

RESOLUTION NO. 1994-192

APPROVING A POLICY ON THE USE OF AUTHORITY FACILITIES
FOR SPECIAL EVENTS

WHEREAS, the Authority operates and maintains a variety of transit facilities throughout the Greater Cleveland area; and

WHEREAS, the Authority's facilities are located in neighborhoods and communities and afford attractive and convenient venues for community based organizations to hold events and functions; and

WHEREAS, allowing community organizations to use these facilities would provide benefits to the Authority including promotion of Authority services and facilities; improved public relations; and improved neighbor relations.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio, that:

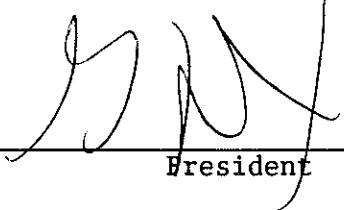
Section 1: It is in the Authority's best interest to allow community organizations to hold events at Authority facilities subject to certain terms and conditions.

Section 2: The general policy and terms and conditions set forth in Attachment A hereto are hereby adopted as the policy of the Authority.

Section 3: This Resolution shall become effective upon its adoption.

ATTACHMENT A - GCRTA Policy on Use of Authority Facilities for Special Events

Adopted: _____ November 22, 1994 _____



President

Attest: 

General Manager/Secretary-Treasurer

ATTACHMENT A

GCRTA POLICY ON USE OF AUTHORITY FACILITIES FOR SPECIAL EVENTS

General Policy

GCRTA will permit the use of Authority facilities for special events sponsored by organizations involved in community service efforts and for uses not inconsistent with the public use and need of such facility. Gambling is prohibited at special events. The use of GCRTA facilities will be subject to certain terms and conditions as set forth below.

Allowing Authority facilities to be used for special community service events and activities will benefit GCRTA in several ways:

- o help promote the existence and attractiveness of GCRTA services and facilities;
- o improve the Authority's public image and relations; and
- o improve or maintain good neighbor relations with property owners and communities adjacent to or nearby GCRTA facilities.

GCRTA reserves the right to deny the request of any group or organization when a proposed use is inconsistent with the public interest; when the Authority will not benefit from the proposed use; or when the group or organization refuses to abide by the guidelines and requirements set forth herein.

Guidelines and Requirements

1. Special community service events will be limited to passenger facilities (i.e. transit stations, parking lots, walkways) and, on a selected basis, district bus garages.
 - a. Use of a facility cannot cause undue disruption to GCRTA operations, customers and/or employees.
 - b. Usage of a specific facility for a special community service event is limited to once every 30 days.
 - c. The period for usage of a facility cannot exceed four (4) hours from start of any setup to completion of any cleanup.
2. The group sponsoring a special event must agree to hold the GCRTA harmless from any liability resulting from the event and shall obtain insurance which names GCRTA as an additional insured, and in an amount to be determined on a case by case basis. If alcoholic beverages are to be served, then the policy of insurance shall include a specific liquor liability endorsement.

3. The sponsoring group must agree to:
 - a. Reimburse GCRTA for any clean-up costs.
 - b. Reimburse GCRTA for any damage incurred.
 - c. Use GCRTA police for any required security and reimburse GCRTA for the costs thereof.
 - d. Pay the Authority a fee for using the facility according to the following schedule:

Stations	\$250
Parking lots	250
Walkways	250
Loops	100
Meeting rooms	25

- f. The fee amount must be paid to the Authority prior to the facility usage along with a deposit of \$0-\$250 to help defray any cleanup and/or security costs.
4. Food service and the dispensing of alcoholic beverages will be permitted provided the sponsoring group obtains any required permits and/or licenses prior to the event occurring.
5. The sponsoring group must execute prior to facility usage a written letter of agreement stipulating usage conditions and any special requirements.
6. The requirements of any applicable laws or easements, contracts or other agreements GCRTA has entered into associated with a facility will take precedence over provisions of this policy whenever appropriate in a given situation.
7. Organizations may use the facility for benefits. These groups may sell tickets prior to the event but not on the premises or at the door. The ticket or an example of the ticket must be submitted and approved prior to sale BY GCRTA.
8. Permits issued to a group must be used for the function stated on the permit only.
9. Alcohol is permitted while using the facilities. The renter must provide the alcohol for the affair; B.Y.O.B. (bring your own bottle) is not permitted.
10. No food, tickets or alcoholic beverages are to be sold on the premises at any time. No glass bottles or containers are allowed on the outdoor premises. GCRTA maintains a policy of no smoking inside its buildings and structures.

11. Permittee shall sign all necessary permits, and satisfy all applicable requirements of GCRTA and the municipality where the facility is located, including not not limited to:
 - Facility Rental Rules and Regulations
 - Permits as required by the municipality
 - Security Permit and Fee (GCRTA)
12. It will be the permittee's responsibility to see that all members of their affair abide by the Rules and Regulations set by GCRTA and the municipality. Police Officer's decisions with regard to traffic, crowd control and general welfare of those persons present are **FINAL**.
13. Permittee will be responsible for cleaning and bagging of all perishable items at the conclusion of their affair. Plastic bags will be provided.
14. Permittee is prohibited from putting up decorations on any walls (plastered & painted). However, permittee may use any of the wooded areas for decorations.
15. Permittee is given two hours to set up or decorate (at no charge) immediately preceding start time indicated on the permit, provided it meets requirements of Section 1(a).
16. DEPOSIT AND RECOVERY COST (The GCRTA reserves the right to increase prices without notice.)
 - a. GCRTA will not accept personal checks. Certified checks or money orders should be made payable to GCRTA.
 - b. The full amount of the deposit will be required when permit is issued.
 - c. Sixty (60) days prior to the event the full amount of recovery cost will be due. This amount is over and above the deposit. **Cancellations thereafter will result in forfeiture of the full amount of recovery and deposit.**
 - d. The deposit will be returned after the event, provided the user meets all the aforementioned agreements and there are **absolutely NO** damages to the facility used.
17. The General Manager has the authority to make reasonable exceptions to the provisions of this policy when the best interests of the Authority or the general public would be served by doing so.
18. The General Manager will determine organizational responsibility for administering this policy.