



**TOWN OF MANSFIELD
ORDINANCE DEVELOPMENT AND REVIEW SUBCOMMITTEE
Monday, January 25, 2016
Audrey P. Beck Municipal Building
Conference Room B**

6:00 PM

AGENDA

Call to Order/Roll Call

Approval of Minutes from 12/21/15

1. Proposed Ordinance Regarding the Mansfield Town Square and Related Policies
 - a. Proposed Policies and Procedures Regarding Public Use of the Mansfield Town Square
 - b. Proposed Policies and Procedures for the Use of Alcohol on the Mansfield Town Square
 - c. Proposed Policies Regarding Street Performers in Mansfield Town Square
2. Proposed Amendments to Ordinance Regarding Streets and Sidewalks
3. Future Meeting Dates
4. Public Comment

Adjournment

SPECIAL MEETING – ORDINANCE DEVELOPMENT AND REVIEW SUBCOMMITTEE
December 21, 2015
DRAFT

1. CALL TO ORDER

Mayor Paul Shapiro called the meeting to order at 6:00 p.m.

2. ROLL CALL

Present: Kegler, Kochenburger, Moran, Raymond, Shapiro (Chair)
Staff Present: Town Manager Matt Hart, Director of Public Works John Carrington,
Downtown Partnership Director Cynthia van Zelm

3. APPROVAL OF MINUTES

Ms. Moran moved and Mr. Kegler seconded to approve the minutes of the November 23, 2015 meeting as presented. The motion passed with all in favor except Mr. Kochenburger who abstained.

4. PROPOSED AMENDMENTS TO ORDINANCE REGARDING ALCOHOLIC BEVERAGES

Ms. Moran moved and Mr. Kochenburger seconded to amend the previous action of the committee and to present to the Town Council the amended language as found in the December 21, 2015 draft and to limit the permissible areas to the Storrs Center Special Design District, the campus of the Audrey P. Beck Building, the Public Library and the function areas of Bicentennial Pond.

The motion passed with all in favor except Ms. Raymond who voted in opposition.

The street addresses or relevant descriptions as found in the Mansfield Zoning Regulations of each of the permitted areas will be included.

Ms. Moran moved and Mr. Kegler seconded to amend the previous amending motion by removing all references to Bicentennial Pond.

The motion passed with all in favor except Ms. Raymond who voted in opposition.

5. STATUS OF PROPOSED ORDINANCE REGARDING DOG WASTE CONTROL

Ms. Raymond moved and Mr. Kegler seconded to amend the previous action of the committee by limiting the ordinance to the Town Square.

Mr. Kegler offered a clarifying amendment identifying the affected area as the Storrs Center Design District. Ms. Raymond accepted the suggestion as a friendly amendment.

Mr. Kochenburger suggested the addition of “recreational” before the words “playing field.” Ms. Raymond did not agree to this change to her proposed amendment.

Ms. Moran moved and Mr. Shapiro seconded to amend the offered amended motion to also include public sidewalks, town owned playing fields, recreation fields, school grounds and playgrounds.

The motion passed with Mr. Kochenburger, Ms. Moran and Mayor Shapiro in favor and Mr. Kegler and Ms. Raymond in opposition.

6. DISCUSSION OF PROPOSED AMENDMENTS TO ORDINANCE REGARDING STREETS AND SIDEWALKS

Town Manager Matt Hart requested additional time to further revise changes to this ordinance.

Mr. Kochenburger suggested the removal of, "Under no circumstances..." from Section 166-13 (7).

7. DISCUSSION OF PROPOSED ORDINANCE REGARDING THE MANSFIELD TOWN SQUARE AND RELATED POLICIES

a. Proposed Policies and Procedures Regarding Public Use of the Mansfield Town Square

Ms. Moran moved and Mr. Kochenburger seconded to forward the ordinance as indicated in the December 21, 2015 draft to the Town Council with the following changes:

- Section 138-3 change, "...respected" to "... fully protected."
- Section 138-6 change, "...is authorized to recommend implementing policies..." to "... is authorized to recommend to the Town Manager..."

