

CITY OF MORA

PUBLIC PROPERTY USE POLICY

The City of Mora encourages events on public property and would like to help make them run smoothly. In doing so, it is important to balance the probable impacts of the event on the community with the desires of the event participants. To improve the chances of having a successful event and maintain the quality of life for the surrounding community, these activities require permits.

There are four steps to completing the application. These steps will assist you in completing the application and obtaining your permit. Please review each step carefully.

A permit is required if your event is located on city property or requires full or partial closure of city streets or sidewalks. Permits are available for the following properties:

Parks

Keystone Park
Library Park
Ole Park
Sunrise Park
Vasaloppet & Railroad Park

JC Ballfields

Park Structures

Library Park Gazebo
Library Park Shelter
Sunrise Park Shelter

Vacant Land

Old Feed Mill Site (22.03435.00)
Old Wastewater Treatment Plant (22.00075.00)
Land Adjacent to Aquatic Center (22.04935.00)

Library Meeting Room

Cemetery

Memorial Garden

Mora Airport

Streets/Sidewalks/Trails

All of them
County Roads (Note: Union St., Maple Ave. W., and Forest Ave. E. require County approval)

Step 1 – Determine the Type of Event

Once you have determined that your event requires a permit check below to determine the type of permit required. Applications may be submitted no more than one year prior to the event date.

Be sure to check the availability of dates by contacting the Activities & Recreation Director, Jeff Krie, at j.krie@cityofmora.com or (320) 225-4827 before submitting your application.

Facility Use Permit

Facility Use Permits are for activities that:

- Include private parties / gatherings.
- Include organized sponsored events.
- Do not include road or sidewalk or trail closures.
- Do not include commercial activities (sales) as the main purpose of the use/event.
- Include charitable fundraising events and / or distribution of informational materials.
- Do not require public resources.

Special Event Permit

Special Event Permits are for activities that:

- Include full or partial street or sidewalk or trail closures.
- Include commercial activities (sales) as the main or a significant part of an organized sponsored event.
- Require public resources such as law enforcement or public works staff time, or traffic control devices.

For the purposes of this policy "commercial activity" means the sale of goods, but does not include registration, participation, or similar fees (i.e., fee for tennis lessons).

Step 2 – Checklist for Completing Application

After you have determined the type of event, follow the appropriate checklist for that type of event. City staff will verify your type of event.

Checklist - Facility Use Permit

1. Applications for Facility Use Permits must be submitted no less than forty-eight (48) hours prior to the event.
2. Submit a complete Facility Use Permit Application to the City along with:
 - The required application fee & damage/key deposit.
3. City staff will review the application for completeness and if approved, will issue the permit.

Checklist - Special Event Permit

1. Applications for Special Event Permits must be submitted no less than sixty (60) days prior to the event to allow enough time for review by all City departments.
2. Submit a complete Special Event Permit Application to the City along with:
 - The required application fee(s) and damage/key deposit.
 - Proof of liability insurance naming the City as additional insured.
 - A detailed site plan of the event.
 - A route map and traffic plan if the event entails full or partial closure of a street, sidewalk or trail.
 - A schedule of activities occurring during the event.
3. City staff will review the application for completeness.
4. City staff may arrange a pre-event meeting with the event organizers and City staff to discuss the event request and any special conditions that should be placed on the event.

5. The City Council will consider comments from the pre-event meeting and take action on the request.
6. If approved by the City Council, staff will issue the permit.

Step 3 – Review Policies and Fees

The following are some of the applicable policies for holding an event in the City of Mora.

1. City Park Hours

Daily from 8:00 am to 10:00 pm. Mora Code of Ordinances §55.02(K).

2. Alcoholic Beverage Regulations

A permit is required for having alcoholic beverages at events open to the public, see below for more information.

- Temporary Alcoholic Beverage License – A temporary liquor license is required at least thirty (30) days prior to the event if the event is selling or giving away liquor in the course of the event. Refer to Mora Code of Ordinance §112.22.
- Caterer Permit – In lieu of a temporary alcoholic beverage license the event organizers may contract with a holder of a municipal on-sale liquor license to supply and serve alcohol. This may only be done in conjunction with the same caterer providing food at the event.
- Law Enforcement Requirement – A minimum of one (1) law enforcement officer is required for all events involving alcohol on public property, more officers may be required at the discretion of the Kanabec County Sheriff's Office. Contact the Kanabec County Sheriff's Office to arrange for officers and payment.
- Insurance – A liquor liability certificate of insurance naming the city as an additional insured must be provided by the event organizers and, if used, the caterer serving alcohol.

3. Alcohol in City Parks

Beer and wine may be consumed from non-glass containers in City parks. The park user will be subject to ejection and prosecution for the consumption of alcoholic beverages by minors, whether it is occurring with or without the park user's knowledge. Mora Code of Ordinances §55.02 (G).

4. Smoking

Smoking and all other forms of tobacco use is prohibited in Library Park. Tobacco Free Parks Policy dated November 16, 2010.

