equipment
- Track use of City street, sidewalks, and other infrastructure
- Track and maintain a database of events citywide

Event Advertisement: Do not announce, advertise or promote your event until you have completed and submitted this application and you have received written preliminary approval from the City of Kannapolis.

Event Notification: Applicants are required to notify private property owners affected by the event between 30 days and 15 days prior to the event. A copy of the residential or business notification forms should be given to every resident or business affected by your event. You can obtain special event notification forms from the City of Kannapolis General Services Director’s Office.

Vulgar Language and Lewd Conduct: Applicant agrees to restrict the use vulgar language or lewd behavior by event participants, vendors, or talent that may offend patrons at the event. Specific consideration should be given to occasions with free admission and openly accessible event spaces.

Tobacco Use and Smoking: Tobacco use and smoking is not permitted in/on any public facilities.

Attendance: Applicant must make best efforts to count attendees at the event by session or by day, and to provide such information to the city within five (5) days following the conclusion of the event. The information will be used internally to document attendance levels for future planning and administrative purposes.

Event Signs: During your event, no signs, banners, posters or other advertisements may be affixed to trees, buildings or street fixtures. Event banners advertising your event may be placed up to seven days in advance, with permission on city right of ways.

Street/Event Area Conditions: No permanent alterations to the street or permitted area will be permitted. Any and all festival/event equipment, trash or remnants must be removed within 24 hours of the end of the event.

Parking: On-site event parking is allowed in designated areas only. The Fire Department requires that all entrances, exits and fire lanes be maintained; access to fire hydrants cannot be obstructed. A complete traffic plan (with parking and shuttle information) must be submitted. Events held on private property should provide parking in private parking areas. It is the responsibility of the applicant to install proper signage to ensure parking spaces are open at the time of the event. The City of Kannapolis is not responsible for the towing of vehicles from these reserved spaces on private property.
**Police:** The Special Events Committee, in consultation with the Kannapolis Police Department, shall determine the number of police officers required to appropriately manage street closures and for internal security, as well as the time when such services shall commence and end. Applicants will be invoiced prior to the event at the rate of $35.00 per hour per police officer assigned to the event. These fees are due one (1) week prior to the event.

**Fire and EMS:** The Special Events Committee, in consultation with the Kannapolis Fire Department will determine the number of Emergency Medical Technicians required as well as the time when such services shall commence and end. Applicants will be invoiced prior to the event at the rate of $35.00 per hour per police officer assigned to the event. These fees are due one (1) week prior to the event.

**Street Closure Equipment:** The Special Events Committee, in consultation with the Kannapolis Public Works Department, shall determine the need of traffic control equipment to appropriately manage street closures. Applicants will be notified of the recommended controls. The applicant may rent the equipment at the rate of $175.00 per event. These fees are due one (1) week prior to the event.

**Greenway Event Usage:** For events held on a Kannapolis Parks and Recreation maintained Greenway usage must be pre-approved by the Special Events Committee.

**Current Special Events Permit Fee Schedule:** Fees for special events and neighborhood block parties will utilize the below fee schedule. Permit fees are non-refundable and are subject to change.

- Parade, Walk, or Run: $125
- Festival/Exhibition Shows:
  - Non-profit without Sales: $100
  - Non-profit with Sales: $200
  - For-profit Organizations: $200
- Neighborhood Block Parties: $50

* Fees are not applicable if the event is contained to private property and requires no City resources.
* Checks should be made payable to the City of Kannapolis

**Insurance:** If an event requires a street or sidewalk closure then Comprehensive General Public Liability Insurance is required: $1,000,000 per person per occurrence with a $2,000,000 aggregate naming the City of Kannapolis as additionally insured. **Certificate should be specifically worded: The City of Kannapolis, its officers, employees and agents are additionally insured. If alcohol is being served at the event, Liquor Liability is required to be included on the Certificate of Insurance. Attach a proof of insurance when submitting an application.

**Binding Agreement:** I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Kannapolis rules, regulations and ordinances should my permit application be approved. And I will fulfill the requirements placed upon this permit application.

