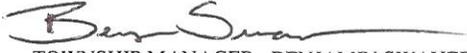


CASCADE CHARTER TOWNSHIP, MICHIGAN			
	POLICIES AND PROCEDURES		# OF PAGES: <u> 3 </u>
			POLICY #: <u> Admin 2013-01 </u>
SUBJECT: 4 th of July – Participants		APPROVED BY:  TOWNSHIP MANAGER, BENJAMIN SWAYZE	
DEPARTMENT: All	SUPERCEDES: None	DATE OF ISSUE: 4/24/13	DATE OF EFFECT: Immediate

I. PURPOSE

The purpose of this policy is to establish procedures for the application and approval process for organizations to be able to hold fundraising events during the 4th of July Celebration that is put on by Cascade Township.

II. POLICY STATEMENT

In an effort to provide reasonable accommodations for organizations wishing to participate in the 4th of July Celebration, it is the policy of Cascade Township to allow organizations to participate in the event, subject to the procedures outlined in Section III of this document.

III. PROCEDURES

A. Eligibility

1. The following types of organizations are eligible to participate in the 4th of July Celebration event:
 - a. Local government organizations
 - b. Organizations officially affiliated with Forest Hills, Lowell, or Caledonia public schools.
 - c. Religious organizations with physical addresses within the boundaries of Cascade Township.
 - d. 501 (c)3 organizations with physical addresses with the boundaries of Cascade Township.
2. Organizations that have historically participated in the 4th of July Celebration prior to the adoption of this policy may continue to do so

B. Allowable Activities

1. The following types of events are allowable activities for organizations participating in the 4th of July Celebration:
 - a. The sale of prepackaged food items.

- b. The sale of prepared food items, subject to the requirements and approval of the Kent County Health Department
 - c. Games, activities or entertainment, for or not-for consideration, subject to the approval of the 4th of July Committee.
 - d. Games of chance, licensed by the State of Michigan, subject to the approval of the 4th of July Committee.
2. The following types of event are prohibited at the 4th of July Celebration:
 - a. Activities or events subject to permitting or licensure by the County or State of Michigan without the proper approvals.
 - b. Activities or events that are above what would generally be considered to be a “G” rating in movie theaters.
 - c. Activities or events that are denied by the Cascade Township Property and Liability Insurance Carrier due to adverse risks.
 - d. Activities or events that raise funds for organizations other than those conducting the event.

C. Organization Set-Up

1. Organizations that are approved for participation in the 4th of July Celebration event will be assigned an area to set-up their event or activity.
2. Generally, there are no utilities available at the event site. Special accommodations may be available, subject to a fee.
3. Organizations are encouraged to bring their own tables, chairs, tents or other items to set-up in their area. None of these items will be provided, unless applicant has one of the four reserved food vendor spots.
 - a. Tents table and chairs for the four approved food vendors may be provided at the discretion of the 4th of July committee.
4. Organizations must be set-up by 8am the morning of the event.

D. Application

1. Organizations can apply to be part of the 4th of July Celebration by completing the appropriate form.
2. All applications are subject to the approval of the July 4th Celebration committee.
3. Approved applications will be limited to 8 per year. Of those 8, 4 are specifically reserved for food vendors and will be assigned spots within

tents provided by the 4th of July committee. The remaining four spots may be any activity approved under section B.

4. Applications will be considered on the following schedule:
 - a. Organizations returning from the previous year will be exclusively considered until May 15th.
 - b. New organizations will be considered on a first-come, first serve basis from May 15th until 30 days prior to the event.

E. Insurance and Indemnification Requirements

1. Organizations approved to participate in the 4th of July Celebration must provide proof of the following insurance requirements:
 - a. The organization shall show proof of general public liability insurance against claims for bodily injury, death or property damage occurring as a result of the individual organizations activities with combined single limits of not less than \$1,000,000
 - b. The organization shall include Cascade Township as an additional insured on all policies.
2. The organization shall indemnify and save harmless Cascade Township, its officers, officials both elected and appointed, agents, volunteers and employees from any and all claims, damages, liability of any and every type, including without limitation, liability for property damage, personal injury, incidental and/or consequential damage, loss, cost, expense, liability, injury, legal fees expert witness fees and incidental expenses, directly or indirectly suffered or incurred as a result of the organization event or activity.

IV. REGULATION

1. The 4th of July Celebration committee, or their designee, is responsible for enforcing the policies and procedures contained within.

Approved by a meeting of the 4th of July Committee on 4/25/13