

RESOLUTION NO. 2010-54

MODIFYING POLICIES GOVERNING USE OF AUTHORITY FACILITIES FOR SPECIAL EVENTS

WHEREAS, the Authority operates and maintains a variety of transit facilities throughout Cuyahoga County; and

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

WHEREAS, allowing local organizations and members of the public to use Transit Authority facilities would provide benefits to the Transit Authority, including revenue, promotion of its services and facilities, and improved public and neighborhood relations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. The GCRTA Board of Trustees has determined that policies and procedures pertaining to use of Authority facilities for special events are necessary to regulate such activities.

Section 2. The policy governing use of Authority facilities for special events, as set forth in Attachment A, which is incorporated herein by reference, are hereby adopted as the Policy of the Authority.

Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment: Special Events Usage Policy of the Greater Cleveland Regional Transit Authority

Adopted: August 17, 2010



President

Attest: 

CEO, General Manager/Secretary-Treasurer

**SPECIAL EVENTS USAGE POLICY
OF THE
GREATER CLEVELAND
REGIONAL TRANSIT AUTHORITY**

AUTHORIZATION OF PROGRAMS

The Greater Cleveland Regional Transit Authority ("Authority") is hereby authorized to conduct programs for the promotion of ridership. Such programs may offer fare incentives or complimentary rides for specific routes for limited periods of time.

USE OF AUTHORITY FACILITIES FOR SPECIAL EVENTS

The Authority will permit the use of its facilities for special events sponsored by organizations and members of the community so long as the use is not inconsistent with the public's use and need of such facility. The use of Authority facilities will be subject to certain terms and conditions as set forth below.

Allowing its facilities to be used for special events and activities will benefit the Authority in several ways:

- Provide revenue;
- Help promote the existence and attractiveness of Authority services and facilities;
- Improve the Authority's public image and relations; and
- Facilitate positive neighbor relations with property owners and communities adjacent to or near Authority facilities.

The Authority 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 and/or general public will not benefit from the proposed use; when the Authority will be negatively impacted; or when the group or organization refuses to abide by the guidelines and requirements set forth herein.

(A) Guidelines & Requirements:

- (1) Special events will be limited to passenger facilities (i.e. transit stations, parking lots, walkways) and, on a selected basis, district bus garages and other Authority property.
- (2) Use of a facility cannot cause undue disruption to Authority operations, customers, and/or employees.
- (3) The group sponsoring the special event must agree to hold the Authority harmless from any liability resulting from the event and shall obtain insurance which names the Authority as an additional insured and in an amount to be determined by the Authority. If alcoholic beverages are to be served, then the policy of insurance shall include a specific liquor liability endorsement.
- (4) The Sponsoring Party of the special event must adhere to all rules and regulations imposed by the Authority, including insurance and fees.
- (5) Food service and the dispensing of alcohol will be permitted provided the sponsoring group obtains and provides the Authority a copy of any required insurance, permits, and/or licenses prior to the event. The Sponsoring Party must provide all alcohol; B.Y.O.B. (Bring Your Own Bottle) is not permitted.

- (6) Unlawful activities, including, but not limited to gambling, are specifically prohibited.
- (7) The Sponsoring Party must execute, prior to facility usage, a written letter or agreement acknowledging awareness and acceptance of all facility usage rules and regulations.
- (8) The requirements of any applicable laws or easements, contracts or other agreements the Authority has entered into associated with a facility will take precedence over the provisions of this Policy whenever appropriate in a given situation.
- (9) Organizations may use the facility for benefits and fundraisers. 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 to and approved by the Authority prior to being sold by Organization.
- (10) Permits issued to a Sponsoring Party must be used for the function stated on the permit only.
- (11) No food, tickets, or alcoholic beverages are to be sold on the premises at any time.
- (12) No smoking is permitted inside any Authority facility/structure.
- (13) The Sponsoring Party shall sign all necessary permits and satisfy all applicable requirements of the Authority and the municipality where the facility is located.
- (14) It will be the Sponsoring Party's responsibility to see that all members of their event abide by Authority rules and regulations regarding the special event. The Authority and/or local municipal authority decisions with regard to traffic, crowd control, and general welfare are final and binding.
- (15) The General Manager shall assess an administrative and/or usage fee for the special event. The fee(s) may increase without notice, as determined by the discretion of the General Manager.
- (16) The General Manager has the authority to make reasonable exceptions to the provisions of this Policy when the best interest of the Authority or the general public would be served by doing so.
- (17) The General Manager will determine organizational responsibility for administering this Policy.



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: MODIFYING THE SPECIAL EVENTS USAGE POLICY	Resolution No.: 2010-54
	Date: August 12, 2010
	Initiator: Engineering & Project Development
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: To modify the governing policy for special event usage on Transit Authority property.
- 2.0 DESCRIPTION/JUSTIFICATION: GCRTA's policy governing "Use of Authority Facilities for Special Events" was repealed in 2002. There is a need to modify the policy because GCRTA intends to continue permitting special event usage of its property.
- 3.0 PROCUREMENT BACKGROUND: N/A
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: N/A
- 5.0 POLICY IMPACT: Modification of this policy will ensure that Transit Authority operations are not negatively impacted by special events while also providing a means by which the public may use Transit Authority property for such events.
- 6.0 ECONOMIC IMPACT: Special event usage of Authority property raises revenue and promotes the Authority through public relations and advertisement of its services.
- 7.0 ALTERNATIVES: Reject modification of this policy and deny use of Transit Authority property for special events.
- 8.0 RECOMMENDATION: It is recommended that this modified policy be approved.
- 9.0 ATTACHMENTS: None

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO, General Manager/Secretary-Treasurer