

**City of Alexandria
Special Events Policies & Procedures Manual
Proposed Policy Amendment**

Policy amendment to existing approved Special Events Policies and Procedures Manual

APPROVAL

Requirements to Obtain Approval

The following criteria applies to all areas of the City, with the exception of Founders Park which has additional criteria shown in Appendix I, in deciding whether to approve, approve with conditions, or deny a permit, the Special Events Committee shall determine:

1. The event, as proposed, can be shown to function safely;
2. The diversion of police and fire resources to support the event will not deny reasonable police and fire protection to the City;
3. The special event will not cause irreconcilable interference with previously approved and/or scheduled construction, maintenance or other activities including any sidewalks, streets and parking spaces;
4. The special event sponsor/applicant provides a transportation management/parking plan for traffic control/parking management which may include accommodating transportation demand management measures;
5. The location/route meets the criteria established in the procedures;
6. All costs for City services associated with the event shall be paid by the event sponsor(s) or if approved by City Council, the portion agreed upon will be covered by the City;
7. The special event sponsor/applicant provides an Event Management Plan for security/safety and which may include accommodating security, first aid and sheltering measures;
8. Events in Old Town with anticipated attendance over 500 are limited to no more than one such event every other weekend in a calendar year. A weekend is defined as beginning Friday, 5 p.m. and continuing through Sunday, 6 p.m.;
9. Events in other areas of the City will be scheduled to not overly burden any one neighborhood on a consistent basis;
10. ~~Events will not be approved to be held in Founders Park;~~
11. The number of foot races in Old Town is limited to those approved by council.
12. The event as proposed shall not severely impact the quality of life within the area it is being held.

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APPENDIX I

CRITERIA FOR APPROVAL OF EVENTS PROPOSED FOR FOUNDERS PARK

The following criteria establish guidelines for the City of Alexandria Special Events Committee to authorize the use of Founders Park for special events activities.

Events proposed to be held in Founders Park shall abide by all conditions set forth in the approved Special Events Policy & Procedures Manual with the following conditions:

1. Events are restricted to less than 500 and may occur between 8 a.m. and 1 p.m. in the southern portion of the park (diagram below);
2. Founders Park will remain open to the general public;
3. Events will be restricted from preparing food and cooking onsite;
4. Events will be restricted with tents not exceeding 200 square feet;
5. Events will be restricted to the use of public and private parking garages or reserved permit parking north of Oronoco Street.;
6. Events will not be permitted to provide amusement park equipment (i.e. moon bounce and other inflatables); and
7. Events will not be permitted to block access to public rights-of-way and interior park trails.