Authorized Signature: ____________________________________________

Organization: ____________________________________________ Date: __________________________

---

www.KannapolisNC.gov

704-920-4314
SPECIAL EVENT PERMIT APPLICATION

Application for this permit MUST be submitted at least 30 days prior to your special event.

Application # ______________ (to be assigned by staff)

I. GENERAL INFORMATION

| Type of Event (please check all that apply) (Please see Appendix A, B, and C) |
|-------------------|-----------------|-----------------|-----------------|
| Parade/March      | Run/Walk/Bike   | Outdoor Market  | Festival        |
| Street Fair       | Rally/Protest   | Athletic Event  | Exhibit         |
| Trail/Greenway Event | Parks       | Other (explain):|

Event Name: ____________________________  Event Location: ____________________________

Event Website/Twitter/Facebook: ____________________________

Event Date(s): ____________________________  Inclement Weather Date(s): ____________________________

Description of Event (Please briefly describe the event): ____________________________

Purpose of Event: ____________________________  Target Market: ____________________________

Event Start Time: ____________________________  Event End Time: ____________________________

Set-Up/Load-In (date/time): ____________________________

Dismantle/Load-Out (date/time): ____________________________

Will this event require street closures:  No  Yes (If YES, please see Appendix A, B, and C)

Estimated Daily Attendance: ____________________________

Is the event private (invite only) or open to the public?  Private  Public

Is pre-registration/registration required (regardless public or private)?  Yes  No

II. APPLICANT AND ORGANIZATION INFORMATION

Organization Name: ____________________________

Status:  Non-Profit  Charitable  For-Profit  Individual  Other

IF Non-Profit:  501(C)3  501(C)6  Religious  Fed. 501C Letter MUST accompany application

Applicant Name: ____________________________  Title: ____________________________

Address: ____________________________  City: ____________________________  State: ____________________________  Zip: ____________________________

Mobile Phone: ____________________________  Email: ____________________________

Day of Event Contact: (Provide information for a contact person who will be on-site during the event)

Name: ____________________________  Title: ____________________________

Address: ____________________________  City: ____________________________  State: ____________________________  Zip: ____________________________

Mobile Phone: ____________________________  Email: ____________________________
### III. EVENT DETAILS

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<tr>
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<th>Is this an annual event?</th>
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<tr>
<td>Yes</td>
<td>No</td>
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<tr>
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<td>• What years have the event taken place?</td>
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|        |        | • Have any changes been made from previous years?  
|        |        | • If YES, please describe these changes. |
| Yes    | No     |  Will admission fees be charged to attend this event? |
|        |        | • If YES, provide cost(s) of all tickets? |
|        |        | • Who will benefit from the proceeds: |
|        |        |   o Note: The NC gross receipts tax is 3% remitted to the State of NC |
| Yes    | No     |  Does the event involve the sale or use of alcoholic beverages? |
|        |        |   If YES, |
|        |        |   • Has the ABC permit been obtained?  
|        |        |   • Where will alcohol be served? |
|        |        |   • What types of alcohol will be served? |
|        |        |   • Are police assigned to the event?  
|        |        |   • What means will be used to prevent underage drinking? |
|        |        |   o Note: A copy of the ABC permit is required before the event will be approved. |
| Yes    | No     |  Does the event involve the sale of any non-food items? |
| Yes    | No     |  Does the event involve the sale of food or use of food vendors? |
|        |        |   If YES, |
|        |        |   • Has the health department been notified? |
|        |        |   o Note: A letter of acknowledgement from the Health Department must be submitted 30-days prior to the event.  
|        |        |   o Note: If food will be cooked or prepared on-site, please see Appendix F |
| Yes    | No     |  Will fees be charged to vendors to participate in this event? |
|        |        |   If YES, please provide fee schedule. |
| Yes    | No     |  Will there be amplified sound at your event? |
|        |        |   If YES, |
|        |        |   • Type(s) of sound: |
|        |        |   • # of stages:  
<p>|        |        |   • # of bands: |
|        |        |   • Production company: |
|        |        |   o Note: Any live or loud music must end by 9:00 p.m. and will require an additional amplified sound permit, please see Appendix E |
| Yes    | No     |  Will there be any tents, canopies, or temporary structures? |
|        |        |   o Note: If YES, please see Appendix G |</p>
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Does the event involve the use of pyrotechnics (fireworks, lasers, etc.)?</th>
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<td>o  Note: If YES, please see Appendix H</td>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Will you provide portable toilets for the general public? (Min. 1 per 250 people)</th>
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<td>If YES,</td>
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<td></td>
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<td>o  How many traditional units:</td>
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<td></td>
<td></td>
<td>o  How many handicapped units:</td>
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<td></td>
<td></td>
<td>o  Location(s):</td>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Will you require access to City of Kannapolis water for the event?</th>
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<td>o  If YES, please explain.</td>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Will you require electrical hookups for this event?</th>
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<td>o  If YES, please explain.</td>
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<th>Yes</th>
<th>No</th>
<th>Will you be using generators for this event?</th>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Will inflatable parade balloons be used for this event?</th>
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<td>o  If YES, please details (size, number, etc.).</td>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Will any amusements (carnival rides, moon walks, bounce-houses, dunk tanks, etc.) be used for this event?</th>
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<tr>
<td></td>
<td></td>
<td>If YES, Details:</td>
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<tr>
<td></td>
<td></td>
<td>Vendor:</td>
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<td></td>
<td>Organizer responsible for all permitting:</td>
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<td>o  Note: A letter of inspection from the Elevator &amp; Amusement Devise Bureau may be required prior to start of the event.</td>
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### IV. MISCELLANEOUS QUESTIONS

