

Village of Lincolnshire Village Street Usage Policy

1. Policy Statement

To provide limitations to the number of events held on Village streets and to establish guidelines for the approval, pre-race coordination, race day set-up and clean-up process.

2. Criteria for Consideration

The following are criteria that organizations must meet in order to be considered for approval:

- A. The organization must be not-for-profit and have no political affiliation and must have a significant relationship with the Lincolnshire community. This can be demonstrated by:
 - 1. Being a member of the Mayor's Council of Presidents.
 - 2. Being a Lincolnshire Homeowners Association.
 - 3. Having a membership of which 55% or more reside within the corporate limits of the Village, or a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.
- B. If the organization does not meet the above criteria, then they shall have an opportunity to present to the Mayor and Board of Trustees an explanation for consideration.

3. Number of Events

There shall be an opportunity for three (3) events to be held on Village streets per year. ***Each event will be limited to 1,000 participants.*** One each in the Spring, Summer and Fall. The Spring designation will be the months of March, April and May. The Summer will be June, July and August, and the Fall will be September and October. There shall not be any activities allowed during November, December, January and February. This is due to the leaf collection and snow and ice control programs. The awarding of a Spring, Summer and Fall time slot shall be on a first come, first served basis. However, the previous year's event shall have priority over any new applicant.

Example: If an organization has held a run/walk in Lincolnshire for ten consecutive years in the summer and normally approaches the Village for approval in January and a new organization requests the summer time slot and their request is given to staff prior to the 10 year organization, then the Village would contact the incumbent group and inform them of the potential competition and secure a commitment. If the ten year organization declines to request a reservation, then the new group would take over that time slot and have first right of refusal power the following year.

4. *Approval*

- A. The organization must present to the Mayor and Board of Trustees in writing its intent and ability to meet the criteria as set forth in paragraph 2. This information will be discussed at a Committee of the Whole meeting and voted on at a subsequent Village Board meeting.
- B. The organization will be required to provide the Village with a Certificate of Insurance in the amount of one (1) million dollars to cover any liability.
- C. ***A cash bond in the amount of \$1,000.00 will be required for maintenance.***

5. *Pre-Race and Race Day Coordination*

There shall be a single contact person the Village can communicate with during the entire process. This person will make a presentation to the Mayor and Board of Trustees, hold a minimum of one meeting with the Lincolnshire Police and Public Works Departments and Lincolnshire - Riverwoods Fire Protection District personnel and be present on the race day for the event and final clean up. ***The start/finish and race course area shall be returned to its original condition within 48 hours of the completion of the event.***

There shall be no advertizing signage allowed and disruption of the neighborhood should be held to an absolute minimum.