Mr. Kochenburger's suggestion to remove, "...as a social as well as an economic resource..." from Section 138-3 was accepted as a friendly amendment.

Mr. Kegler moved and Mr. Shapiro seconded to further amend the motion to change Section 138-6 to read as follows:

The Town Council may develop and enact such ordinances, policies and procedures as may be necessary to ensure the fair, equitable, safe, and orderly use of the Town Square and public places situated in the Mansfield Town Square for the enjoyment of the public.

Mr. Kegler accepted as a friendly amendment Ms. Moran's suggestion to remove the word, "Policies and..." from the title of Section 138-6 and Mr. Kochenburger's suggestion to remove "...policies and..." from the second paragraph of Section 138-3.

The motion to approve Mr. Kegler's amendment to the motion passed with all in favor except Ms. Raymond who abstained.

The motion to approve the original motion as amended passed with all in favor except Ms. Raymond who abstained.

- b. Proposed Policies and Procedures for the Use of Alcohol on the Mansfield Town Square – not discussed
- c. Proposed Policies Regarding Street Performers in Mansfield Town Square – not discussed

8. FUTURE MEETING DATES

The next meeting will be held on January 25, 2016 beginning at 5:30 p.m.

9. PUBLIC COMMENT

No members of the public offered comments.

10. ADJOURNMENT

Ms. Raymond moved and Mr. Kegler seconded to adjourn the meeting at 7:40 p.m.

The motion passed by all members present.

Respectfully submitted,

Mary Stanton, Mansfield Town Clerk.



**Town of Mansfield
Code of Ordinances**
"Ordinance Regarding the Mansfield Town Square"
January 11, 2016 Draft

Chapter 138. [New] Mansfield Town Square

Section 138-1. Title.

This Chapter shall be known and may be cited as "The Mansfield Town Square Ordinance."

Section 138-2. Legislative Authority.

This Article is enacted pursuant to the provisions of Sections 7-148, 8-188 and 7-152c of the Connecticut General Statutes.

Section 138-3. Purpose.

The Mansfield Town Square is intended to be a public forum in which the rights secured in the First Amendment and Connecticut Constitution are fully protected.

The Mansfield Town Council recognizes that as intended the Mansfield Town Square is a very valuable public resource. The Council is committed to maximizing the appropriate use of the Mansfield Town Square as a focal point of community activity in the best interests of the residents of the Town. The Town of Mansfield, acting through its Town Council, may enter into an operations agreement with a private entity to manage, operate, oversee, and develop procedures that will ensure the best use of the Mansfield Town Square and Storrs Center for all of the people of Mansfield, within the limits of public safety.

Section 138-4. Mansfield Town Square Defined.

The Town Square consists of the Mansfield Town Square and adjacent sidewalks bordering Dog Lane, Storrs Road, Royce Circle, and Bolton Road Extension.

Section 138-5. Compliance with Ordinances, Policies and Procedures Required.

All persons using land and facilities situated within the Mansfield Town Square shall comply with all ordinances, policies and procedures adopted and/or enacted by the Town. Said ordinances, policies and procedures shall be enforced by the police and by other agents, officials and employees of the Town of Mansfield designated in writing by the Town Manager. Violation of any such regulation may result in the issuance of a citation carrying a fine as set forth in the regulations which if not paid within ten days of issuance shall be doubled. Fines may be enforced and collected by way of Chapter 129 of the Code of the Town of Mansfield.

The use of tobacco products, including lit cigarettes, cigars, pipes and the use of other tobacco products is prohibited within the Town Square.

Section 138-6. Adoption of Procedures.

Pursuant to this Chapter, Town Council may develop and enact such ordinances, policies and procedures as may be necessary to ensure the fair, equitable, safe, orderly and frequent use of the Town Square and public places situated in the Mansfield Town Square for the enjoyment of the public.



