

# **BARNSTABLE MUNICIPAL AIRPORT- FACILITY USE PROCEDURES AND GUIDELINES**

*(Updated March 1, 2017)*

***Failure to comply with the above procedures and guidelines may result in loss of privileges to use the facilities.***

- 1. The use of all facilities will be at the discretion of the Airport Manager. The appropriateness of the activity should adhere to the proper use of the facility.**
2. The activity should provide the community with artistic, cultural, recreational or educational benefit.
3. Application for facilities use must be submitted at least two (2) months prior to requested event date.
4. Selection of a date is not a guarantee. After your application is received, it will be reviewed and once and all required documents are submitted will be approved. When scheduling conflicts occur preference will be given to organizations or events directly associated with the Barnstable Municipal Airport or it's tenants.
5. Adequate adult supervision of children must be provided at all times.
6. Parking of vehicles is the responsibility of the Applicant. ALL driveways and marked areas must be kept clear at all times for use of Emergency vehicles. No unattended vehicles are allowed in front of the Terminal or Access Roadway at any time. Illegally parked cars may be towed at the owner's expense.
7. The use of pyrotechnics, balloons, Chinese lanterns, glitter or confetti is prohibited at all times.
8. A Certificate of Liability Insurance (COI) with a minimum amount of \$1,000,000 coverage combined single limit for bodily injury and property must be submitted prior to permit issuance. The Town of Barnstable and Barnstable Municipal Airport must be named as Certificate Holders with the address of 480 Barnstable Road, Hyannis, MA 02601. A sample COI can be provided.
9. If the organization utilizes a private contractor for specific services, (i.e. electrical, audio/visual, computer, etc.) for the event, a Certificate of Liability with the same parameters noted above must be submitted by the private contractor prior to permit issuance.
10. In the event of any damage or theft of property at the facility the user group will be charged for the cost to replace or repair the damage or theft.
11. Notification of cancellation of an event by the user must be made in writing (email or fax) to the Facilities Department at least seven calendar (7) days prior to the event. If cancellations occur before the 7 day window, the user will receive a full reimbursement of payment. For cancellations within the 7 days, the user will be responsible for one-half (1/2) of the total cost. Reimbursement in full will be made in cases when the building is closed due to inclement weather or structural reason.

12. Additional approval signatures are required as follows: *All pertinent signatures are required prior to approval of application; permits will not be finalized until all application requirements are met. On-line filing is available through the Town of Barnstable website.*
- a. Barnstable Police Department for events with greater than 300 people in attendance and/or potential traffic or parking concerns. A Police Detail Officer may be required by the Police Department.
  - b. Local Fire Department for events with greater than 300 people in attendance and/or vendor, display or stage set-ups. Any special requirements per the Fire Department must be forwarded to the Facilities Department. The Fire Department will determine whether a walkthrough is necessary prior to the event. The Organization may request a paid EMS detail for the event.
  - c. Barnstable Health Department for approval and permit required if food is to be served to the public whether it is pre-prepared, cooked or grilled onsite. A permit is also required if food is to be sold by the organization or a third party vendor. A copy of the Permit must be submitted to the Airport Manager prior to the Event.
  - d. Barnstable Licensing Authority for approval and special license for for the sale/dispensing of alcoholic beverages. A copy of the license must be submitted to the Airport Manager prior to the Event.
  - e. Barnstable Licensing Authority for any group charging a fee and/or providing entertainment. A copy of the Permit must be submitted to the Airport Manager prior to the Event.
  - f. Barnstable Building Department for approval and permit for a tent. A copy of the Permit must be submitted to the Airport Manager prior to the Event.
  - g. Barnstable Zoning Department for advertising signage regarding the event to be posted in Barnstable.
13. All facilities should be left in the manner they were found.
14. No improper disposal of rubbish or refuse of any kind on the grounds or in the building. Organizations are asked to place litter in trash receptacles.
15. The Barnstable Municipal Airport and Airport Manager reserves the right to require a Police Detail for an event.
16. Any incident resulting in injury to person or property must be promptly reported by Applicant to the Barnstable Municipal Airport operationsDepartment at 508 778-7770.
17. The Barnstable Municipal Airport reserves the right to request payment in advance or to require a deposit.
18. The Barnstable Municipal Airport reserves the right to refuse the use of Airport property to any and all groups.
19. The Barnstable Municipal Airport Staff, Tenants and/or Event Manager reserve the right to notify the Police or other Emergency Services if deemed necessary.

20. The Barnstable Municipal Airport reserves the right to require additional conditions for an event.
21. In applying for use, the Applicant attests that the organization they represent is in compliance with the Town of Barnstable CORI Regulations and has successfully completed background CORI checks on all coaches and volunteers within the organization and that all volunteers and coaches have been approved in accordance with all appropriate state and local laws and policies.