**Trash and Recycling**

- Do you need Kannapolis to assist with these services:  
  - Yes  
  - No
- How many trash/recycling receptacles do you think you need?
  - Recommendation: 1 receptacle per every 1 food vendor or 1 receptacle per every 50 attendees.
  - The City of Kannapolis can provide cardboard trash and recycling containers and bags. If you request these items, they are available for pick up at Public Works prior to your event (Mon. – Fri. 8:00am until 5:00pm).

**Parking**

- What is your event parking plan?
  - Note: Parking & buildings may be examined for ADA compliance. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.
Advertising

- Will the event be marketed, promoted, or advertised? [Yes] [No]
- Do you have an advertising budget?
- Will there be live media coverage at your event? [Yes] [No]
- Does the event have a media partner, if so who?
- Will you give permission for your event to be published on the City’s Special Events calendar; at the City’s discretion? [Yes] [No]
- Will any handouts/pamphlets, advertising material be handed out during the event? [Yes] [No]

○ Note: Include a copy of your advertisement flyer or any applicable materials with your application at submission.

V. RUN/WALK/PARADE ROUTE CLOSURE REQUESTS
   i. Fill out Appendix A, if you are applying for a Run/Walk/Parade Permit. The application must include a written turn by turn directions list.

VI. STREET CLOSURE REQUEST
   i. Fill out Appendix B, if you are requesting a street closure as part of your special event.

VII. SIDEWALK CLOSURE REQUEST
   i. Fill out Appendix C, if you are requesting ONLY a sidewalk closure as part of your special event.

VIII. Responsible person designated above must ensure all activities comply with state and federal laws and City of Kannapolis Ordinances
IX. Responsible person designated above must be physically present at the event for the duration and carry out the terms of the permit
X. Permit maybe revoked by any supervisory Kannapolis Police Department Officer upon non-compliance of the permit

The following documents MUST be attached with submitted applications.

Site Plan/Map of Event:
_____ Attach a site plan of the entire event area. This map should include street closures, vendor locations, port-a-john locations, stage & entertainment locations, and any other significant details.

