

CITY OF PRESCOTT
APPLICATION FOR A FEDERALLY EXEMPT ORGANIZATION
ORGANIZED SHOW PERMIT

Office Location: 201 S Cortez
Mailing Address: P.O. Box 2077, Prescott, AZ 86302

Telephone: (928) 777-1268
FAX: (928) 777-1255

1. Organization: Prescott YMCA

2. Contact Name: Michelle Blevins Telephone: 928-277-7638

3. Permit to be picked up: Or mailed

If permit is to be mailed, mailing address: _____

4. List dates and locations of shows for which permit is sought:

<u>3/21/15: Prescott YMCA</u>	<u>3/21/15: Captain CrossFit</u>
<u>750 Whipple St</u>	<u>420 6th St.</u>
<u>Prescott, AZ 86301</u>	<u>Prescott, AZ 86301</u>

5. Names and address of officers and directors:

Damon Olson / Laura Winniford-Hodgins
750 Whipple St
Prescott, AZ 86301

6. Has a copy of the IRS, State tax or other acceptable exempt certification been provided:

Yes No If no, your permit will not be issued

7. Applicant Name: Michelle Blevins Date: 2/4/15

IT IS REQUIRED THAT THIS PERMIT BE CARRIED WITH YOU OR BE DISPLAYED AT THE SHOW

For City Use Only

Approved: Disapproved:

Chief of Police: _____ Date: _____

Approved: Disapproved:

Tax & Licensing Division: _____ Date: _____

City of Prescott
P.O. Box 2077, Prescott, AZ

Federally Exempt Organized Show Participation List

Name of Organization _____

Name of Show _____

Date of Show _____

Vendor Name	Fees Collected For First (3) Days	Fees Collected For Subsequent (3) Days	Or Exemption Status <small>(e.a. 501(c), Fine art, info only, producer, etc)</small>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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27.			



City of Prescott

Recreation Services: Special Events

824 E. Gurley St ♦ Prescott, AZ 86301

(928)777-1552

FOR OFFICE USE ONLY

Received: _____

CK#: _____

Scanned: _____

Emailed: _____

2015 SPECIAL EVENT APPLICATION

The City of Prescott reserves the right to approve or deny any application that affects City property or City right-of-way

Incomplete applications will not be processed. If the question does not pertain to your event, please annotate N/A. A non-refundable Application Processing Fee (varies based on the level of your event) will be due upon receipt of application.

Complete application, additional documentation and deposit fees must be received at the Recreation Services Office in the Grace Sparkes Activity Center, 824 E. Gurley Street, Prescott, AZ 86301, prior to the start of your event, in accordance with the deadline specified in the Special Event Policies and Procedures Manual. Applications are subject to approval by meeting with the Special Events Committee. Applicant will not be seen unless all appropriate documents are submitted. Please remember to print out your application and attach any additional permits or permit applications included in this packet that you need for your event. Faxed or emailed applications will not be accepted. Contact Michelle Stacy-Schroeder at (928)777-1552 with any questions regarding this application.

Section 1. Event Information

Name of Event: SUMMER CAMP SHAKEDOWN

Event Organizer: PRESCOTT YMCA/MICHELLE BLEVINS Organizer Contact Number: 928-277-7638

Event Date(s): 3/21/15 Event Times: 8:00 AM - 2:00 PM

Description of Event: RUN FROM THE PRESCOTT YMCA TO CAPTAIN CROSSFIT (RUN 9:30-11:30)

Event Set-Up Date: 3/21/15 Event Set-Up Time: 9:15

Event Tear-Down Date: 3/21/15 Event Tear-Down Time: 11:45

*Event Clean-Up: Event clean-up and equipment removal must be completed by 8:00am the day following your event. This includes, but is not limited to removal of stages, barricades, fences, portable toilets, other event production equipment, trash removal, street sweeping, power washing and other clean-up/grounds maintenance stipulations. Signs and banners must be removed upon completion of your event. If city crews are required to perform any type of clean-up service due to your event, you will be billed and required to pay for services rendered.

