

GUIDELINES / RULES FOR USE OF THE LEXINGTON-FAYETTE COUNTY COURTHOUSE PLAZA

The Lexington-Fayette County Government permits persons, organizations or groups to use the Courthouse Plaza for various purposes and events when the use will not interfere with or disrupt Court functions. The following rules have been developed to ensure the care and protection of the Plaza grounds and features and the Courthouse buildings and to ensure a safe and orderly environment for the events. The nature and scheduling of all activities must be approved by the Courthouse Plaza Activity Committee (Committee). A "Special Events Application" must be completed and signed. Enforcement of the rules will not be influenced or affected by age, race, national origin, disability, religion or partisan politics.

Requests will generally be scheduled on a "first come, first served" basis. The Urban County Government and Courthouse events will have scheduling priority over use of the Plaza.

1. The lower half of the Plaza is the space between Main Street and the South side of Short Street. The upper half is from the North side of Short Street to Barr Street. For events that need all of the Plaza (from Main to Barr Street, Short Street must be closed, and a special permit must be obtained. Permitting is processed through the Mayor's Office as part of the application process. Public Safety (Police and Fire) and the Divisions of Traffic Engineering and Solid Waste must agree to the date, time and duration.
2. If a permit to close Short Street is requested and approved, the applicant will be responsible for overtime charges for police presence and for setting and removing barricades on Short Street at North Limestone.
3. Activities will be limited to no more than 2,500 people. Programs may not begin before 8:00 am and must conclude by 1:00 am. Other times may be considered by special permit.
4. Do not block any entrance or exit of the Courthouses. Activities must be confined to the Plaza areas which does not include the covered Courthouse walkways.
5. To avoid disruption of the work environment in the Courthouses, activities scheduled during work hours (M-F 8:00 am to 5:00 pm, excluding Holidays) must be non-amplified. Exceptions may be made to allow amplification between the hours of 11:30 am and 1:00 pm and must be listed on the application and approved. An event in the upper Plaza, in front of the District Courthouse, may not be amplified until after 8:00 pm Monday through Thursday. The Urban County Noise Ordinance prohibits loud noises between the hours of 11:00 pm and 7:00 am.
6. Refreshments may be served, and the following conditions will apply: **NO ALCOHOLIC BEVERAGES MAY BE SOLD!** Applicant is responsible for all preparation, serving and cleanup, and for any temporary permits allowing food service. Questions concerning permits should be directed to the Division of Environmental Health at the Lexington-Fayette County Health Department at 231-9791. If picnic type tables and chairs are to be provided by LFUCG, discuss the number and type with the Plaza Events Manager (PEM).
7. Concession trailers are to be parked only in the right-turn lane on North Limestone.
8. Plaza surfaces are extremely vulnerable to damage from spills of food and drinks. In case of spills, contact the PEM immediately. Additional fees may be charged for spill clean-up. When preparing or serving food, grease mats or other approved protection **must** be used to prevent damage to the pavers and grass. If fountain drinks are served, adequate drains must be provided.
9. Cooking and/or serving pre-prepared food for an event is permitted only to caterers licensed by the Fayette County Health Department or by non-licensed parties that have obtained permission from the Health Department to prepare food for the event. Contact Division of Environmental Health at 231-9791.
10. List licensed caterers on the Application Form. Caterers **must** register with PEM at least 24 hours in advance of the event. Request for use of extra tables, chairs, trash receptacles, etc. must be listed on the application form.
11. Fountains may be turned on or off at applicants request.
12. Posting or affixing signs, notices, or any kind of documents to any surface of the Courthouses or Plaza is prohibited. Flags may be displayed in free standing frames that are not required to be anchored to the ground. Decorations (such as signs, balloons, posters) may be placed in the Plaza, and must be removed at the end of the event. Check with PEM if assistance is required.
13. Driving or parking vehicles or heavy equipment on the Plaza is prohibited. Stopping on Short Street to unload is prohibited unless a permit has been obtained to close Short Street for the event.

14. **Because of the presence of underground utilities and irrigation lines, you must obtain pre-approval from the PEM prior to setting up tents or anything that requires something driven into the ground. Supervision by the PEM is required during installing.**
15. Camping in the Plaza is prohibited.
16. Weddings may be permitted in the Plaza.
17. Any entity using the Plaza will reimburse the PEM for any costs incurred in furnishing and/or setting up tables, chairs, podium, etc. or for janitorial or maintenance services. Any required items or services listed on the application will be evaluated and the applicant will be notified of the amount of charges at the time of confirmation of the permit.
18. Each entity using the Plaza will be responsible for immediately removing all litter, signs, and other materials brought to the Plaza at the end of the activity. A cleanup/damage deposit may be required and must be paid prior to issuance of a permit. Event insurance policies may be required for certain events. Upon completion of the event, a survey will be conducted by the maintenance staff. If no damage is found, the deposit will be returned to the applicant. Deposits and fees must be paid in advance by separate checks made payable to Lexington-Fayette County Government.
19. Use of electricity is permitted. Applicant or caterers must furnish required extension cords. Coordinate with PEM. Use of generators is prohibited.
20. If animals are included in an event, cleanup **must be performed as frequently as necessary** by event participants!
21. Optional services circled on the Application form will be provided at cost listed on the Application after review by the Committee.
22. Some services that may be selected by the Committee as **not** optional are: clean-up, Herbies, security, crowd control, traffic control and portable toilets. The costs of those items, if assigned by the Committee, will be listed on the Application.
23. The Committee and the PEM reserve the right to add additional services as deemed necessary and appropriate for any event.

ADDITIONAL INFORMATION

The Plaza Events Manager (PEM) is Tom Owen with Meridian Management. He can be contacted at 381-9596 (office) or 983-5920 (cell).

These Guidelines/Rules and the associated Application form are subject to change.

Circuit Court normal court hours: 8:30 am until 5:00 pm Monday through Friday. Exceptions: late trials, average occurrence: once a week, average ending time: 9:00 pm, latest ending time: 2:00 am.

District Court normal court hours: 8:30 am until 8:00 pm Monday through Thursday, 8:30 am until 5:00 pm on Friday. Open 24 hours daily

I have read and understand these guidelines / rules, and will insure that my event participants will follow them.

Authorized Applicant's name (Printed)

Signature of Authorized Applicant

Date

Revised 02/07