

Town of Richmond

Charitable Event Policy and Procedures

It is the policy of the Town of Richmond to support charitable athletic events, at the Selectboard's discretion.

This policy addresses appropriate use, organization and management of these events as they pertain to the Town of Richmond, its public facilities and the Richmond Historical Society, which is the custodian of the Old Round Church.

Section 1: Selectboard Authority

I. Definitions

Charitable Event Any event, race or competition organized for the purpose of raising money for charity. Such events include but are not limited to, races (either on foot or otherwise), field events, or other events.

Public Facilities Any buildings, roads, lands, rights of way or improvements owned and controlled by the Town of Richmond or its lessees.

II. Applicability

- A. This policy is applicable to all charitable events which require use of public facilities.
- B. The Richmond Selectboard reserves the right to deny use of public facilities to any and all events, whether charitable or otherwise, in accordance with law and public safety concerns.
- C. The following activities are excluded from this policy, although other town policies may be applicable: Weddings and receptions scheduled by the Richmond Historical Society; events and activities reserved under the Park Ordinance; events held by lessees confined to their leased areas; official or town sanctioned events of a civic nature; commandeering use of facilities by civil authorities during an emergency.
- D. The decisions of the Selectboard are final.

III. Use of Public Facilities

- A. The Richmond Selectboard is the only authority to approve the use of public facilities, for the purpose of charitable events.

B. Public Facilities may be “reserved” for events by permission from the Selectboard. Reservations are granted on a first-come, first-serve basis and may not be made more than one year in advance of the chosen date.

C. Charitable events may be approved or denied at the sole discretion of the Selectboard. Special consideration may be given to charitable events that have a good track record of holding previous events. The Selectboard reserves the right to cancel previously approved charitable athletic events should circumstances arise that threaten the health, safety or welfare of event participants or the general public.

D. Use of Public Facilities for organized events of any kind without prior authorization of the Selectboard is prohibited unless otherwise provided for by ordinance (such as the Park Ordinance).

E. The Richmond Historical Society manages the Old Round Church and associated property. Therefore, the Richmond Historical Society may deny use of the Old Round Church grounds for charitable athletic events should a scheduling conflict, or other overriding concern, arise between the Old Round Church and the charitable athletic event.

F. The Selectboard may require the event organizer to name the Town as an additional insured and provide an insurance certificate as evidence. Refusal to comply may be grounds for denial or cancelation of the event.

G. The Selectboard may require a cash deposit to ensure proper cleanup of public facilities is performed. This cash deposit will be refunded in part or in full depending on a satisfactory determination that a cleanup has been successful.

H. The Selectboard may require that the event provide for the use of uniformed Police for security or road closures. The amount of Police presence necessary will be determined by the Chief of Police and a cost estimate provided to the event organizers. A cash deposit of the estimated amount may be required prior to the holding of the event. The cash deposit will be refunded in part if it is not fully used, or in the case of excess cost, a bill will be issued to the event organizer for any costs in excess of the estimated amount.

I. Individuals or organizations that gather on public facilities which are in conflict with Selectboard-approved events are in violation of this policy and shall be required to leave the premises upon the order of public officials or the Police. Any order to leave the premises by a Police Officer in the execution of their duties shall be deemed lawful under this policy.

Section 2. Race Procedures

I. These procedures have been developed to serve as a guideline to ensure a successful event. As soon as the proposed race date is known use this list to organize and communicate with the Town of Richmond and the Richmond Historical Society:

A. Contact the Town or Richmond Historical Society for permission to use the start/finish area, if it is to be located at a public facility.

The Round Church often hosts a weddings. The earlier they are notified, the better.

Important things to confirm when placing this phone call/email:

- Timing of when you will be in the start/finish area. For the race start, arrive no earlier than one hour before and be completely cleaned up and gone from the start/finish area by one hour after the close of the event.
- Do not to block off the semi-circle driveway past the Round Church and the Antique Shop.
- Do not allow dogs on the green.
- Clean everything up and leave it better than you found it.

B. Send a letter of notification about the race to the Richmond Town Manager for approval. This letter is presented to the Town Selectboard and needs to meet their approval for the race to go on. It may be useful to attend the Selectboard meeting in person, especially if there are any potentially sensitive issues up for approval (ie. road closure, major changes in the race from years past, etc.).

C. Send in a Park Use Application to reserve the Volunteers Green if using that area (the site of race registration, refreshments, awards & parking). There is a \$20 fee for park use and an additional donation would be appreciated. This application is available at: <http://www.richmondvt.gov/documents/applications/>

D. Reserve Port-0-Johns: Reserve 1-2 units per 100 runners Ask the supplier to place the units in the space on the right side of the road directly after crossing the bridge as you head up toward the Round Church (they should be familiar with this as “the usual” location).

E. Contact the Richmond Police Chief: If there is going to be a road closure (Selectboard approval required), the town needs to arrange to have extra officers on duty during the time of the road closure. The Town may require that you pay for this additional police coverage. Additionally, it helps to have contacted the Richmond Police Department ahead of time so that they have a heads up on our event should they receive any related calls.

F. Contact Local Businesses: The race can be a great way for local businesses to advertise through coupons, flyers, or sponsorship of the race. When putting together prizes and refreshments for the race, try to go to local businesses first.

II. Two Months Before:

A. Contact the Times Ink!: (Heidi Racht news@timesinkvt.org) Arrange to have an event listing published in the Times Ink! calendar. Example:

- Date
- Name of Race
- Contact Information
- Cost and other details

III. One Month Before:

A. Recruit volunteers:

Typically:

- Volunteers at Registration and Timing.
- Volunteers on the Race Course.
- Volunteers at Parking.
- Volunteers who have finished above assignments at Food and Awards.

B. Send Letter to Residents along Race Course: At a minimum, send a notice of the event and any associated road closure to residents of streets and roads immediately abutting event site or race course. Addresses may be obtained through the Richmond Planning and Zoning Office.

IV. Week of Event:

A. Post Signs: Post signs at local businesses and roadside notifying residents of event and associated road closure.

B. Post Message on Front Porch Forum: Again, notifying residents of event and associated road closure.

V. Post Event Cleanup

- A. Make sure trash is collected and disposed of. Make sure all signs are removed.
Set up a Lost and Found.

Pre-race checklist (check all that apply)

_____Event approved

_____Road Closures approved

_____Police Services scheduled

_____Richmond Historical Society approved

_____Addresses for notices obtained

_____Notices mailed

_____Publication of notice made

_____Port-o-jons scheduled

_____Deposit fees posted

_____Event properly staffed