

Redevelopment Authority (RDA) Short-Term Event Use Policy – Draft

1. Purpose & Scope

This policy establishes standard procedures for the temporary use of RDA-owned property for short-term events.

Applicability: Applies to all public, private, non-profit, or commercial entities requesting use of RDA land for a duration of 2-14 consecutive days.

2. General Requirements

- **Property Condition:** All properties are in "as-is" condition. The RDA makes no warranties regarding utility access, ground leveling, or suitability for specific event structures.
- **Restoration:** Permittees must restore the property to its original condition within 24 hours of the event conclusion. All trash, structures, and temporary signage must be removed.
- **Compliance:** Events must comply with all local municipal zoning, noise ordinances, health department regulations, and building codes.

3. Application Process & Timeline

- **Submission Deadline:** Completed applications with payment of fees must be submitted to the Department of Public Works at least 30 calendar days prior to the proposed start date of the event.
- **Approval:** Events (over one day) require formal authorization from the RDA Board of Directors during a scheduled bi-monthly public meeting. One day events may be approved administratively by the Executive Director.

4. Event Operations & Logistics

- **Security & Traffic:** The RDA may require hiring off-duty local law enforcement at the applicant's expense.
- **Utilities:** Temporary hookups are not available. Permittees must utilize quiet-run, low-emission portable generators.

5. Insurance & Liability Constraints

No permit will be issued without verification of financial protection.

- **Commercial General Liability:** The event organizer shall submit a General Liability Policy Certificate with a minimum of \$1,000,000 AND an insurance endorsement either:

- naming the Redevelopment Authority as an additional insured party for all event dates (including setup and teardown), OR
- evidencing blanket additional insured coverage
- The City of Sheboygan must also be listed as the Certificate Holder with the address listed as:

Redevelopment Authority
828 Center Avenue
Sheboygan, WI 53081

- Some activities may require additional insurance. The City of Sheboygan will work with you on a case-by case basis.