Policies and Procedures Regarding Public Use of the Mansfield Town Square

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

The Mansfield Town Square provides a potential venue for activities sponsored by the Mansfield Downtown Partnership, the Town of Mansfield, the University of Connecticut, and Downtown Storrs businesses, as well as by members of the community and other organizations. This policy is intended to apply to those members of the community, to provide them with fair access to the Mansfield 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.

These policies and procedures apply 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. A separate policy is in effect for street performances.

Policies:

1. The Mansfield Town Square shall be available to civic, nonprofit, and charitable groups, merchant groups, or individuals for events when it is not actively being used, or scheduled to be used, by the Mansfield Downtown Partnership, the Town of Mansfield, or the University of Connecticut, 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. For events taking place over the course of more than one day, 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. The Mansfield Downtown Partnership and the Town of Mansfield are not 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 Mansfield Town Square shall comply, at all times, with the ordinances of the Town of Mansfield (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 Mansfield 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 Mansfield Town Square. Scheduling the use of the Mansfield Town Square shall not be a substitute for obtaining any other permits or licenses which may be necessary, such as a Temporary Food Establishment Permit issued by the Eastern Highlands Health District. Audiences or participants for events on the Mansfield Town Square may not spill into the streets or impede pedestrian, bicycle, or vehicle access at any time. Should the number of participants and attendees exceed the space available, Partnership and/or Town staff or local, state, or University of Connecticut police may shut down the event. If an event is shut down for any reason, the Partnership may deny future use of the Mansfield Town Square by the applicant.
7. Individuals or groups using the Mansfield 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. Failure to do so may prevent use of the space in the future.
8. Sound amplification equipment shall be adjusted to the minimum volume level necessary to be heard within the Mansfield 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 Mansfield Town Square. Restrooms in commercial businesses are not to be used by event staff or attendees.
10. Prior approval is required from the Partnership 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. Damage or failure to repair damage may result in future permits being denied.
11. Fundraising will be allowed at specific locations on the Mansfield Town Square by non-profit



- organizations and government sponsored organizations such as schools.
12. No overnight camping or sleeping is allowed in the Mansfield 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 the Mansfield Downtown Partnership, Inc. 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 Mansfield Downtown Partnership, Inc. reserves the right to cancel an event if public safety is at risk.
 15. The Town of Mansfield shall not be responsible for injury to any person using the Mansfield Town Square or for any damage done to property owned by any user of the Mansfield Town Square.
 16. Breach of peace or disorderly conduct by users of the Mansfield Town Square will not be tolerated. If an event attracts crowds which are sufficiently large or disorderly that they impede vehicular or pedestrian passage through the area, the Town may halt an event or restrict the areas where crowds are allowed to remain.
 17. Individuals or groups who violate these rules will not be permitted to schedule future events in the Mansfield Town Square and will be deemed to be trespassing if they engage in unscheduled events in the Mansfield Town Square.

Procedures:

1. Individuals or groups wishing to schedule the use of any portion of the Mansfield 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. Applicants must provide a brief description of the event, its location within the Mansfield Town Square, an estimated number of both participants and attendees, and a list of equipment to be brought in. All applications are subject to review and approval of the Mansfield Downtown Partnership. A planning meeting shall be set up with an event organizer if the event will entail the use of additional resources by the Partnership or the Town of Mansfield. Individuals using the Mansfield Town Square space must carry a copy of their reservation form and written confirmation from the Mansfield Downtown Partnership with them as proof of authorization.
2. If a food permit is needed, contact Eastern Highlands Health District. If a tent is desired, the tent must be in compliance with State of Connecticut tent regulations. For more information, contact the Town of Mansfield's Building Department or Fire Marshal office.
3. Proof of liability and/or property insurance may be required of any scheduled user.



