

The following procedure shall be under consideration for recommendation to the Commission as made by a unanimous vote of the members present:

- 1) The Event rules and regulations shall be attached to all applications and be accepted by the Applicant.
- 2) Conditions of the event may require a duty officer (FLPD Sworn Officer), Fire Rescue personnel and/or other City personnel (Code)(Fire Rescue).
- 3) Establish an event hotline OR utilize x8000 for neighbor complaints. (to be determined by the City System)
- 4) When x8000 operator receives a complaint on an event, they will take a detailed message and relay that message to Police teletype. Police teletype will contact the duty officer on detail at the event and advise of the complaint. Anyone filing a complaint must provide full name, address and phone/email contact information for further follow up and record retention.
- 5) The duty officer will use his/her judgment to determine if the complaint has merit. (Using "Reasonable Man" standard) If warranted, the officer may: 1) require the host to reduce the sound and continue 2) If non-complaint, the officer will shut down the event.
- 6) The officer shall file a report (Incident Card) which will be given to Parks and Recreation to be placed in the event file. Complaints received will be reviewed at the following special event meeting and will be considered prior to issuing another event permit.
- 7) Currently, Special Event applications are received in the Parks and Recreation Department. Applicants are contacted and scheduled for a Special Events Meeting. Representatives from Police, Fire, Parking, and Parks and Recreation are in attendance at these event meetings along with the Applicant. Invitations to surrounding businesses and neighborhood associations effected by the event are also invited to attend these meetings. During the meeting, the Applicant is provided with a list of requirements and suggestions in order for the event application to move forward and be placed on a Commission agenda for approval. Each department signs off that they have reviewed the application.
- 8) The hours restricting noise under a special event permit on Sunday through Thursday be until 11 PM

- 9) The hours restricting noise under a special event permit on Friday and Saturday be until 12 midnight.
- 10) Items 8 and 9 shall be reviewed after 1 year of implementation
- 11) The City Manager will investigate the idea of forming a dedicated Special Events Office to streamline the Special Event process.