



City Manager's Office

Amphitheater Use Policy and Guidelines Adopted 03-12-2020

The purpose of the Cedar Springs Community Amphitheater is to provide a location for community members to gather to create and enjoy quality entertainment and educational programming, offered in a family-friendly, casual setting and provide for a high-quality multi-use space for community activities in the Heart of Cedar Springs.

While the amphitheater and surrounding Heart of Cedar Springs park are to be used for the public benefit, the City must impose certain policies and restrictions on its use in order to maintain community standards, safety, building integrity and ensure the long-term availability of the amphitheater for many years to come.

In order to accomplish the goals of the City, the following Amphitheater Use Policy and Guidelines are adopted by the Cedar Springs City Council and must be followed by persons or groups interested in using the amphitheater.

1. The amphitheater is to be primarily used for high-quality public events and public entertainment. Regular events at the amphitheater shall be free and open to members of the public.
2. The use of the amphitheater for private use shall be limited to wedding ceremonies but not receptions.
3. The City should strive to attract, arrange and allow a variety of events and entertainment to be held at the amphitheater. The City will work with local groups and businesses to plan and coordinate the events and entertainment at the amphitheater. No singular type of event should be allowed to monopolize use of the amphitheater and the amphitheater should not become an outdoor extension of any group or business.
4. Reservation of the amphitheater includes the use of the stage and electricity and a reasonable distance in front of the amphitheater stage; bathrooms are shared with other park guests and the rest of the park shall remain open to the public.
5. The amphitheater is only available for rent by groups that maintain public liability insurance. Private persons may work with a group that maintains public liability insurance to hold an event. All public events require the naming of the City as additionally insured with a minimum single limit of personal injury and property damage of \$1,000,000.00. Weddings do not require public liability insurance.
6. The amphitheater is to remain "family-friendly" and is not to be used for events that promote nudity, vulgarity, sex, horror, violence, profanity, racism, or illegal drug use. Permitted equivalent movie ratings would include G, PG, and PG-13 and video game ratings to include E-Everyone, E-10+, and T-Teen.
7. Alteration of the amphitheater building is strictly prohibited. (this includes screws, nails, holes, tape, glue etc.)
8. Rental of the amphitheater building shall cost the rate as set by a Resolution of the City Council.
9. Refunds will only be given if the refund is requested a minimum of 2 weeks prior to the scheduled event date.
10. No amplified sound or music shall be created past 10 p.m. Sunday through Thursday and no later than 11 p.m. on Friday and Saturday. No amplified sounds shall exceed 90 decibels at Maple St at any time and amplified sounds shall also be judged by a reasonable person standard.
11. For any event that occurs while City Hall is closed, the group hosting the scheduled event shall designate an individual to be responsible for the closing and locking of all doors and windows, return of any keys, shutting off of electricity and any other tasks required following the completion of the event.
12. Pets must always be leashed or otherwise physically restrained and their waste be immediately cleaned and removed inside the City of Cedar Springs. Individual event organizers can decide whether to prohibit pets from their events.

13. The use of umbrellas, sun shades, tents or other objects that block the view of persons seated behind that object shall be placed at the back of the crowd except as used by event organizers.
14. The event organizer is responsible for maintaining a safe and supervised environment during their event.
15. The scheduled start and end time of each event are expected to be followed. Amplified sound or music shall stop promptly at the scheduled end of the event or 10 p.m. Sunday through Thursday or 11 p.m. Friday and Saturday, whichever is earlier.
16. Use of alcohol, marijuana or illegal drugs is prohibited at the amphitheater.
17. Smoking of tobacco is prohibited in all public parks except in designated areas.
18. The use of candles, fireworks or any open flames are prohibited anywhere within 50 feet of the amphitheater building. Heaters of any kind shall be approved of by the Cedar Springs Fire Department prior to use.
19. Food and drinks, other than water, are not to be consumed inside of the amphitheater building. Food or drink that are likely to cause any kind of staining or mess in the amphitheater building may not be consumed, placed or possessed in the amphitheater building.
20. Groups using the amphitheater shall return the amphitheater to the same condition in which it was found including cleaning the stage area and cleaning the park grounds. Failure to return the amphitheater to the same condition may result in loss of any security deposit and a prohibition of future use of the amphitheater.
21. Any items left at the amphitheater will either be disposed of if it appears to be garbage or turned into City Hall as "lost and found." Items deposited at City Hall for reclamation will be held for a maximum of 30 days before disposal.
22. Driving or parking on the grass to the amphitheater structure is prohibited. Driving along the western edge of the property is permitted to drop equipment off at the amphitheater but parking is not permitted except at designated parking areas. Driving or parking along the White Pine Trail is prohibited. Parking on the grass is not permitted during events at the amphitheater.
23. All events scheduled at the amphitheater shall be free of charge though groups may ask for voluntary donations.
24. Violation of any of these rules may result in immediate termination of the amphitheater use and removal from the park.
25. Events that cannot abide by these rules and guidelines may request community event status for their event where the City Council can approve of rule deviations. That community event application must state which specific amphitheater rules cannot be followed for the proposed event. Community event applications

Sincerely,



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