REQUEST FOR USE OF THE MANSFIELD TOWN SQUARE

Bring a copy of this form with you to your event

DATE OF EVENT: _____ TIME: _____ TYPE OF EVENT: _____

SET-UP & BREAK-DOWN TIME: (How much time before/after?) _____

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ PHONE (Best number to reach you): _____

ADDRESS (Street/City/ZIP): _____ EMAIL: _____

TOTAL # PARKING PASSES _____ (Complimentary Parking Passes for the Dog Lane parking lot, 6 max., see below)

PARKING TERMS & CONDITIONS: 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 to you prior to the event. Two hour free parking is assigned to the third deck and below in the parking garage. The Mansfield Downtown Partnership, Inc. and the Town of Mansfield are not 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 in the Dog Lane parking lot.

FEE - A \$10 application fee, payable to the Mansfield Downtown Partnership, Inc., is required for an event on the Mansfield Town Square. If an event will entail the use of police, public works, fire or other Town departments, there may be additional fees required. A planning meeting should be set up with Mansfield Downtown Partnership staff to assess whether additional fees would apply.

EVENT INFO

All equipment is to be provided by your organization, including any tables and chairs. The tables and chairs that are on the Town Square are not to be used for events. If you wish to move them aside or off-site, you must request permission from the Partnership at least seven days in advance of your event.

Please indicate whether you will bring:

Additional trash and recycling receptacles YES NO Number _____
Portable toilets YES NO Number _____ Proposed location _____
Tent YES NO Size _____

Please note that tents must be in compliance with the State of Connecticut tent regulations. The Town of Mansfield's Director of Building and Housing Inspection or Fire Marshal can advise on tent requirements.

Please note that tents must be anchored with ballasts or water barrels. You MAY NOT stake tents anywhere on the Town Square.

Will food be served at your event? YES NO

Please note that if food is to be served, whether prepared on- or off-site, you must obtain a Temporary Food Service Permit from the Eastern Highlands Health District (www.ehhd.org).

Will alcohol be served at your event? YES NO

Please note that if alcohol is to be served, you must obtain all pertinent State permits and abide by all Town and State laws and regulations. An additional list of policies applies if alcohol is to be served.

Do you plan to bring and use lighting and/or sound equipment? YES NO

If yes, please attach a list of the equipment you plan to use along with a stage plot. *Please note that lighting must meet the requirements of the Town of Mansfield Fire Marshal. Please note that the Partnership must approve any requests to attach equipment to the stage roof or any other element on the Town Square at least seven days prior to your event.*

Will you be reserving the entire Mansfield Town Square? YES NO

How many people are expected to be present for the event (including staff, volunteers, and attendees)? _____

ALL EQUIPMENT MUST BE REMOVED THE DAY OF THE EVENT WITHOUT EXCEPTION

Insurance Requirements: Where required, signed Certificates of Insurance evidencing coverage in force for the duration of the event must be on file with the Mansfield Downtown Partnership in duplicate 15 days prior to the event. All insurance must meet the minimum requirements set forth in the Insurance Exhibit attached to this application.



In requesting use of the Mansfield Town Square, I agree to comply with the "Policies and Procedures Regarding Public Use of the Mansfield Town Square." I accept full responsibility for any damages that may result from our group's use. I will be responsible for all set-up and clean-up for the event and will remove any refuse that may result from the event. I understand that the Mansfield Downtown Partnership and the Town of Mansfield assume no responsibility in the case of accident and/or injury to any person(s) in connection with the use of the Town Square. In addition to the appropriate insurance certificate, I understand that the Mansfield Downtown Partnership and/or the Town of Mansfield may require local, state, or University of Connecticut police, or other public safety personnel, and/or Fire Department supervision. I understand that I will be responsible for reimbursing the Town of Mansfield for any expenses it may incur as a result of this event.

Signature: _____ Date: _____

ACCEPT TERMS: I have read and agree with the "Policies and Procedures Regarding the Use of Mansfield Town Square".