Event Location/ Street Address: 750 WHIPPLE ST/420 6TH ST

Are you the property owner? [X] Yes [] No

Name of property owner where event is to be held: PRESCOTT YMCA/GRANITE MOUNTAIN FITNESS

NOTE: A letter of permission and approval for this event, signed by the property owner, must be attached to this application.

*Events held on/around Courthouse Square: If your event is proposed on/around the Courthouse Square, please contact the Prescott Downtown Partnership at (928)443-5220 or mail to: info@prescottdowntown.com prior to submitting your application. **For-Profit events will not be allowed on the Courthouse Square** per Yavapai County policy.

*Prescott Municipal Airport: Events proposed at the Prescott Municipal Airport are subject to compliance with Federal requirements, including but not limited to the Airport Supplemental Application packet available from the Airport Administration office at 6546 Crystal Lane, Prescott, AZ 86301.

Expected daily attendance: 75 Peak Attendance: 125

(NOTE: The City of Prescott Fire Department is the final authority on medical-stand-by requirements based on attendance; City of Prescott Police is the final authority on Security requirements based on attendance). If required, an estimate of cost will be provided to you

Has this event ever been held at other location(s)? Yes No

If yes, where and when? N/A

Will there be an admission charge? Yes No Amount: \$ 90.00

Section 2. City Facilities/City Utilities Note: Events on City property require use of City refuse/recycling Services. Per City Code 2-13-23, no person or entity shall collect & transport or cause to be transported, any solid waste, on or along any public street or alley in the City without such person or entity obtaining & maintaining a solid waste license from the City of Prescott. In addition to Yavapai County & AZ State ordinance R18-13-310 A.B.C.

Garbage receptacles are mandatory and paid for by event organizer. For City services please call 928-777-1116

Will you be using City Sanitation Services? Yes No

If no, name of company _____ Phone Number _____

Quantity: _____ Size: _____ # of garbage pick-ups: _____

Will City water connections be needed? Subject to fees Yes No

If yes, please describe: _____

Will electrical connections/generators be used? Yes No

If yes, please describe (include 110v or 220v, number of amps per item of equipment and total amperage. Submit an electrical service plan): _____

***Generators:** If you are planning to use a generator, please indicate on your site plan where it will be located. If your generator is 20kw or greater, you will be required to obtain a minimum electric generator permit (fees may apply). The name of the licensed contractor must be known at the time of permit issuance. An electrical service plan must be provided.

***City Parks:** Large scale events (rental of two or more park areas within a park complex, i.e Ramadas, grass area, etc) are permitted at Watson Lake, Willow Lake and Granite Creek Park. If you would like to hold your event at a City lake or park, please contact the Recreation Services office at (928)777-1552 or mail to: recreation@cityofprescott.net. Large scale events held at Watson Lake during peak season (Memorial Day to Labor Day) will be subject to a 25% fee increase. Parking fees will be assessed (via car counter) at Watson Lake and Willow Lake for all vehicles entering your event. To request camping for your event (at Watson Lake ONLY) you will need to fill out the Campsite application and fees will be charged. City electrical pedestals will not be included. Event organizers must set up a site meeting with Recreation Services staff NLT 10 days prior to the event start date. Unless otherwise stated, playground areas, boat ramps, trailheads and trails must be available to the general public at all times.

Is the City of Prescott Bandshell (portable stage) requested (fees will apply)? Yes No

(Note: Bandshell contract must be completed, signed and turned in with the application along with a \$500 refundable deposit.) Generators are not included

WILL THE EVENT REQUIRE STREET CLOSURE(S)? Yes No

Street closures will be listed on City website and require 75% approval from all businesses per street requested.

NOTE: 2nd year events will be evaluated on 1st year attendance before being allowed to close down streets around the Courthouse Square. Street closures are subject to approval by the City, and may be denied based on other special events, construction activity or to assure traffic flow. *Barricade set-up must be done by a licensed and bonded company and billed to the event organizer.

