

**SALT LAKE COUNTY
COUNTY-WIDE POLICY AND PROCEDURE
ON
SPECIAL EVENTS**

Purpose --

It is the policy of Salt Lake County to balance the public's first amendment rights to free speech and to peaceably assemble with:

- the public's right to safely and conveniently use county streets, sidewalks, and facilities; and
- the rights of event sponsors, patrons, and promoters to the quiet use and enjoyment of those county facilities that have been rented for the presentation of an event.

It is also the policy of Salt Lake County that all attempts to enforce the law and to preserve the peace shall be performed by law enforcement officers, and not by Salt Lake County civilian employees or volunteers. The purpose of this policy and procedure is to assist county employees and volunteers to correctly implement the County's Special Events Ordinance, Salt Lake County Code of Ordinances § 14.56.010 – 110, and to give guidance to county employees and volunteers who deal with special or spontaneous events at facilities located in Salt Lake County.

1.0 Ordinance Implementation and Special Event Permits

- 1.1 For special events within unincorporated Salt Lake County, special event organizers shall apply for the special events permit as required by Salt Lake County Code of Ordinances, § 14.56.060. Special event permit applications shall be made on form 1012-A, attached to this policy and procedure. All applications and fees shall be processed as provided by ordinance.
- 1.2 Special event organizers for events held within unincorporated Salt Lake County shall apply for the following permits to the extent required by the individual departments:
 - 1.2.1 Salt Lake Valley Health Department permit
 - 1.2.2 Sheriff department permit
 - 1.2.3 Engineering division permit for all special events involving county streets or sidewalks.
 - 1.2.4 Any other department or division permit that oversees a facility or other county property associated with a special event.
- 1.3 The County shall accommodate all special events on county streets and sidewalks and at county facilities for which the organizer has obtained all appropriate permits if the event is being held consistent with the conditions of the permit(s). The County shall also accommodate the rights of the public to free speech and to peaceably assemble at a spontaneous event as defined by ordinance and to the extent required by law.
- 1.4 When a special event is held at a county-owned facility or on county property located within an incorporated city or town, the laws and ordinances of that city or town shall control the use and scheduling of that event.

- 1.5 The county may not require a permit for any spontaneous event as defined in Salt Lake County Code of Ordinances § 14.56.030. The county encourages organizers of spontaneous events to give the county as much notice as reasonably possible to permit the county to preserve the peace and to enforce the law.

2.0 Free Speech and Assembly – enforcement of laws and regulations.

- 2.1 County employees shall not interfere with the rights of the public to free speech or to peaceably assemble on county property, whether located in or out of unincorporated Salt Lake County. County employees should notify security or local law enforcement as set forth under section 2.2 if an employee observes any of the following:

- 2.1.1 An action or actions that violate any federal, state, or local law, statute, ordinance or regulation.
- 2.1.2 An action or actions that unlawfully impede the ingress or egress of any county facility, or that unlawfully disrupt the flow of pedestrian or vehicular traffic on any street or sidewalk, or create disruption or dangerous conditions around any entrance, exit, stairway, escalator, elevator, etc.
- 2.1.3 An action or actions that unlawfully interfere with the ability of other members of the public to use a facility for the purpose for which it is intended.
- 2.1.4 An action or actions that interfere with any lawful duty of law enforcement.
- 2.1.5 An action or actions at the event that occur inconsistent with the time, place, or manner regulations of any permit or permits issued to the event organizers.
- 2.1.6 Any use of a County facility for which rental is normally charged without payment of such rental or other charges.
- 2.1.7 Any use of a County facility that unreasonably disrupts the quiet use and enjoyment of those patrons of the facility for which an event sponsor or promoter has paid the applicable rents or charges.

- 2.2 If a County employee observes any activity described in sections 2.1.1 – 2.1.6, the employee shall notify his or her supervisor of the activity as soon as reasonably possible. The supervisor, or the witnessing employee if the supervisor is not immediately available, shall then notify security at the facility. If security is not available at the facility, the supervisor or witnessing employee

shall notify law enforcement for the jurisdiction where the activity is taking place. A county employee shall follow this same procedure to the extent necessary to prevent death or serious bodily injury.

- 2.3 A county employee shall not, unless it is a part of his or her official duties, attempt to impede or interfere with any action or actions observed at a special event or spontaneous event. All enforcement actions shall be performed by security and local law enforcement. A county employee or volunteer may not interfere with any speech or action because that employee or volunteer disagrees with the speech or action, or because the employee or volunteer finds the speech or action offensive.