Indemnification: As applicant for use of the Mansfield Town Square, I agree to indemnify, defend and hold the Town of Mansfield and the Mansfield Downtown Partnership, Inc. and its employees and agents harmless against all claims, liability, loss, damage, or expense incurred by the Town of Mansfield or the Mansfield Downtown Partnership on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the approval is issued. The organization or person to which event approval is given will be responsible for the conduct of the event, the condition of the Mansfield Town Square, and actual fees for any actual services provided. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

Organization _____ Printed Name _____

Signature: _____ Date: _____

*An event is approved upon written confirmation to the applicant from the Mansfield Downtown Partnership.

MANSFIELD DOWNTOWN PARTNERHIP USE ONLY	
Request Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	Insurance Required & Received: <input type="checkbox"/> YES <input type="checkbox"/> NO
Fee Received: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Signature: _____	Date: _____

Return form to: Mansfield Downtown Partnership, PO Box 513, 23 Royce Circle, Mansfield, CT 06268
 (2nd floor of Nash-Zimmer Transportation Center) or mdp@mansfieldct.org
 For more information, contact the Partnership at 860.429.2740 or mdp@mansfieldct.org.



**Insurance Exhibit
Public Use of Mansfield Town Square**

For the purpose of this exhibit: the term "Licensee" shall also include their respective agents, representatives, employees, or subcontractors; and the term "Town of Mansfield" (hereinafter called the "Town") shall include its respective officers, agents, officials, employees, volunteers, boards, and commissions. Should the Licensee employ the services of a subcontractor, it shall be the Licensee's obligation to provide proof to the Town that each subcontractor has satisfied the requirement of this exhibit.

The Licensee shall procure and maintain insurance coverage against claims that may arise from or in connection with the public events and community use of Town property in the Mansfield Town Square. The Licensee shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to entering onto and using Town property. Such insurance shall be written for not less than an amount specified by the Town of Mansfield or the Mansfield Downtown Partnership, Inc. or required by applicable federal, state, and/or municipal law, regulation, or requirement, whichever is greater. The Licensee shall assume any and all premiums and deductibles in the described insurance policies. Both the Licensee and Licensee's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled, or reduced except after prior written notice has been given to the Town in compliance with Connecticut statutes Sec.38a-323 and Sec. 38a-324.

All liability policies (with the exception of Worker's Compensation) shall include the Town of Mansfield and its respective officers, agents, officials, employees, volunteers, boards, and commissions as an Additional Insured and shall include, but not be limited to, investigation, defense, settlement, judgment, or payment of any legal liability. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town's Risk Manager shall review any and all exceptions.

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability, and products /completed operations.

Workers' Compensation: Statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee as required by the State of Connecticut. If the Licensee decides not to procure workers' compensation in accordance with Connecticut law, the Licensee agrees: 1) to comply



with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner, and 2) to hold the Town harmless from any and all suits, claims, and actions arising from personal injuries sustained by the Licensee, however caused.

Personal Property: The Town shall not be responsible to the Licensee for any loss or damage caused to the Licensee's personal property, however caused. All personal property of the Licensee, its employees, representatives, contractors, and/or agents located on Town property while in use or in storage in the Mansfield Town Square is at the sole risk of the Licensee, its employees, representatives, contractors, and/or agents. To the extent permitted by law, the Licensee agrees to indemnify, defend, and hold harmless the Town of Mansfield and its respective boards and commissions, officers, agents, officials, employees, volunteers, contractors, and representatives from any and all losses or damages, however caused, to any and all personal property belonging to the Licensee, its employees, representatives, contractors, and/or agents.

Alcohol Liability: \$1,000,000 alcohol liability insurance is required when alcohol is served. The certificate of insurance should specify the "Town of Mansfield and the Mansfield Downtown Partnership, Inc., their officers and agents as additional insured" and must be submitted to the Mansfield Downtown Partnership.