RETURN COMPLETED APPLICATION AND APPROPRIATE FEES TO:
City of Kannapolis, City Manager’s Office
Attn: Special Events
401 Laureate Way, Kannapolis, NC 28081
Telephone: (704) 920-4314 Fax: (704) 920-7463
Email: ecox@KannapolisNC.gov
### APPENDIX A
### RUN, WALK, PARADE ROUTE DESCRIPTION

| Event Name: |  |
| Event Date: |  |
| Event Time (formation start): |  |
| Formation Area Location: |  |
| Starting Point: |  |
| Ending Point: |  |
| ROUTE (turn–by-turn description): |  |

**Route Map (mark formation location, starting and ending point; turn by turn diagram):**

---

Signature: ___________________________  Date: ___________________________
APPENDIX B
STREET CLOSURE REQUEST FORM

| Event Name: |
| Event Date: |
| Event Start Time: |

a. Name of Street to be Closed:  
Total or Partial Lane Closure:  
Beginning Intersection Point:  
Ending Intersection Point:  
Beginning Time:  
Ending Time:  

b. Name of Street to be Closed:  
Total or Partial Lane Closure:  
Beginning Intersection Point:  
Ending Intersection Point:  
Beginning Time:  
Ending Time:  

c. Name of Street to be Closed:  
Total or Partial Lane Closure:  
Beginning Intersection Point:  
Ending Intersection Point:  
Beginning Time:  
Ending Time:  

Street Closure Guidelines:  
- Closure Times: Streets are only permitted to close and open according to times listed on the Special Event Permit.  
- Closure Set-Up: Executing the street closure must be done by Law Enforcement Officers only.  
- Fire Lane: 10’ Wide Fire-Lane must be maintained throughout all street closures.  
- Vendors: All festival vendors should be contained within street closure, not on sidewalks.  
- Handicap Sidewalk Ramps: Handicap Sidewalk Ramps should remain unblocked throughout closure.

By signing below, I understand and agree to the Street Closure Guidelines listed above. I also understand that the Police Supervisor assigned to my event has the final authority on any decision that needs to be made regarding any street closure.

_________________________________________  
Signature  
_________________________  
Date

www.KannapolisNC.gov
APPENDIX C
SIDEWALK CLOSURE REQUEST FORM

Event Name: 
Event Date: 
Event Start Time: 

| Specific Street(s) the sidewalk(s) will be Closed: |
| Numbered Block of Street: |
| One or Both Sides of Street(s): |
| Beginning Intersection Point: |
| Ending Intersection Point: |
| Beginning Time: |
| Ending Time: |

Sidewalk Closure Guidelines:
- **Businesses on Sidewalk:** There CANNOT be any businesses along the proposed sidewalk closure that disapproves.
- **Notification:** Applicant MUST notify all businesses and residencies affected by the sidewalk closure. Applicant should utilize the Notification Form.
- **Closure Times:** Sidewalks are only permitted to close and open according to times listed on the Special Event Permit.
- **Closure Equipment:** Sidewalk closure must be executed with Kannapolis Barricades and Equipment.
- **Closure Set-Up:** Sidewalk closure should be physically executed by the event permit holder.
- **Opposite Sidewalk:** Access to the sidewalk on the opposite side of the street must be maintained at all times during the event.
- **Vendors:** All festival vendors should be contained within street closure, not on sidewalks.
- **Event Perimeter:** Event perimeter must NOT exceed the sidewalk area. No event equipment or event vendors should encroach into the street along the sidewalk closure.

By signing below, I understand and agree to the Sidewalk Closure Guidelines listed above. I also understand that the City of Kannapolis Special Event Manager has the final authority on any decision that needs to be made regarding any sidewalk closure.

_____________________________  _______________________________
Signature                     Date
APPENDIX D
Fire Protection/Medical Coverage

<table>
<thead>
<tr>
<th>Event Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Date:</td>
<td></td>
</tr>
<tr>
<td>Event Start Time:</td>
<td></td>
</tr>
</tbody>
</table>

The Kannapolis Fire Department’s primary goal is to provide rapid and reliable care of a high quality to anyone in Kannapolis requesting help through the 911 system. It is understood that many organizers of special events desire the presence of KFD at their event to provide for the safety of its attendees. Below are the criteria for the necessity of medical standby for KFD.

