

CITY OF MUSKEGON SPORT LEAGUE AND TOURNAMENT POLICY



The City of Muskegon has many fine parks and facilities available for your team. A Sport League and Tournament Application is required for any sport league or tournament using City property. While there are several City departments involved in the approval process, this policy centralizes the administration of special events with the City's Planning Department.

For events where alcohol is served, applicants must also obtain approval from the State of Michigan Liquor Control Commission and the Muskegon Police Department, in addition to completing the Special Event Application. Liquor license approval is a separate process from the Sport League and Tournament Application, with its own fees and regulations. The final authority for signing special liquor licenses is with the Public Safety Director. For State of Michigan liquor license regulations and information, please visit the State of Michigan's website at www.michigan.gov/lara.

SPORT LEAGUE AND TOURNAMENT APPLICATION PROCEDURE

I. Application (Application) Submission & Fee Schedule

All Applications shall be filed with the Planning Department at least thirty (30) days prior to the start of the season. The non-refundable application fee must be paid at the time the application is submitted.

Application fee schedule:

Application Fee to be paid by each separate league	\$100 to be submitted 30 days or more prior to the start of the season
Tournament Fee	\$40 fee for each tournament
Park Use Fee	\$40 per league/club/school
Cleaning Deposit	\$100

Application fees may be waived for Veterans groups or school groups for schools located within the city limits. Note your request for waived fees on your application, and city staff will review. Cleaning deposit will be refunded within 30 days if proper clean-up was completed and no damage occurred. If paid by credit card, refund will be credited to same card. Additional charges for damage or excessive wear may also be applied if conditions warrant. Cleaning supplies will not be supplied by the city.

The Application shall be submitted in writing and must be on the appropriate form. **The application fee must be paid at the time of Application submission.** The cleaning deposit must be paid upon event approval (we will send you an invoice). Fees for additional city services will be invoiced at the end of the season or tournament. The *CITY OF MUSKEGON SPORT LEAGUE AND TOURNAMENT APPLICATION* form can be found on the City's website at www.muskegon-mi.gov, or you may call 231.724.6702 to have one mailed/e-mailed to you, or visit the Planning Department on the 2nd floor of City Hall, Monday – Friday from 8:30 am. until 5:00 p.m. excluding holidays.

II. Event Requirements

All permittees must adhere to the following rules and regulations. Failure to do so may result in the applicant being held responsible for any damages, forfeiture of all or part of your deposit, and/or denial of future applications.

(a) **Public Safety Personnel.** While the presence of public safety personnel (police/fire/medical) may not be required at all special events, it shall be the discretion of the Public Safety Director as to whether or not, and how many, city police and/or fire officials may be required. The applicant/organization will be responsible for payment of public safety personnel service. See Fee Schedule (Section V, page 5) for fee estimates. If an event is cancelled with less than 72 hours' notice, the applicant/organization will be responsible for paying two hours' pay per officer, per contract requirements. Applicants are not allowed to provide their own public safety staff (police/fire/medical) without prior approval of the City of Muskegon's Public Safety Director.

(b) **Restroom Facilities.** All outdoor events shall provide adequate restroom facilities (*i.e.* portable toilets) including handicapped-accessible facilities per ADA requirements. Restroom placement shall not impede sidewalk traffic.

(c) **Digging & Staking.** Digging or staking into paved areas, including roadways, sidewalks, and public parking areas, is not permitted. Digging or staking into non-paved ground shall be cleared through Miss Dig in order to avoid damage to underground utilities. The Applicant Organization is responsible for contacting Miss Dig (1-800-482-7171, or dial 811) a minimum of 5 *working days* prior to event set-up. The applicant will also be responsible for paying an electrician to locate underground utility lines, if required. The Applicant Organization will be responsible for the cost of any damages to underground utilities, including irrigation lines, caused by digging or staking.

(d) **Electrical and Water Hook-up.** The applicant must adapt to electrical power available on-site, or provide their own generator. When using City electrical panels, the applicant shall read the meter before and after the event, and report those numbers to the City's special event coordinator upon request. City fire hydrants may be used as a water source for a fee [see Fee Schedule (Section V, page 5) for cost]. It is the responsibility of the applicant to provide acceptable hoses for potable water usage, which meet Health Department requirements.

(e) **Inspections.** The event location is subject to all building, plumbing, mechanical, electrical, and fire codes. It is the permittee's responsibility to schedule an inspection by any and all required inspectors and pay the required inspection fee(s). The City's building inspection department (SAFEbuilt), requires an inspection of assembly tents. See Fee Schedule (Section V, page 5) for costs. For events having multiple tents, contact the City's Building Official for inspection fees.

(f) **Food trucks.** Any food trucks or vendors using deep fryers and/or propane cylinders must be inspected and approved by the Fire Marshal's office prior to participation in a special event. These vendors are required to have no less than a 5 lb ABC-type fire extinguisher which has a current inspection tag and a class K type fire extinguisher for any deep-frying equipment wherein oils and/or grease is used as a medium. Contact the Fire Marshall for an inspection at (231) 724-6793.

