

City of Mt. Juliet

Special Events - Police Assistance Permit

Policies and Procedures

General Policy Statement

The City of Mt. Juliet encourages its citizens to sponsor special events that enhance the quality of life for residents of the entire community and facilitate the use of City-owned recreation, park facilities and streets. The City of Mt. Juliet has established policies and procedures to ensure the safety and traffic control are a priority of such events by providing a system for advance planning and standard information and basic ground rules that allow City special events sponsors and facility users to achieve their mutual goals.

General Information

The Mt. Juliet Police Department provides a wide variety of services for special events; such as traffic and crowd control duties. Individuals or groups wishing to sponsor a Special Event must apply through the City of Mt. Juliet.

Police Assistance Permit Requirements

Police Assistance Permits are required for activities that are special events. Special Events are:

- Pre-planned major activities
- Pre-planned major activities involving use of public and/or private property with a projection to have over 300 attendees.
- Pre-planned protests
- Pre-planned major activities involving use of public and/or private property requiring City support services including police support. Such activities are customarily held for purposes of entertainment, celebration, 5K runs, walks, marathons, parades, block parties, amusement, cultural recognition, arts and crafts displays and/or sales and sports demonstrations or competitions aimed at drawing crowds that may impact surrounding neighborhoods and traffic flow. (Funeral escorts do not require a Police Assistance Permit)

Application Processing

The City of Mt. Juliet reserves the right to refuse a Police Assistance / Special Event Permit that does not meet the basic criteria to hold an event within the City limits or that are judged to present a risk of possible harm to business or damage property or involve illegal activities.

Applications must be received no later than 30 days prior to your event date.

A panel consisting of representatives of involved City departments including police, streets and parks and recreation, where applicable, will meet to review the application and you will be notified of the results.

If at any time you have any questions regarding this application, please contact Sgt. Tyler Chandler, Community Policing Director, at 615-773-6260 or at tchandler@cityofmtjuliet.org. Or contact Taylor Bates, Park Events Coordinator, at 615-758-6522 or at tbates@cityofmtjuliet.org.

Criteria for Approval/Disapproval

In issuing a permit for police assistance, the City of Mt. Juliet considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct, encourage or result in violation of the law, or encourage or result in violation of city ordinance;
2. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The event is sponsored or affiliated with an FBI identified hate group.
4. The proposed location is adequate for the size and nature of the event;
5. The event does not unreasonably interfere with the intended use of the area; e.g. Athletic fields, picnic areas, etc. (NOTE: Use of some park areas for other than intended use is limited to an aggregate of 72 hours per year);
6. City equipment and services are available;
7. All permit application requirements have been met.

Insurance

Special event organizers may be required to carry liability insurance coverage in the amount of at least one million dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. The certificate must contain:

1. A clause specifically naming the City of Mt. Juliet, TN as an "Additional Insured";
2. Provision for ten (10) days prior written notice to the City of Mt. Juliet if the policy expires or is canceled or changed;
3. No exclusions in the insurance coverage regarding municipally owned or leased property or municipal operations or personnel, employees, licensees or agents.

Event Security / Traffic Control

The number of police officers required for your event will be determined by the Mt. Juliet Police Department based on the information provided in this application. Officers required must be paid for by the event at the rate of \$40.00 per hour, per officer for a minimum of 4 hours. \$5.00 of the total \$40.00 per hour rate is for police vehicle usage. If additional police officers are needed, you must contact the Mt. Juliet Police Department's Secondary Employment Coordinator.

If it is determined that additional police officers are required for your event, law enforcement officers must be hired to provide this service. Mt. Juliet Police Department and/or Wilson County Sheriff's Department employees must be utilized.