1. The Event is of a scale of anticipated attendance, where the number of people brings a significant “large population” to a single locale that could raise the probability of a need for Emergency Medical Attention. (500 or greater)
2. The Event is of a nature that unusual hazards exist, or exist in a quantity/scale that creates potential hazard to those in attendance. In these instances the public good of the audience may be better served with direct on-scene availability of Emergency Medical Coverage.
3. The Event location and/or activity is such that access to anyone requiring Emergency Medical Attention would be difficult and take longer than normal, due to the nature of the Special Event. (Roads closed or difficult access, communications difficulties, etc.)

If the need for Special Event Emergency Medical Services Coverage is not clearly addressed with these guidelines, consultation with the KFD Division Chief of Emergency Services is necessary. The City of Kannapolis reserves the right to require the host of a Special Event to provide Emergency Medical Services coverage for a given Special Event whenever that event may have a disproportionate impact on public safety in the city.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Is medical/fire coverage required or requested for this event?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Note: If so, or if unsure, please contact the Kannapolis Fire Division Chief of Technical Services at 704-920-4260 or <a href="mailto:kbeard@kannapolisnc.gov">kbeard@kannapolisnc.gov</a>.</td>
</tr>
</tbody>
</table>

The following requirements are to insure the safety of the public as well as the operators outdoor of temporary food service assembly events. The Department endeavors to avoid requirements that involve unreasonable hardships or unnecessary inconvenience or inference with the normal use of cooking at assembly events, but provide for life safety consistent with the public interest.

Any outdoor assembly event having any cooking device in use and over one hundred (100) persons in attendance at any one time or limited access and/or restricted egress shall be reported to the Fire Department.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Does the event involve the preparation of food?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Note: If so, please complete the Outdoor Temporary Food Service Application, Appendix F.</td>
</tr>
</tbody>
</table>
### Does the event involve the use of a stage?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>If so: What is the size of the stage (LxWxH)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Type of covering for the stage?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Power supply?</td>
<td></td>
</tr>
</tbody>
</table>

**Attach a site drawing detailing locations and layout.**

---

If the event uses and existing building a fire inspection may be required prior to the event to ensure all safety concerns are addressed and that the use of occupancy is appropriate.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Does the event involve the use of existing building(s)?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsure</td>
<td></td>
</tr>
</tbody>
</table>

A permit is required by the North Carolina International Fire Code, Chapter 24, for a tent having an area equal to or greater than 200 square feet and/or a canopy having an area equal to or greater than 400 square feet. A tent is defined as a structure with sides and a canopy is a structure without sides. All tents and canopies must be made of flame retardant material and have a label that states it is flame retardant.

- **Yes**
- **No**
- **Unsure**

---

If so, please complete the Tent and Canopy Application, Appendix G.

---

An approved display operator shall supervise all outdoor pyrotechnics displays in accordance with North Carolina Department of Insurance Regulations. In order for an operator to be considered for approval, they must complete and submit this application to the Kannapolis Fire Department at least 30 days prior to the event.

- **Yes**
- **No**

---

If so, please complete the Outdoor Fire Works Display Operator’s Application, Appendix H.

---

Does the event include carnival rides?

- **Yes**
- **No**

---

Include a site drawing detailing the overall layout and electrical plan for the event including an emergency evacuation plan and copies of any state/federal certificates.

---

Signature __________________________ Date __________________________
## APPENDIX E
### Sound Amplification

| Event Name: |  |
| Event Contact Person: |  |
| Event Address: |  |
| City, State, & Zip Code: |  |
| Telephone No.: |  |
| Alternate Telephone No.: |  |
| Nature of Event: |  |
| Responsible Person: |  |

### TIME PERIOD FOR WHICH PERMIT IS REQUESTED

This permit is requested for the following time period and should be consistent with the City of Kannapolis Code Section 11-25(c).

