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**CITY OF GRASS VALLEY ADMINISTRATIVE  
POLICIES AND PROCEDURES**



**Number:** \_\_\_\_\_  
**Effective Date:** 01/xx/2024  
**Revised:** \_\_\_\_\_  
**Authority:** \_\_\_\_\_  
**City Administrator:** \_\_\_\_\_

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**SUBJECT: Mill Street Plaza Area Use & Events**

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- I. PURPOSE.** To establish a policy governing the use of Mill Street Plaza and/or the historic district area of the City by the public and for City-sponsored events.
- II. POLICY:** It is the policy of the City to provide safe, healthy, and attractive public spaces that are open to all on an equitable basis. This policy identifies procedures and guidelines to manage the shared use of Mill Street Plaza and/or the historic district area of the City (Mill Street Plaza Area). It is the intent of the City to protect the rights of people to engage in expressive activities in the City’s public places and to establish the least restrictive and reasonable time, place, and manner of regulation of expressive activities. However, the City does not intend to establish Mill Street Plaza as a public forum for events and installations that are not consistent with uses of every right of way in the City other than the City’s own events. Private events and installations are permitted in other City venues, such as parks.
- III. GUIDELINES:**
- A. Anyone may use the Mill Street Plaza Area in the same manner as other public streets when it is not reserved for an event.
- i. The use of Mill Street Plaza Area is subject to existing street and sidewalk use regulations, including but not limited to Chapter 12.16 (“Street and Sidewalk Use Regulations”) of the Grass Valley Municipal Code and the California Vehicle Code and California Streets and Highways Code.
- ii. No person may block, impede, or obstruct the free passage of Mill Street Plaza Area, including through the temporary or permanent erection of structures or placement of objects, without first obtaining a valid encroachment permit. No person may intentionally interfere with or obstruct a permitted event.
- B. Mill Street Plaza Area is subject to, and may be used consistently with, existing regulations pertaining to special events, parade, and encroachment permits, including but not limited to Chapters 12.28 (“Parades and

Processions”) and 12.48 (“Encroachments on Public Rights-of-Way”) of the Grass Valley Municipal Code.

- C. Events that involve the exclusive use of all or portions of Mill Street Plaza Area, the erection or installation of structures in Mill Street Plaza, or the maintenance of objects in Mill Street Plaza Area on a temporary or permanent basis, must meet the following criteria:

Such events must be the City’s own events. Private events of this type may be permitted in other City public places, such as parks.

- i. The City Manager will evaluate requests to conduct events in the Mill Street Plaza Area under these standards but, as such events will be the City’s own, it reserves the right to limit events to those appropriately funded with public resources:
  - a. All events must be open to the general public.
  - b. Any entry fees charged for events must be reasonably priced to allow public participation.
  - c. Events must serve the City’s objective to develop its economy by welcoming the general public to its downtown.
  - d. All events must be insured in an amount established by the City Manager from time to time in consultation with the City’s risk pool.
  - e. To maintain appropriate neutrality, the City does not sponsor religious, partisan, or political events.
  - f. The City will decline to conduct an event at a time when Mill Street Plaza is unavailable. The City will suggest alternative times or places.
  - g. Events must comply with applicable laws, such as those governing the sale and consumption of alcoholic beverages.
  - h. All else being equal, the City will select events on a first come, first served basis.
- ii. The City Manager shall refuse to conduct an event upon finding any of the following:
  - a. One or more of the approval criteria specified above is not met.
  - b. A requestor has knowingly made a false, misleading, or fraudulent statement of fact to the City regarding the event.
  - c. A requestor fails to comply with any conditions on which the City agreed to conduct the event .
  - d. The co-sponsor has damaged City property and has not paid in full for such damage or has other outstanding and unpaid debts related to a prior co-sponsored event with the City.

- iii. No requestor may use the words "City of Grass Valley" or the seal or logo of the City in any promotional materials or advertising without the City's prior written authorization.

**IV. RESPONSIBILITY FOR REVIEW:** The City Manager shall review this policy at least once every 3 years.