Duly Authorized

Date

(Print Name Here)

October 2015



Policies and Procedures for the Use of Alcohol on the Mansfield Town Square

The policies and procedures for the use of alcohol on the Mansfield Town Square are intended to allow for the responsible enjoyment of alcoholic beverages as part of an approved event. All required state permits must be obtained, and all Town of Mansfield and state laws and regulations must be followed.

Policies:

1. As part of the request to host an event, applicants may request to serve alcohol. Approval is contingent on the applicant securing appropriate State of Connecticut, Department of Consumer Protection, Liquor Control Division permits and approvals. Permission to serve alcohol at an event on the Mansfield Town Square shall be subject to the written approval of the Town Manager pursuant to Section 101-5 of the Mansfield Code of Ordinances and the Mansfield Downtown Partnership, Inc.
2. The only alcohol that may be served on the Mansfield Town Square is beer and wine.
3. An applicant must have the area where beer or wine is served to be delineated by a fence for selling, serving and consumption of beer or wine ("secure area"). The fence shall completely enclose the area except for space for ingress and egress.
4. No one under twenty one (21) years of age is allowed in the secure area.
5. Food may be brought into the secure area.
6. The applicant is responsible to limit attendance to the maximum number of attendees, as determined by the Mansfield Downtown Partnership, Inc., and with approval of the Mansfield Fire Marshal.
7. Local, state, or University of Connecticut police are authorized to provide additional security if necessary.
8. No glass containers are allowed during events, including events that serve alcohol, on the Mansfield Town Square.
9. At least one Connecticut certified bartender shall be present at each outdoor area during all times of operation.
10. A certificate of insurance for "Alcohol Liability" coverage in the minimum amount of \$1,000,000 which specifies the "Town of Mansfield and the Mansfield Downtown Partnership, Inc., their officers and agents as additional insured" must be submitted to the Mansfield Downtown Partnership. Some events may be required to carry additional coverage where a high risk factor is anticipated. This insurance requirement may be met through a licensed caterer.



Procedures:

1. If alcohol is to be served, it must be noted on the Mansfield Downtown Partnership, Inc. Request for Use of the Mansfield Town Square form, and discussed as part of a planning meeting with Partnership staff.
2. An applicant must secure the appropriate State of Connecticut, Department of Consumer Protection, Liquor Control Division temporary liquor permit.
3. An adult member of applicant will check the identification of all persons entering the beer/wine area.
4. The enclosing fence shall be two four-foot fences placed at least seventy-two (72) inches apart. The fence shall be snow fencing or an equally impenetrable material.
5. One or more security personnel shall be on duty at all times during the operation of the area to prevent entry of minors or intoxicated people into the area and to prevent alcohol from being carried out or passed out of the fenced in area.
6. An applicant shall provide a reasonable number of signs indicating that drinking alcoholic beverages is prohibited on Town and State roads and public ways, and that the Town of Mansfield ordinances prohibit carrying out open containers containing alcohol from designated areas.
7. A copy of Insurance Coverage must be submitted 15 days prior to the event.

October 2015



Policy regarding Street Performers in the Mansfield Town Square

The Mansfield Town Square serves as an important focal point for the Mansfield community, including providing opportunities for public events. Such events add to the vibrancy and character of the downtown and can range from large-scale festivals to small scale performances. Street performers add range and variety to the offerings. This policy seeks to encourage street performances to the extent that they do not interfere with the reasonable expectations of residents to the enjoyment of peace and quiet in their homes or to the ability of businesses to conduct their businesses uninterrupted. The goal of the policy is to balance the interests of the performers with those of the residents, businesses, and visitors of Downtown Storrs.

A. Definitions

1. "Perform" includes but is not limited to: acting, singing, playing musical instruments, pantomime, juggling, dancing, reading, puppetry, and reciting. Perform shall not include the production of items.
2. "Performer" is a person or a group of people who have obtained a permit pursuant to this section.
3. "Mansfield Town Square" means the Town Square and the adjacent sidewalks bordering Dog Lane, Storrs Road, Royce Circle, and Bolton Rd. Ext.

