

Parks & Recreation Department
3179 Livernois, Troy, 48083
248.524.3484

<i>Office Use Only</i>	
Taken by: _____	Date: _____
Location: _____	
Deposit	Paid: _____

DESIGNATED LIMITED PUBLIC FORUM APPLICATION

Name of Individual/
Company/Group: _____

Address: _____

Date of Function: _____ Number of Users: _____ Time of Use*: Begin: _____ End: _____

Location (attached schematic shows available sites): _____

- Please read these carefully before completing your application. The undersigned hereby verifies that he/she:
1. Has the authority to sign this application for the above named organization, group or company.
 2. Has read the rules and regulations on the back of this form and agree to abide by all rules stated therein.
 3. Will perform the necessary clean up of the area following its use.
 4. Understands the approval of this application may include non-content based additional requirements and/or limitations based on time, place, and manner criteria.
 5. Agrees to stay within the boundaries of the reserved area and to limit gathering to this area.
 6. Has read and understand that permits are subject to all policies, rules and regulations as listed on the back of this form.
 7. Understands that failure to comply with all policies, rules and regulations herein stated or falsification of any information called for in this application will be grounds for denial of this or any future permits.
 8. Understands that the City does not intend to provide any service associated with the forum. In cases where the forum requires City staff to perform work that would not be required if the Applicant's requested use did not take place, the applicant will be charged the costs associated with the work. The labor performed by staff will be at the discretion of the City Manager and/or designee and the applicant may not be notified of the requirement for services prior to the service being performed. Should there be any costs incurred by the City, the applicant will be invoiced for additional costs within 30 days of the Applicant's use of the forum.

Please print/type name of contact person: _____

Address: _____ City/Zip: _____ Phone: _____

Name of alternate contact person: _____

Address: _____ City/Zip: _____ Phone: _____

The Applicant agrees to defend, indemnify and hold the City of Troy, its officers, officials, agents and employees, harmless from and against all claims arising by reason of injury or death of any person or damage to property arising out of or incidental to its use, except to the extent caused by the gross negligence or willful misconduct of the City, its agents and employees. The City shall provide the Applicant with notice of any claim which the City believes is covered by this agreement, and the Applicant shall timely appear in and defend all suits brought upon such claim and shall pay all incident costs and expenses, but the City shall have the right, at its option, to participate in the defense of any suit without relieving the Applicant of any of its obligations.

I hereby affirm that the information I provided on this Designated Limited Public Forum Application form is true to the best of my knowledge, information and belief. I further agree on behalf of myself, my organization, and any others working with me or participating with me, that we will comply with the City's rules, the terms of the written confirmation of approval and all other City requirements, ordinances and other laws that apply to this use. Any violation thereof may result in the City's retention of the entire deposit, and does not preclude any other applicable action/s for the violation/s.

Date Applicant's Name (please print) Applicant's Signature

Confirmation of Approval		
Approved by: _____	Date approved: _____	
Location: Circle one	Town Center/Livernois Greenspace	Reflective Head
	Parking lot N. of Community Center	Veterans Plaza

A limited public forum is designed to allow a place for members of the public to express free speech. In no way should the content of the forum be interpreted as approved or endorsed by City staff, City Council or residents.

Applicants wishing to have a limited public forum should read and be familiar with these procedures and rules as follows:

Procedures for reserving Designated Limited Public Forum Area:

1. Obtain permits at the Parks and Recreation office in the Troy Community Center, 3179 Livernois, Monday-Friday from 8:00 am to 10:00 pm and Saturday 9:00 am to noon (closed Saturdays July & Aug)
2. Applications are accepted on a first come, first served basis, but not longer than 364 days in advance. Applications must be made a minimum of two weeks in advance.
3. Applicant must pay a deposit in an amount equal to the amount estimated by the City to be billed for City fees as described in attached Fees for Limited Public Forum no later than seven (7) days prior to the requested use date of the forum. If no additional City related costs are required during, or resulting after the forum use, deposit will be returned to applicant within 30 days following the date of the forum. If additional costs are incurred by City staff as a result of Applicant's forum use, deposit will be applied to those costs.

Rules Governing Designated Limited Public Forum Area:

1. Reservation must be made in person at the Parks and Recreation office during regular office hours. No phone reservations are accepted.
2. All vehicles must be confined to parking areas. If using Reflective Head or Town Center/Livernois Greenspace area during regular business hours, all cars must be parked in the lot east of the 52-4 District Court or the lot north of the Community Center on Troy Center Dr. There shall be no off-site parking.
3. Permits must be retained at all times by Applicant and presented upon request.
4. The permit is good for the listed reservation time only. (There are no rain dates.)
5. Applicant's use of the forum is limited to the areas as identified on attached schematic drawing.
6. The Applicant is responsible for leaving the area clean and orderly.
7. Applicant or event sponsor will be required to provide portable toilets for groups larger than 50 people at the rate of one portable toilet for every 75 attendees, or at a rate described in the written confirmation of City approval of the event. City shall make arrangements for delivery of portable toilets for the event and removal of portable toilets immediately following the event.
8. Use of the limited public forum is limited to durations of not more than two hours.
9. No amplified live music or bands are permitted. Sound systems and speakers are allowed with written authorization ONLY.
10. Use of the limited public forum shall take place from dawn to dusk.
11. No sound shall be emitted by the participants exceeding 65 decibels, measured at a distance of 15' from the boundaries of designated forum area.
12. There shall be no open flames or pyrotechnics as part of any use of the limited public forum.
13. There shall be no profanity, pornography, or obscenity during the use of the limited public forum.
14. There shall be no vendors exposing or offering for sale any saleable merchandise on City grounds during the use of the limited public forum.

Available locations for public forums

1. Town Center/Livernois Greenspace
2. Area surrounding/adjacent to the Reflective Head
3. Parking lot north of Community Center
4. Veterans Plaza

Requests for use of a limited public forum are taken on a first come, first served basis. Only one request for use of a limited public forum will be approved for any date.

Fees for Limited Public Forum Events

Fees shall be charged for City services provided to Limited Public Forum events as follows:

- a. Straight time shall be the hourly cost for any employee working on an event during the "normal work day", including the actual cost for fringe benefits.
- b. Overtime shall be the hourly cost for any employee working on an event during a time period, which would be considered overtime for City payroll records, including the actual cost for fringe benefits.
- c. Purchased or rented materials shall include all direct costs for all materials purchased or rented by the City of Troy for use at the event.
- d. Equipment charges shall be the current equipment rental rates charged by the City of Troy.
- e. An administrative fee of 20% shall be added to the total billing. This administrative fee shall cover the City's expenses related to supervision, use of stock parts (i.e. nuts/bolts, fluids) and costs related to payment of bills related to the event.

Billings for Limited Public Forum Events

Limited Public Forum billings by the City shall be itemized as follows:

Public Safety Employee Regular/Overtime	\$ _____
Public Services Employee Regular/Overtime	\$ _____
Equipment Charges	\$ _____
Purchased Materials	\$ _____
Rented Materials	\$ _____
Rental Fee (if applicable)	\$ _____
Special Requests	\$ _____
Sub Total	\$ _____
Plus 20% Administrative Fee	\$ _____
NET TOTAL BILLING	\$ _____

A cash deposit will be required in an amount equal to the amount estimated by the City to be billed for estimated City fees as described above. Invoices for services shall be issued within thirty (30) days of the event.