

TOWN SQUARE OPERATIONAL PROCEDURES

1) Purpose

The Town Square has been constructed to create a beautiful public gathering place in the center of Historic St. George. It is the intent of the city to schedule a variety of high quality, community-wide special events at the Town Square while offering unscheduled public access to the facility throughout the year. Priority will be given to events sponsored by Town Square partners.

2. Scheduling Process

Information is available at: St. George Art Center, 86 S. Main Street (627-4500); Parks Millcreek Facility, 390 N. 3050 E (627-4530); St. George Recreation Center, 285 South 400 East (627-4560); and Pioneer Center for the Arts Social Hall, 47 East 200 North (634-5869). Tentative hold can be placed on an open date and will become permanent at time of payment of fees at the Parks Office. This hold will expire after five (5) working days if payment is not made. All events will be coordinated from the Arts Center by a designated city coordinator.

3. Policies

- a. The Town Square is maintained as a public park by the Leisure Services Department. All rules, regulations and requirements of the Parks Ordinance apply.
- b. Scheduling requests must be accompanied by a special event application form, available at all sites listed above.
- c. No motorized vehicles other than maintenance vehicles will be allowed on the square. Motorized wheelchairs or handicap assistance conveyances will be allowed. Additionally, no person upon roller skates, roller blades, gopeds, or skateboards shall go on any sidewalk within the downtown "Historic District," including Town Square, or shall ride upon walls, steps, water features, railings, benches, tables, or planter boxes.
- d. Hours of operation: winter (ending with daylight savings time) - dawn to 10:00 p.m.; summer (beginning with daylight savings time) - dawn to 12:00 a.m. Special events may be approved for later hours.
- e. Typical uses allowed include arts and musical gatherings, concerts, movie showings, catered food meetings and events, and festivals. Fund raising events may be approved by City Council.
- f. Town Square will **not** be scheduled for weddings, private parties, commercial events, religious services, ticketed events, sports leagues, tournaments or scheduled practices.
- g. The hanging or posting of signage or banners for special events must be approved by the Parks and Facilities Manager or designee.
- h. Music - city support staff must be in attendance to manage sound equipment to insure sensitivity to neighbors and proper amplification standards.
- I. Food and drink - all food served on site shall be prepared offsite.
- j. All tables, chairs, tents, etc. needed to produce special events must be provided by the event organizer. A fixed sound system in the tower may be scheduled. City support staff must be in attendance at all scheduled events.
- k. Parking must be coordinated and approved through the city, county, LDS Church and school district as part of the special event application process.
- l. Wading and playing in all water features is allowed, but features are not attended by staff or lifeguards. It is recommended that water shoes with rubberized soles be worn as water features can have slippery surfaces. Small children should wear swim diapers. The features will be shut down during cold weather.

4. Fees

As part of the special event application, a determination will be made regarding fees to be charged to the applicant to cover the cost of city support personnel, i.e. security, setup, cleanup, and light and sound support.