(g) **Event Set-up and Tear-down.** For events utilizing any public roadway, no tents, booths, vendors, or equipment shall be set up in the roadway prior to 6:00 p.m. the day before the event. All signs, tents, booths, vendors, and equipment must be removed from the roadway prior to 6:00 a.m. the day after the event.

(h) **Site Clean-up and Trash Disposal.** The Applicant shall be responsible for clean-up of City facilities after the event. This includes the removal of trash from the site (do not leave full trash cans on site). Applicants shall provide their own Dumpster. The City shall have the right to enforce cleanup measures, including but not limited to entry and cleaning of property by City personnel with costs charged to the owner, occupant, or applicant. City staff may require a walk-through after the event to ensure satisfactory clean-up.

(i) **Merchandise Sales.** Sales of all merchandise for Special Events must be out of the public right-of-way, unless prior authorization is received.

(j) **Compliance with all regulations.** Special Event applicants/organizations are responsible to ensure that all applicable laws and ordinances are followed. Failure to comply with all city

ordinances, rules and regulations may result in the denial of future special event requests and/or the forfeiture of your deposit.

III. Special Event Application Processing

(a) **Application Intake.** Planning Department staff shall be responsible for intake of Sport League and Tournament Applications and dissemination to appropriate City staff for review and approval. The application fee must be submitted with the application. Liquor license applications shall be filed with the Public Safety Director.

(b) **Approval.** The City will issue an approval or denial no later than 30 days after the application date whenever possible. Preliminary approval may be given to allow the applicant to advertise the event, with final details to be worked out with staff. An approval letter will be issued, listing conditions of approval.

(c) **Application Denial.** Where City staff reviews an Application and denies same, it shall state in writing the reasons for the denial. An appeal of that decision may be made to the City Commission, whose decision shall be final.

(d) **Unpaid Invoices Due the City.** Any past due fees/invoices owed to the City may result in denial of the application and/or future requests.

(e) **Meetings with Staff.** City staff will meet with applicants to discuss event details if needed. Contact the City's special event coordinator in the Planning Department to request a meeting. There may also be instances where City staff requires a meeting with the applicant. Failure to attend a requested meeting may result in denial of the application.

(f) **Site Plan.** The City may require submittal of a site plan showing the event grounds and the location of tents, vendors, portable toilets, and other structures.

IV. Fee Schedule (Use of City Equipment, Labor Charges, Liquor Licenses, Inspections, Park use fees)

ITEM / SERVICE	RENTAL FEE (plus labor if necessary)
55-gallon metal trash can	\$5.00 each
Plastic trash bags (1 case)	\$40.00 per case or actual cost
Snow fence (wood)	\$30.00 per roll
Fence posts	\$3.00 per post
Picnic tables	\$10.00 each
Fire hydrant use (installation & removal of hydrant tree, water testing, and water usage)	\$100.00 flat rate per hydrant
DPW/Parks personnel labor costs (Transportation of Barricades/Cones/tables, etc)	\$60.00/hour Truck/ trailer rental may also be charged
PUBLIC SAFETY SERVICES / FEES	
NOTE: Liquor License fees are lowest when applied for at least 45 days in advance of the event date. <i>Liquor licenses will not be issued within 15 days of an event.</i>	
Special liquor license (non-profit)/New event	\$150.00 (if applied for at least 45 days in advance of event)
Special liquor license (non-profit)/Return event Organization located outside City of Muskegon	\$125.00 (if applied for at least 45 days in advance of event)
Special liquor license/Return event, in-City rate	\$ 75.00 (if applied for at least 45 days in advance of event)
Special liquor license (all) within 15-44 days of event	\$250.00
Liquor license/Temporary authorization - existing business/club	\$40.00 (\$60 if within 44-15 days of event)
Public safety labor charges (police/fire/medical)	\$60.00 per hour (time and ½)
Public safety labor charges (police/fire/medical)	\$120.00 per hour (triple time/holidays)
INSPECTIONS	
Inspection of assembly tent	\$50.00 (if multiple tents, contact building official for fees)
Electrical or plumbing inspections	Contact the building inspection department to see if these are required
Fire Department inspection of food trucks	Included with application fee
PARK USE FEES - SPECIAL EVENTS	
Hackley Park exclusive use fee	\$200 if utilizing the entire park (includes the stage)
Hackley Park stage use fee	\$50 if using only the stage area
Harbour Towne Beach user fee	\$1500.00 per event
Lakeshore Trail bicycle/walking path	\$200 per event
Pere Marquette Park user fees (applicable Memorial Day through Labor Day)	
Events less than 100 people	\$100 per event
Events with 100 - 250 people	\$200 per event
Events with 250 - 500 people	\$350 per event
Events with 500 - 2000 people	\$500 per event
Events over 2000 people	\$1500.00 per event
Parking spaces for event use	\$10 per parking space reserved
Exclusive use fee of Ovals parking lot area	\$200 per event