CITY OF ASHLAND

Plaza Use Policy

Purpose
The purpose of this policy is to clarify the use of the Plaza for scheduled events and performances; to minimize conflict between individual and group Plaza users, and to minimize safety risks to Plaza users and the general public. In addition, securing a Plaza permit assists staff with planning and prevents conflicting performances and scheduling.

Scope
This policy applies to uses of the Plaza for a scheduled event intended to attract an audience or convene a group of participants, except events for which a Special Event Permit is required under the City's Special Events Policy.

All events, scheduled or impromptu, on the Plaza shall not impede pedestrian traffic flow, block or otherwise obstruct entrances or exits at crosswalks or endanger the public in any way. The Plaza can safely accommodate up to 75 persons without people spilling into the streets and blocking traffic flow. Events or gatherings that attract more than 75 participants to the Plaza at one time without having a Special Events Permit are subject to closure by the Ashland Police Department.

All events on the Plaza are subject to all provisions of the Ashland Municipal Code.

Permit
Groups or individuals wishing to use the Plaza for a scheduled event shall obtain a Plaza use permit.

Permits are required for events such as performances, vigils, ceremonies, fundraisers etc. Permit applications are available online at www.ashland.or.us or by calling (541) 488-6002. A Plaza permit application must be submitted at least 14 days in advance of the proposed event. Once the permit is approved by the City Administrator and the Chief of Police, the applicant will be notified and may pick up the approved permit at City Hall, Monday through Friday from 9:00 am to 4:00 pm.

A Plaza permit does not grant exclusive use of the Plaza. A Plaza permit is not required for events that have secured a Special Event Permit.

Fees
There shall be no fee for a Plaza Permit.

Time
Performance-type events are limited to a maximum of two hours, exclusive of set-up and take-down time.

Events such as ceremonies, remembrances, and vigils such as Flag Day, Hiroshima/Nagasake, candlelight ceremonies or similar types of events are not limited to two hours and generally are approved for the length of time requested in the permit.

Frequency Limit
No applicant can obtain a Plaza permit for repeat (or essentially the same) activity or event more than four times per month. Additionally, the repeat activity may not occur on the same day of the week within a four week period. However, if the Plaza is available (a permit has not been issued to another applicant) for the repeat activity applicant's preferred day of the week within seven days of the activity, the applicant may request the preferred date and the existing permit will be modified.

Use of Canopies, Tables and Podiums
An applicant may use one eight foot canopy, up to two six foot tables and a podium. The combined square footage of the canopy, tables and podium cannot exceed sixty-four square feet. The size, location and purpose of any proposed canopy, table or podium must be set forth in the permit application. Tables and canopy shall be attended by the applicant or designee for the duration of the event.

Canopies, tents and displays, including unattended displays, in excess of sixty-four square feet may be permitted for ceremonies and remembrances.

Amplification
No amplification of sound is allowed on the Plaza except for events that have secured a Special Event Permit.

Selling Merchandise
Commercial activity such as selling merchandise for private profit is prohibited on the Plaza.

Sanitation and Recycling
Permit holders shall dispose of and, if possible, recycle all debris from the event.

Other Prohibited Activities

- Serving food
- Cooking/Open Flame (exception for candle light vigils)
- Electrical equipment, generators, amplifiers etc.
- Use of/or service of alcohol
- Commercial activity of any kind

Criteria for Approval/Denial of application

In issuing a permit for Plaza use, the City considers whether:

- The application indicates the requirements above have been or appear reasonably likely to be met;
- Another event is scheduled for the same time and day/weekend;
- The event is reasonably likely to cause injury to persons or property;
- The event will substantially interfere with the safe and orderly movement of pedestrians; and
- The Plaza is adequate for the size and nature of the event
- The application shows the applicant has rectified any problems that arose under a previous Plaza permit

Non-Compliance

Any event on the Plaza, whether scheduled or unscheduled, that unreasonably impedes pedestrian flow, blocks traffic on surrounding streets or violates the provisions of this policy related to amplification, selling merchandise, sanitation and other prohibited activities may be subject to immediate closure by the Ashland Policy Department.