3.0 Facilities Outside of Unincorporated Salt Lake County

- 3.1 At the discretion of the Division Director of each county facility, a county facility located outside of the unincorporated Salt Lake County may request that event organizers or promoters give the County reasonable advance notice of a special event to allow facility employees an opportunity to prepare for the special event. Nothing in this section gives

the County authority to enforce its special events ordinance for an event held within an incorporated city or town.

4.0 Protest Zones

- 4.1 Division and department directors are responsible to establish protest zones at county facilities, where appropriate.
 - 4.1.1. The need, location and size of protest zones will be established upon consultation and with the approval of the Mayor’s and District Attorney’s offices.
 - 4.1.2. Protest zones will be established with due care to ensure safe entry to, exit from, and use of county facilities by patrons and the public.
 - 4.1.3. Zones shall generally be located on county-owned property. Protest zones will not be placed in the public right-of-way and may not be placed on municipal or private property unless the owners consent to such use.
- 4.2 Due consideration shall be given to applicable municipal ordinances and requirements and municipal officials shall be consulted regarding protest zones within municipalities.

APPROVED and PASSED this 23 day of June, 2009.

SALT LAKE COUNTY COUNCIL

Joe Hatch, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney’s Office Date

1012-A

REQUEST FOR PERMISSION TO HOLD SPECIAL EVENTS IN UNINCORPORATED SALT LAKE COUNTY, UTAH

I. Countywide Policy and Procedure #1012 requires that the sponsor of any organized race, run, walk, bicycle race, block or neighborhood party, parade, carnival or similar activity occurring, whole or in part, on any unincorporated Salt Lake County public roadway or property must request permission of the County, through submission of this form to Public Works Department, Permits Section, Operations Division, 2001 South State Street, #N3300, S.L.C., Utah 84190-4600

II. Block parties will submit paperwork with the signatures of affected neighbors' concurrence to the road-closure.

III. Block and neighborhood parties, parades of less than one mile, and school activities held in the immediate area of the school are excepted from the insurance requirements set forth in Section 14.56.[120] of the ordinance.

IV. Salt Lake County reserves the right to deny permit applications for proposed special events as provided for by Salt Lake County Code of Ordinances § 14.56.100.

V. A violation of Section 14.56.040 shall be a Class B Misdemeanor as set forth under County Ordinance. Failure to obtain a permit as required by this chapter may result in enforcement action by the County Sheriff's Office. Nothing in this application, in county ordinance, or county policy shall prevent local law enforcement from enforcing all laws, ordinances, or regulations adopted to provide for the health, safety and welfare of the County and its inhabitants.

VI. Any request for events on public roadways, except as covered by (III) above, or sponsored by a County agency must have obtained a certificate of insurance naming Salt Lake County as an additional insured as indicated in Section 14.56.100 of the ordinance.

TYPE AND DESCRIPTION OF EVENT _____

ADMISSION FEE / DONATION _____ DATE OF EVENT _____

TIME OF EVENT(From) _____ A.M./P.M. (To) _____ A.M./P.M.

CHECK FOR \$50.00 PROCESSING FEE, MADE PAYABLE TO SALT LAKE COUNTY ENGINEERING ENCLOSED (circle) YES / NO

CERTIFICATE OF \$1,000,000. LIABILITY INSURANCE NAMING SALT LAKE COUNTY AS ADDITIONAL INSURED ATTACHED (circle) YES / NO

NAME OF SPONSORING GROUP: _____

SPONSOR CONTACT PERSON: _____

ADDRESS: _____ PHONE: _____

PROPOSED LOCATION OR ROUTE MAP AND BARRICADE PLAN ATTACHED: _____

INCLUDE A SITE PLAN INDICATING THE LOCATION OF THE FOLLOWING FEATURES:

- a. Name of area
- b. Address
- c. Entrances, exits, roadways, walks & parking
- d. Location of rest room, water facilities
- e. Waste containers
- f. Food stands
- g. EMT Center/First Aid Station
- h. Contact person/coordinator

Note: (Many parks and recreation centers have maps available from parks and recreation agencies.)

YOUR EMERGENCY MEDICAL TECHNICIANS WILL BE: _____

AGENCY: _____

ESTIMATED NUMBER OF PARTICIPANTS AND SPECTATORS EXPECTED: _____

SPECTATOR'S LENGTH OF STAY: _____ HOURS

WILL ANY AMPLIFIED MUSIC OR PUBLIC ADDRESS SYSTEM BE USED AT THE EVENT? YES / NO (circle)

Authorized Signature

Date

OFFICE USE ONLY

Sheriff's Office Recommendation: _____

Sheriff's Signature: _____

Date: _____

Operations Recommendation: _____

Operations Signature: _____

Date: _____

Health Department Recommendation: _____

Health Department Signature: _____

Date: _____

Risk Management Recommendation: _____

Risk Management Signature: _____

Date: _____

Other: _____