- Date: ____________________________ From: __________________ AM PM
- Until: __________________________ AM PM

### THE PROPOSED PERMIT MAY BE SUBJECT TO THE FOLLOWING CONDITIONS

- a. Amplification may not create sounds registering more than 70dB(a) anywhere within the boundary line of the nearest residentially occupied property.
- b. The responsible person designated above must be available at the site for the entire duration of the permit period to control the sound amplification equipment and ensure compliance with the terms of the permit.
- c. This permit may be rescinded by any Kannapolis police officer upon a determination of non-compliance by the permit holder of any of the terms and conditions of the noise ordinance.

By signing below, I understand and agree to the Sound Amplification Guidelines listed above. I also understand that the City of Kannapolis Chief of Police along with Special Events Manager has the final authority on any decision that needs to be made regarding any sound amplification permit requested.

__________________________  __________________________
Signature                          Date
APPENDIX F
Outdoor Temporary Food Service Application

The following requirements are to insure the safety of the public as well as the operators outdoor of temporary food service assembly events. The City attends to avoid requirements that involve unreasonable hardships or unnecessary inconvenience or inference with the normal use of cooking at assembly events, but provide for life safety consistent with the public interest.

Any outdoor assembly event having any cooking device in use and over one hundred (100) persons in attendance at any one time or limited access and/or restricted egress shall completed this application.

Name: ___________________________      Address:_____________________________________________
State: __________           Zip Code: ____________  Phone Number(s):_________________________________

Proposed Event Date: ______________  Event Name/Location: ___________________________________

Date and time site will be ready for inspection: ______________

CHECKLIST

1. Site plan submitted prior to the move-in/set-up including locations of all vendors? (   ) Yes (   ) No

2. Booths constructed to permit adequate room for equipment, appliances, apparatus, supplies and other materials used in conjunction with the cooking operation? (   ) Yes (   ) No

3. All materials used in the construction/decoration of booth are flame retardant or have been treated with an approved flame retardant product to meet the requirements of the “Match Flame Test”? (   ) Yes (   ) No

4. Booths have a minimum of 6-ft. aisles on each side with a 3-ft. aisle in the rear and an exit way of not less than 36 inches? (   ) Yes (   ) No

5. Cooking devices are isolated from the public? (4 ft. or a barrier between the device and the public) (   ) Yes (   ) No

6. Booths will be inspected by Fire Department prior to lighting or igniting of any cooking device? (   ) Yes (   ) No

7. A fully charged and operable fire extinguisher approved for the specific hazard rating of the fuel shall be located in all cooking booths. It shall be conspicuously located and readily accessible for immediate use and must have a tag attached showing the maintenance or recharge date. (   ) Yes (   ) No

8. Adequate illumination will be provided from a source of reasonably ensured reliability for cooking operations when operating after dusk? (   ) Yes (   ) No
9. Extinguished ashes and coals shall be placed in an approved metal container with a tight fitting lid and removed from the event site at the conclusion of the event? ( ) Yes ( ) No

10. LPG tanks will be secured and shall be equipped with a valve guard collar? ( ) Yes ( ) No

11. Electricity to the temporary food service operation will be from an approved reliable source such as public service connection or self-contained generator? ( ) Yes ( ) No

12. No trash or other combustible waste materials, which create or tend to create a fire hazard, will not accumulate in or around booths? ( ) Yes ( ) No

13. For events where booths are set in the street at the curb lane, the sidewalk to the rear of these booths will be kept free of storage and equipment? ( ) Yes ( ) No

Upon finding any violations of these requirements, which constitute a hazard to life and safety, the Fire Official shall cause the operation of the booth to be stopped.

By signing this application I am stating that to the best of my knowledge all information provided is true, accurate and contains no deliberate omissions of important information relevant to the permit process. I understand that by signing this application I am assuming responsibility for the display listed in this permit application.