Barricade/Traffic Control Company Info: Trafficade (If Needed) Phone: 928 499 1023

If yes, please list accurate streets and accurate closure times:

Street Name Example: Cortez St from Goodwin St to Gurley St	Closure Time 8:00 am	Re-Open Time 6:00 pm
Whipple St (will use sidewalk)	N/A	N/A
E. Merrill St. (will use sidewalk / right hand shoulder)	N/A	N/A
6th St. (will use sidewalk)	N/A	N/A

For questions regarding special event street closures, please contact the City of Prescott Traffic Engineering at (928)777-1130. All street closures must maintain a 20-Ft Fire Lane

Section 3. Event Equipment *Open Flame/Inflatables/Tents/Pyrotechnics: If you check yes to any of the following items fees may be applied. Please refer to the City of Prescott Fire Department Special Events Permit Application located at www.cityofprescott.net, or contact the Office of Fire Prevention at (928)777-1760. Inflatables must be rented by a licensed vendor who can provide evidence of insurance naming the City as the additional insured. Will any of the following items be used at your event? *Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades.

Open Flame/ Cooking Yes No Explain: _____

Tents/Canopies Yes No Quantity: _____ Size(s): _____

Portable Toilets Yes No Quantity: _____ Company: _____

(Event Organizer will be responsible for portable toilets at event. For ratio of people to portables required for event, please refer to the attached schedule.)

Temporary Fencing Yes No Quantity: _____

Carnival/Amusements / Inflatable's Yes No Quantity: _____ (COI required from Provider)

Fireworks/Pyrotechnics Yes No Quantity: _____

Section 4. Food, Vendors and Entertainment

Food and/or Drinks: If food or drinks of any kind will be served you must contact the Yavapai County Health Department (www.co.yavapai.az.us) at (928)771-3149 and the following forms will need to be submitted: for food vendors, please fill out the Health Dept. Vendor pack; for event coordinators, please fill out the Health Dept. Coordinator Pack

Refuse/Recycling Service will be mandatory and paid by the event organizer

Will there be any permitted food vendors or caterers present at your event? Yes No How many _____

Items for Sale: Any vendors selling items will need proper documentation from the Tax and Licensing Office. For information on sales tax and proper documentation, please contact the City of Prescott Tax and Licensing Office at (928)777-1268 or click on <http://www.cityofprescott.net/services/finance/tax.php>.

Will there be any items (t-shirts, CD's, DVD's, non-food items) sold? Yes No

Will there be amplified sound? (For noise ordinance please see City Code 5-4) Yes No

If yes, please provide name and phone number of sound technician: _____

Will there be live entertainment? Yes No

If yes, please provide group(s)/individual(s) name: _____

Section 5. Alcohol Information Note: Please attach a copy of your Liquor License and/or Application. If alcohol is present, off-duty law enforcement personnel are mandatory and paid for by the event organizer. A copy of your approved license will be required prior to approval.

Will there be any form of alcohol at your event? (If no, please continue to the Security Section) Yes No

Will alcohol be sold at your event? Yes No

Will alcohol be given away/sampled at your event? Yes No

Will attendees be allowed to bring alcohol to the event? Yes No

Will alcohol be included in ticket/admission price? Yes No

Is the event within 300' of a church and/or school? Yes No

Will 50% or more of the gross revenues from the event be derived from alcohol sales? Yes No

Has applicant/organization had a liquor license or event permit denied, revoked or suspended? Yes No

If yes, please explain: _____

How will attendees of legal drinking age (21) be identified? _____

Will all alcohol consumption be held in an enclosed area or allowed through the entire event? Yes No *N/A*

****A double barrier to define a designated alcohol consumption area is recommended and has been successful in the past in maintaining the safety for the event, compliance with liquor laws, as well as for the off duty officers. A 4' tall double rope, banner, ribbon other similar type material barrier encompassing the area with a separation of 4-5 feet is effective for this purpose.**

Temporary extension of premises/ Special Event Liquor License: A permit is required by the Arizona Department of Liquor Licenses & Control (www.azliquor.gov) in order to temporarily expand or enlarge the area which is covered by your current liquor license. This permit will need to be reviewed by the City Clerk, City of Prescott, and a recommendation will be made to the State. Please provide a copy of your completed Extension of Premises form with this application. Special Event liquor licenses are only available to qualified charitable, civic, fraternal, political party/campaign committees or religious organizations. Any questions regarding alcohol licensing, please contact the City Clerk, at (928)777-1272 or at (928)777-1313. All license applications must be submitted to the City Clerk's office at 201 S. Cortez, Prescott, AZ 86301 (City Hall) no later than 45 days prior to the event. (Fees apply for all liquor licenses).

