



**TOWN OF MANSFIELD and MANSFIELD DOWNTOWN PARTNERSHIP  
POLICY MEMORANDUM**

To: All Citizens and Employees  
From: Matthew W. Hart, Town Manager *MWH*  
Date: May 9, 2016  
Subject: Policy Regarding Public Use of the Town Square

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**I. Purpose**

The purpose of this Policy is to provide procedures for the use of the Mansfield Town Square (the "Town Square") for events.

The Town Square has been developed as a unique and vibrant public space, serving as a focal point for community activity. The Mansfield Town Square includes the Town Square and the adjacent sidewalks bordering Dog Lane, Storrs Road, Royce Circle, and Bolton Road Ext.

The Town Square provides a potential venue for activities sponsored by members of the community, the Mansfield Downtown Partnership (the "Partnership"), the Town of Mansfield (the "Town"), the University of Connecticut ("UCONN"), and Downtown Storrs businesses. This policy is intended to provide members of the community with fair access to the Town Square, and to coordinate the various activities so that they do not conflict with each other or with general pedestrian and/or patron activities.

**II. Applicability**

This Policy applies to events that are at scheduled days and times; or entail the use of equipment and materials such as sound equipment, chairs, tables; or include a programmed activity; or include invitation/promotion to the general public.

**III. Effective Date**

This Policy shall be effective immediately and shall remain in effect until revised or rescinded.

**IV. Policies**

1. The Town Square shall be available for events when it is not actively being used, or scheduled to be used, by the Partnership, the Town, or UCONN, or for other previously scheduled events.
2. Events may be scheduled to commence at or after 9:00 AM and shall end no later than 10:00 PM. Exceptions to these hour limitations may be approved by the Town Manager or his or her



designee on a case-by-case basis for unique events subject to such conditions as he or she may deem appropriate. Events taking place over consecutive days shall be treated as one event. For events taking place over nonconsecutive days, each calendar day shall be deemed to be a separate event.

3. In order to promote equal access, events will not be scheduled more than six (6) months in advance (unless the event is an annual event or otherwise waived) and no person or group may schedule more than two (2) weekend events per month or four (4) weekday events per month. If individuals are acting in concert to avoid this limitation, the Town or Mansfield Downtown Partnership, Inc. may determine that they are acting as a single group.
4. Town events and scheduled events shall have priority over unscheduled events. If an unscheduled individual or group refuses to relocate or vacate the Mansfield Town Square for a Town event or scheduled event, that individual or group shall be deemed to be trespassing and shall be subject to removal or arrest.
5. Individuals may use the on-street parking spaces in front of Eight Royce Circle to unload and load vehicles. As soon as vehicles are unloaded, all event vehicles must be moved to either the Storrs Center parking garage or the Dog Lane parking lot. Up to six complimentary parking passes for the Dog Lane parking lot will be issued prior to the event. Neither the Partnership nor the Town is responsible for the loss of any personal property left on, in, or about the user's vehicle regardless of cause and are not responsible for any damage to the user's vehicle while parked in the Storrs Center parking garage or the Dog Lane parking lot. For more information, contact the Mansfield Downtown Partnership at 860.429.2740.
6. Use of the Town Square shall comply, at all times, with the ordinances of the Town (including, without limitation, the Town's noise ordinances) as well as state and federal laws. In addition to any penalties imposed by law, the failure of individuals or groups using the Town Square to comply with the laws of the state and federal governments, and to obtain any other necessary permits or licenses, shall be grounds for cancellation of a scheduled event, and suspension or revocation of any future right to use the Town Square. Scheduling the use of the Town Square shall not be a substitute for obtaining any other permits or licenses which may be necessary. Audiences or participants for events on the Town Square may not spill into the streets or impede pedestrian, bicycle, or vehicle access unless appropriate permits are acquired.
7. Individuals or groups using the Town Square will be responsible for picking up and removing any refuse from their use of the Town Square and shall comply with any additional requirements established as part of the approval process.
8. Sound amplification equipment shall be adjusted to the minimum volume level necessary to be heard within the Town Square. Sound amplification equipment shall be directed toward the interior of the Mansfield Town Square.
9. If public restrooms in the Nash-Zimmer Transportation Center are intended to be utilized for an event, it must be noted on the Request for Use of the Town Square application. Restrooms in commercial businesses are not to be used by event staff or attendees.
10. Prior approval is required from the Partnership or the Town to attach any equipment, signage, or decorations to the stage roof or any other structure on the Town Square. No items may be staked in the lawn, landscaping, or any other surface on the Town Square. No items may be attached to street signs at any time. Users are responsible for repairing any damage to any structures, lawns, plantings, pavers, etc. Failure to repair any such damage may result in the



Town performing those repairs and billing the party responsible.

11. Fundraising will be allowed at specific locations on the Town Square by non-profit organizations and government sponsored organizations (e.g. schools), or as otherwise authorized by law.
12. No overnight camping or sleeping is allowed in the Town Square.
13. If alcohol is to be served, all pertinent State permits must be obtained and all Town and State laws and regulations must be followed. A planning meeting shall be set up with Partnership staff to review requirements. Permission to serve alcohol must be secured in writing from the Town Manager prior to the event. An additional list of policies and procedures applies if alcohol is to be served.
14. The Town reserves the right to cancel an event if public safety is at risk.
15. The Town shall not be responsible for injury to any person using the Town Square or for any damage done to property owned by any user of the Town Square.
16. Breach of peace or disorderly conduct by users of the Town Square will not be tolerated.
17. The Town reserves the right to shut down events or to disallow future events by individuals or groups who violate any of these rules.

#### **V. Reservation Process**

18. Individuals or groups wishing to schedule the use of any portion of the Town Square may do so by completing and submitting the form entitled Request for the Use of Mansfield Town Square to the Mansfield Downtown Partnership (860.429.2740) not less than six weeks prior to the time for the scheduled event, unless otherwise waived. **THE TOWN AND THE PARTNERSHIP SHALL NOT BE RESPONSIBLE FOR STAFFING PERMITTED EVENTS OUTSIDE OF EVENTS THEY ARE SPONSORING. IF POLICE, FIRE, PUBLIC WORKS OR OTHER TOWN DEPARTMENTS ARE NEEDED, THIS MUST BE SHOWN ON THE APPLICATION.**