___________________________________________ _______ ______________________________
Signature Date
### APPENDIX G
Tent & Canopy Permit Application

<table>
<thead>
<tr>
<th>USER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>Business address</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTALLER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>Business address</td>
</tr>
<tr>
<td>Fax</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TENT OR CANOPY INSTALLATION LOCATION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
</tr>
<tr>
<td>Business Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Location on Property</td>
</tr>
<tr>
<td>Is this tent/canopy application part of a City of Kannapolis, Special Events Application?</td>
</tr>
<tr>
<td>If yes, what is the event name and event date?</td>
</tr>
<tr>
<td>What are the daily hours of operation for the tent?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTALLATION / USE / REMOVAL DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates planned for Tent/Canopy INSTALLATION:</td>
</tr>
<tr>
<td>Dates planned for Tent / Canopy USE:</td>
</tr>
<tr>
<td>Dates planned for Tent / Canopy REMOVAL:</td>
</tr>
<tr>
<td>Responsible Party (Please Print)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

| Permit |
| Permit Fee |
| Reception No: |
APPENDIX H
Outdoor Fireworks Display Operator’s Application

An approved display operator shall supervise all outdoor pyrotechnics displays in accordance with North Carolina Department of Insurance Regulations. In order for an operator to be considered for approval, they must complete and submit this application to the Kannapolis Fire Department at least 30 days prior to the event.

Name: ____________________________      Address:______________________________________________

State: __________           Zip Code: ____________  Phone Number(s):________________________________

Have you performed requirements set forth by NC DOI Regulations pertaining to Pyrotechnics? ( ) Yes ( ) No

Proposed Event Date: ________________      Event Location: _______________________________________

Operator Name: __________________________ Address: __________________________________________

Operator Phone Numbers: _______________ Date and time site will be ready for inspection: _____________

FIREWORKS DISPLAY CHECKLIST

1. Landowner where the event will take place: ___________________________________________________

2. Is landowner sponsoring event? ( ) Yes ( ) No    Estimated size of audience: ________________________

3. Nearest distance between spectators and discharge area:_______________________________________

4. Number of assistants used for discharge/set-up?_____________

5. Has operators/assistants completed the mandatory testing requirements? ( ) Yes ( ) No

6. Will there be assistants designated as spotters (NFPA 1123 Section)? ( ) Yes ( ) No

7. What measures will be taken to insure safety in the event of hazardous weather conditions?
   _________________________________________________________________________________________

8. What means will be used to keep spectators a safe distance from the discharge area?
   _________________________________________________________________________________________

9. Amount of insurance coverage: ________________ Insurance company name:_______________________

10. Describe how and when pyrotechnic devices will be brought to site and stored prior to display?
     _________________________________________________________________________________________
11. To the best of your knowledge, the permit holder, operator and assistants involved in the purchase, transport, storage, and use of the pyrotechnic devices has complied with all applicable state and federal laws pertaining to the pyrotechnics? ( ) Yes ( ) No

12. A list/inventory of the pyrotechnics devices to be used is attached? ( ) Yes ( ) No

13. A drawing or sketch of the event site is attached and includes the following? ( ) Yes ( ) No
   a. Location of the discharge site
   b. Storage location of the pyrotechnics during the event
   c. Location of spectator area
   d. Location of parking Area
   e. Location of barriers to prevent spectators from entering the discharge site
   f. Location of buildings/structures/wooded areas/grass areas on site
   g. Location of overhead utilities such as power lines
   h. Location of Fire Department staging
   i. Approximate distances between these items and the discharge site must be documented on the sketch.

By signing this application I, __________________________ am stating that to the best of my knowledge all information provided is true, accurate and contains no deliberate omissions of important information relevant to the permit process. I understand that by signing this application I am assuming responsibility for the display listed in this permit application.

Applicant / Operator Signature: ________________________________ Date: _______________

Fire Chief Signature: ________________________________ Date: _______________
TO: Mayor and City Council
FROM: Bridgette Bell, City Clerk
TITLE: October Meeting Schedule

A. Action Requested by City Council

B. Required Votes to Pass Required Action

C. Background

D. Fiscal Considerations

E. Policy Issues

F. Legal Issues

G. Alternative Courses of Action and Recommendation

H. Issue Reviewed By

ATTACHMENTS:
   File Name
   No Attachments Available