B. Prohibition

1. No person may perform in a public area without a permit issued pursuant to this section.

C. Permit

1. A permit shall be issued by the Mansfield Downtown Partnership to each applicant therefore in exchange for a completed application and a fee of ten dollars (\$10).
2. The permit shall be valid until December 31 of the calendar year in which it is issued.
3. A completed application for a permit, and the permit itself, shall contain the applicant's name, residence address, and telephone number, and shall be signed by the applicant.
4. Permits are nontransferable.



5. Each member of a group of performers who play together shall be required to obtain an individual permit. In no event shall any group of performers, identified as such in their application and noted on their permits, be charged more than seventy-five dollars (\$75) total for permits for group members.

6. If a performer loses his or her permit, one replacement per calendar year may be obtained for a fee of ten dollars (\$10).

7. Upon receipt of the permit, the street performer will receive a copy of the Policy regarding Street Performers in the Mansfield Town Square.

D. Display of Permit

A performer must carry a permit on his or her person while performing and shall display said permit on his or her person during said performance.

E. Permitted Performances

1. Performances may take place within the Mansfield Town Square.

2. Performers may request to perform in a public space not included above with the approval of the Mansfield Downtown Partnership. Requests must be made in writing no less than seven (7) days prior to the first performance.

3. Performances may take place between the hours of 10:00 AM and 10:00 PM on Mondays through Saturdays. Performances may take place between 12:00 PM and 10:00 PM on Sundays.

4. Performances may not take place when a scheduled event is taking place or during the set-up and clean-up of such an event, unless the performer has obtained written consent from the sponsoring organization. Permission must be obtained prior to the performance, and the performer must carry a copy of the written consent during the performance.

5. Safe and adequate pedestrian access must be maintained at all times during a performance. Pedestrian access must be maintained for all users, including but not limited to, individuals with mobility impairments. Failure to maintain safe pedestrian access may result in the revocation of the performer's permit.

6. Audiences of performances in the Town Square may not spill into the streets or impede pedestrian, bicycle, or vehicle access at any time. Should the number of performers and audience members exceed the space available, Partnership and/or Town staff or the local, state, or University of Connecticut police may disperse portions of the audience. If the Partnership and/or Town staff or the



police determine that safe and adequate pedestrian access continues to be impeded, or if the audience refuses to comply with requests to disperse, the performer will be required to end his/her performance.

7. If the Partnership and/or Town staff or the police determine that the performer is inciting the audience or encouraging the audience to disregard requests to disperse and/or to engage in disruptive behavior, then such actions may result in the revocation of the performer's permit.

8. The Mansfield Downtown Partnership reserves the right to exclude any location as a permissible performance space.

9. No performer shall perform at a distance of less than one hundred (100) feet from another performer who is already performing.

10. No electricity can be used in the event of rain, lightning, or thunder.

11. No generators are allowed to be used as part of a performance.

12. The Town of Mansfield shall not be responsible for injury to any person using the Mansfield Town Square or for any damage done to property owned by any user of the Mansfield Town Square.

13. A performer may accept contributions of money at a performance provided that no sign requesting contributions shall exceed twelve (12) inches by eighteen (18) inches in size. Contributions may be received in any receptacle. No performer shall post, adhere, tape, or otherwise affix his/her sign to any building, light pole, sign post, or other structure within the Mansfield Town Square.

F. Suspension, and denial of permit

1. The Mansfield Downtown Partnership may revoke a permit if:

- a. a performer is found to have willingly provided false information in the application; or
- b. a performer has been found in violation of any of the above provisions.

2. The Mansfield Downtown Partnership reserves the right to deny a permit to an applicant if s/he has had previous permits revoked within a twenty-four (24) month period of the application.

3. The conduct and behavior of all street performers will be in compliance with the Code of the Town of Mansfield, which includes but is not limited to the litter, nuisances, noise, and alcoholic beverages ordinances.