5. Littering

No person shall litter or cast any rubbish or trash of any kind or nature in or about any public park or public grounds. Mora Code of Ordinances §55.02 (E).

6. Removing, Defacing or Destroying Property

No person shall remove, deface, destroy, diminish, or impair the value of public property located on or within any public park or public grounds, including buildings, structures, trees, shrubs, grass, vegetation, signs, tables, benches, fireplaces, grills, trash receptacles,

notices and placards, boundary markers or fences, or any other public property either real or personal. Mora Code of Ordinances §55.02 (M).

7. Damage / Key Deposit

Deposit is refunded if City property is not damaged during the event. Event organizer will be held liable for any additional damage exceeding the deposit. Excessive garbage clean-up by City staff may result in a deduction from the damage deposit. Deposits will be deposited when received unless the deposit is anticipated to be held less than five (5) business days. Return of deposits cashed will be processed within 30 days.

8. Entertainment and Related Components

It is the event organizer's responsibility to ensure all activities comply with the City of Mora ordinances. A law enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the officer may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior.

9. Event Storage Fee

Items left on City property before or after an event, will be charged an Event Storage Fee which may be deducted from the damage deposit.

10. Firearms & Fireworks

No discharge of firearms or fireworks without prior written permission of the City. Mora Code of Ordinance §55.02 (D).

11. Fires

No person shall build a fire in a public park or on public grounds except in fireplaces or receptacles provided by the City. However, fires may be allowed if approved by the Fire Chief as part of the permitting process. Mora Code of Ordinance §55.02 (C).

12. Insurance

Before the final permit may be issued, insurance certificates naming the CITY OF MORA as an additional insured (Special Events) must be received by the City.

13. Late Fee

Any application that is submitted after the application deadline will be charged a late fee.

14. Site Plan / Route Map / Traffic Plan

Based on your event site plan and components, the Public Works Director or designee may require a walk-through of the site before and/or after the event. Please include the following if applicable:

- If there are any full or partial street closures, a detailed traffic plan is required. This plan shall include all routing plans for traffic and any barricades, signs, or law enforcement or volunteer traffic control locations.
- A map of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event.
- Location and number of all stages, tables, tents, portable toilets, booths, beer gardens, food booths, trash containers and dumpsters and other temporary structures.

- Generator locations and source of electricity. Type and locations of sources of fuel for heat.
- Location of fencing, barriers, and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of twenty-foot (20') emergency access lanes throughout the event.
- Location of first aid facilities and ambulances.
- Placement of vehicles and/or trailers.
- Location of fire(s).
- Other related components not listed above.

15. Stakes

Tents or other items shall not be secured with stakes in paved or hard surfaced areas.

16. Traffic Control Devices (Barricades & Cones)

For Special Events, the Public Works Department may assist in providing traffic control devices for events involving road closures. Any traffic control devices that cannot be provided by the Public Works Department must be rented from an outside rental company at the expense of the event organizer.

17. Vehicle Traffic & Parking

Vehicles shall be driven or parked in designated areas only and shall be driven at a maximum speed of fifteen (15) miles per hour. Driving on grass is prohibited. Overnight parking is prohibited. Mora Code of Ordinances §55.02 (A) and (B).

18. Sanitation Facilities

Event attendance at 100 persons or greater requires sanitation facilities to be provided and removed by the applicant at the applicant's expense.

Step 4 – Complete Application and Other Contact Information

Complete the Facility Use or Special Event Permit Application and submit the completed application to City Hall. There may be other entities you need to contact depending on your event. Any fees associated with these entities are the responsibility of the applicant.

1. Mora City Hall

Jeff Krie, Activities & Recreation Director (320) 225-4827 or j.krie@cityofmora.com

- Contact for all Facility Use Events or Special Events.

2. Mora Public Works Department

Joe Kohlgraf, Public Works Director (612) 390-8217 or joe.kohlgraf@cityofmora.com

- Contact for any events requiring street, sidewalk, or trail closures.

3. Mora Alcohol Licensing

- Mandi Yoder, Administrative Assistant / Deputy Clerk (320) 225-4804 or m.yoder@cityofmora.com

- Contact for any events requiring a license for alcoholic beverages. Contact a minimum of sixty (60) days prior to the event for City Council and State of Minnesota approval.

4. Mora Building Department
Caleb Christenson, Building Official (320) 225-4808 or c.christenson@cityofmora.com
 - Contact for any events involving tents or other temporary shelters.
5. Mora Area Fire Department
Brett Anderson, Chief (320) 282-9200 or fire.chief@cityofmora.com
 - Contact prior to the event for any event open to the public with tents, trailers, and/or trucks using any type of a power supply, propane, open flame, portable heaters, or operate with conditions that have the potential to be hazardous.
6. Kanabec County Sheriff's Office (320) 679-8400
 - Contact for any events involving alcoholic beverages which require the presence of a law enforcement officer.
7. Minnesota Department of Health
Public Health Sanitarian (320) 223-7317 or health.foodlodging@state.mn.us
 - Contact for any events serving food to the public.