

Robert F. Stephens Courthouse Plaza Event Guidelines

When planning events, please review these guidelines and the Robert F. Stephens Courthouse Plaza map.

Meridian Management takes great pride in working with LFUCG to maintain the Robert F. Stephens Courthouse and the Courthouse Plaza so the community may enjoy the facilities for many years to come. With that in mind we ask for your cooperation on the following guidelines.

Event Coordination Meeting

- 1) Prior to the event and applying for the event application, a coordination meeting must be held on site with Meridian Management Project Manager Mike Wiley, to discuss any needs that the event may require and to also review and discuss the Plaza guidelines.
 - a. Mike Wiley- 859-381-9596 Office
 - b. mwiley@mmcor.com

Irrigation System

- 2) **TENT STAKES ARE NOT PERMITTED.**
 - a. Tents can be weighted down with water barrels or sandbags.
 - b. Contact Meridian Management personnel to provide assistance with water locations.
 - c. You must provide your own “Water Key” to access the water.
 - d. Please let us know if the irrigation system needs to be turned off during the event.
 - i. Irrigation system will automatically start at 12am and run until 7am each day during the watering season. (May thru Sept)

Portable Toilets

- 3) Portables must be placed behind the Circuit Building on the sidewalk located next the “Ivy bed”. Placement between and/or next to the buildings **ARE NOT PERMITTED and MUST be removed immediately.** As by the direction of the **Fayette Co. Sheriff’s Dept.**
- 4) Portables **MUST BE REMOVED** from the site on or before of the start of the next business day after event conclusion. **NO LATER THAN 7:00am.**
- 5) For events lasting longer than one day; portables **must be cleaned daily,** before or after normal operating hours (7am- 5pm).

Fountains

- 6) Indicate operational status of either of the water fountains; Water Wall, Elliptical water fountain. Off/ON.
- 7) The “Water Wall” in the Circuit Courthouse Plaza operates via an anemometer. This will shut down in high wind conditions and automatically resume after 5 mins. if there are no future wind conditions.
- 8) The District “Elliptical” fountain has two show settings; “Play” and “normal”. The play show feature is very dynamic and sprays water at lower levels vs. the normal show which sprays water nearly 3 stories tall.
- 9) Both water features will automatically operate via timers starting at 7:00 am each morning and shut down at 2:00am, unless otherwise directed.

Electricity

- 10) Power- the plaza is equipped with 208/3ph 200amp services in each plaza pit. Providing power is limited to the GFI receptacles that are located in the plaza walls and tree wells.
- 11) There are 110v outlets at the base of each tree in the plaza.
- 12) Each outlet contains GFCI receptacles and if overloaded will trip. A manual reset is needed if tripped.
- 13) Please use common sense when plugging in appliances ect. to these outlets. Keep in mind they are not intended for commercial equipment.
- 14) If you require greater electrical needs please contact.
 - a. Vicki Hamm, Staff Asst. Sr., General Services
 - b. 859-288-2937
 - c. vhamm@lexingtonky.gov

Vendors

- 15) The event coordinator will provide Meridian Management with a site map layout of all vendors to include contact information prior to event date for approval and sign off, by Meridian Management and LFUCG Mayor’s Office personnel.
 - a. If damages incur during the event or afterwards at the post event inspection. Any and all costs of repairs made will be at the expense of the event, coordinator and/or sponsors.
- 16) Vendors are not permitted to setup, utilize or block any entrances to either of the courthouses.
- 17) Vendors must allow access to the all walkways throughout the plaza.
- 18) No vendor may fully block pedestrian traffic in the plaza in the paver area.
- 19) Food vendors are **NOT PERMITTED** to place stands or booths on the sidewalk or pavers of the courthouse plaza. All food vendors must use designated closed lanes of N. Limestone or Short St. when serving food.
- 20) No vendor is permitted to sale alcohol on courthouse property.

- a. Alcohol sales are permitted in the turn lane of North Limestone and Short St only.
- 21) Vehicle traffic is NOT PERMITTED on the pavers at any time.
 - 22) No vendor is permitted to directly place any items next to either of the courthouses to include but not limited to; Stages, platforms, booths, vehicles, storage containers, totes, bags, trash cans, portables, ETC.

Water Access (See Meridian Management)

- 23) If you have needs for water access, please contact Meridian Management. This should also be discussed at the Pre-Event coordination meeting.
- 24) There are two locations in each of the plazas where you can access water.
- 25) Additionally there are two locations on each building at either ends for water access also.
- 26) ****Water keys are no longer loaned out to events**** Water keys can be purchased at Lowe’s or Home Depot. These are used to access water if required and if Meridian personnel are not requested to be on site.

Overnight Security

- 27) Overnight security is highly recommended for events that last longer than one day.
 - a. Meridian Management does not provide security.
 - b. Meridian Management is not responsible for any items lost, stolen or broken.

Trash

- 28) Placement of Trash cans and waste receptacles next to either of the buildings is strictly prohibited. As directed by the **Fayette County Sheriff’s Dept.**
- 29) Trash and debris removal is the responsibility of the event.
- 30) Please be kind, pickup and remove all trash and debris that may have been left due to your event.
 - a. Excessive waste and debris pick up prior to the event will incur a “custodial clean up fee” billed to the event.
- 31) Any additional waste receptacles that have been placed for use by the event **MUST BE REMOVED** the day after the conclusion of the event before the start of normal business hours. (7:00am Mon- Fri)
- 32) Meridian Management is NOT responsible for any items that may have been thrown away.
- 33) Any items left behind will be considered abandoned property and will be discarded.

Show Mobile, Stages and Platforms

- 34) Placement
 - a. NO stage or Platform is permitted to set up next to or in between either of buildings. As directed by the **Fayette County Sheriff's Dept.**
 - b. Stages and platforms can be placed at:
 - i. The intersection of N. Limestone and Short St.
 - ii. District plaza north staging area.
 - iii. District plaza south staging area.
 - iv. Circuit plaza north staging area.
 - v. Circuit plaza next to “water wall” fountain & “Robert F Stephens” sign. (After consultation w/ Meridian Management).
 - vi. Barr Street (if permitted by Federal Courthouse security, LPD and Streets and Roads)
- 35) Amplified sound
 - a. During the normal operating hours (Mon- Fri 7am to 5pm) of the courthouse **NO** amplified sound is permitted.
 - i. *Large venue sound checks *may be* permitted with approval of the courts administrators and judiciary staff.
 - ii. *Small podium amplification *may be* permitted with approval of the court administrators and judiciary staff and pending location.

On Site Personnel

- 36) On Site personnel should be discusses at the Pre-Event Coordination meeting.
- 37) Should you require Meridian Management staff person to be on site or requested to return to the site the following charges will apply.
 - c. Two Hour Minimum charge per visit.
 - d. Chief Engineer (Rick Melton 859-983-5920) \$70.00 per hr.
 - e. Facility Maintenance Personnel \$50.00 per hour.
 - f. Custodial Services \$30.00 per hour per person.
 - g. On Site personnel must be arranged prior to the event and have a Purchase Order Number from LFUCG or Pre-payment by Check is required.
 - i. Checks can be made out to: Meridian Management Corporation.
 - ii. Payment due on or before event date.

Thank you,
Michael Wiley
Meridian Management Project Manager
Cell- 859-475-3431- Office- 859-381-9596
Email: mwiley@mmcor.com