

Madison Heights Department of Public Services
Festival in the Park Table Policy
Adopted by City Council: _____

Table requests for the City of Madison Heights Festival in the Park at Civic Center Park are as follows:

- 1). The goal of this Festival Table Policy is to enhance an apolitical festive atmosphere, celebrating the birth of our country, while accommodating the desired presence and participation.
- 2). In furtherance of this goal, with a minimum of two weeks' notice, the City will set aside an area along Palmer Street that will be available for tables at no cost to Madison Heights eligible individuals and groups (hereinafter a "participant" or "participants").
- 3). The table spaces are available and designated for participants, but will not be assigned until arrival. Upon arrival, participants will be given the choice of those spaces still available. Eligible participants are defined as:
 - Incumbent Madison Heights Mayor and City Council members.
 - Official candidates for Madison Heights Mayor and City Council positions.
 - Non-profit community organizations and/or Madison Heights City Boards and Commissions.
 - Festival sponsors, who are not political officials (either incumbents or campaigning).
 - City Departments.
- 4). The table sizes are 8 feet long. A participant may hang banners (not exceeding 16 square feet) and may provide a pop-up tent, not exceeding 10 x 10 in size.
- 5). The tables may be utilized to meet and greet residents and to distribute non-campaign material/literature (hereinafter "literature") to festival visitors and guests. However, participants may not leave any unattended stacks of literature anywhere in the park, and participants may not place any literature on vehicles parked inside the City Parking lot, including the Civic Center. Walking around handing out literature is also discouraged.
- 6). Participants are not allowed to distribute any "glow" type products due to concession agreements that are already in place. Participants are not allowed to distribute any food or drinks unless arrangements for the sale of such items have been made with the staff.
- 7). Electric and water service are not available at any table or booth location.
- 8). Upon timely request, table requests by special dignitaries and/or official candidates for offices that represent Madison Heights (such as the Governor, U.S. Senators, and U.S. Congress members) may be made and will be accommodated, if feasible; otherwise, any requests outside this policy will not be considered.