



Town of Georgetown Circle Use Policy

PURPOSE

The purpose of this policy is to establish guidelines for the utilization of the Town's Circle, specifically the area inside the curb, located at the intersections of East and West Market Streets and North and South Bedford Streets.

PERMIT REQUIRED

Any person, group, or organization wishing to use the Circle (hereinafter collectively referred to as "person"), for events or assemblies shall complete and submit a Town of Georgetown Circle/Square Permit, as may be updated from time to time, which provides information on the Applicant, contact information, date(s) and time requested, event description, type of event, and other relevant information.

Applications shall be prioritized in the following order:

- Town of Georgetown sponsored events. The Town of Georgetown shall have the opportunity to book the Circle with 24-hour notice providing that there is not a prior commitment for the space
- Other governmental or public health/safety related events
- Special Events that are open to the public without charge
- Special Events for which there is a charge

STRUCTURES AND DISPLAYS

- A. No standing or unattended structures or displays shall be permitted. It is unlawful for any person to place or maintain an unattended display in The Circle (any item, including a picture, statue, symbol, or similar item, that is intended to serve or be seen as a visual depiction or expression where the person sponsoring or responsible for the placement or maintenance of the display is not in attendance or in close proximity to the item displayed). The Town Manager may remove any display that violates this provision. The prohibition for unattended displays does not apply to displays placed by the Town or other governmental entity for a governmental purpose, or to signs authorized by Town Code, §230-176(A) and (G), however approval of the Town Manager must be obtained prior to any placement.
- B. All signage, even if attended, must comply with any applicable Town of Georgetown Code or public safety requirements.
- C. For the protection of public safety, a person may not affix any poster, sign, or other object to the Circle pavers, trees, shrubs, fountain, light posts, fixtures, furniture, steps, fence, street signs, or monuments in the Circle except as specifically authorized by the Town Manager.

PROHIBITED CONDUCT FOR EVENTS ON THE CIRCLE

Activities shall be conducted strictly in accordance with approved Permit(s) granted for a specific event. The following conduct is specifically prohibited.

- A. Any activity which constitutes a violation of federal, state or local law or regulation.
- B. The erection of structures, tents or signage except as specifically noted in an approved Circle/Square application and Permit.
- C. Operation of motor vehicles, including golf carts, in the Circle, except as specifically noted in an approved Circle/Square application and Permit, and upon a showing of particularized need. This prohibition shall not apply to public safety or Town vehicles operating in the course of their normal duties.
- D. Consumption and/or sale of alcohol, except as specifically noted in an approved Circle/Square application and Permit and with all other required permits or licenses.
- E. Sale of food or beverages, except as specifically noted in an approved Circle/Square application and Permit and with all other required permits or licenses.
- F. The use of sound systems, megaphones or amplification, except as specifically noted in an approved Circle/Square application and Permit.
- G. In no event may any person walk or climb upon the brick planters and fountain base or enter the Fountain for any purpose.

The Applicant or his/her designee(s) shall remain physically present on the Circle at all times during the event and maintain a copy of the approved Permit.

DENIAL OR TERMINATION OF APPROVAL

The Town has the right to deny or terminate any use of the Circle which may interfere with public safety, including but not limited to, vehicular or pedestrian traffic and sight lines for same. The Town has the right to deny or immediately terminate any use of the Circle where illegal or prohibited conduct occurs; where the event or display differs materially from representations made in the Application, or does not comply with conditions established in the application or approval process (e.g. failure to obtain alcohol permit; exceeding time limitations).

CLOSING THE CIRCLE

The Town Manager may temporarily close or limit access to all or part of the Circle based on weather, repairs, construction, safety concerns, malfunctions, maintenance or similar natural or manmade conditions that could endanger Circle users by posting written notice of the closing at the location of the closing.

If in the opinion of the Town Manager, weather or other conditions may jeopardize the safety of participants, vehicles or the general condition of the Circle, the Town manager may cancel an event and the user will notify appropriate parties immediately. The Town Manager or Town shall not be liable for any costs, loss, or damages because of the cancellation of an event due to weather.