Section 6. Sponsorship/ Advertising Note: Signs/banners are limited to a maximum of six. They may be located on the event site or at other locations. Signs/banners may be located on private property with the owner's permission. Signs/banners may be located in the public right-of-way at a cost of \$50 for each sign/banner after the first. The proposed locations for signs/banners in public rights-of-way must be shown on a plan or clearly described in a narrative. City staff will

review the proposed locations of signs/banners in the right-of-way to insure that public safety is not compromised by the placement. The combined total of signs/banners on both private property and public right-of-way cannot exceed six. Each sign/banner is limited to a maximum of 24 square feet. Signs and banners must be removed upon completion of your event. If the city removes the signage or banner you will be billed and required to pay for services rendered.

List sponsor(s) of the event: _____

Will you be advertising or promoting the event prior to/during your event? Yes No

If yes, which media outlets will you be using? Explain SOCIAL MEDIA, NEWSPAPER, FLYERS

Will banners be used for advertisement? Yes No

****If yes, banners are permitted no more than three weeks prior to the event. Banner permit must be submitted and approved prior to placement. Call Community Development at (928)777-1207 for more information)**

Contact name and phone number for public information: _____

Section 7. Security/Public Safety Information: As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. The City of Prescott Police Department has the final authority to determine your event security requirements. The City of Prescott Fire Department has final authority on fire code enforcement, fire lane integrity and medical standby requirements. For many events you will be required to pay off-duty officers to provide needed security. The Prescott Police Department will determine which events will require off-duty officers and the number of officers at each event. Contact the Prescott Police Department Patrol Secretary at (928)777-1940 for costs and requirements associated with hiring off-duty law enforcement personnel. Arizona law requires that the security company and security personnel be licensed through the Arizona Department of Public Safety. This license requirement does not apply to in-house security or volunteers provided by the business or organization hosting the event. For additional information regarding private security company licensing, contact the Arizona Department of Public Safety at (602)223-2361.

Security

Name of responsible person **to be present** for duration of event: Michelle Blewins

Home Address: 1796 Rolling Hills Dr / Prescott AZ 86303

Business Address: 750 Whipple St / Prescott AZ 86301

Home Phone Number: N/A Alternate Phone Number: 928 277 7638

Type of Private Security Personnel/ Company Name: N/A

I plan to use:

In-house staff or volunteers. Estimated number: 30

Hired security personnel. Estimated number: _____

Company Name: _____ Contact Person _____

Phone Number: _____

Prescott Police Department off-duty officers. Estimated number: 4

***Off-duty Prescott police officers will be assigned based on occupancy of the event and what the security requirements are determined to be. Payment for off-duty officers is due at the conclusion of the event. If an invoice is needed to secure payment, one will be provided to you. This type of arrangement needs to be known prior to your event. You will be required to submit payment within seven days of receipt of Invoice. Payment should reflect the hours your event is under operation. In the event officers are needed to hold over or if your event runs over the allotted time, the event applicant is responsible for any additional payment.**

In case of an after hours emergency, please list names and phone numbers of additional responsible persons who will have access to the event area and could respond if requested.

1. MICHELLE BLEVINS 928-445-7221 _____

2. DAVE FRANZ 928-710-7194 _____

3. TONY BURRIS 928-379-0319 _____

Medical Standby NOTE: Your event is required to have a First Aide Station or Medical Standby

First Aide Station: Qty ⁴ (At YMCA Captain) Medical standby will be provided? Yes

Please provide the following information:

Agency/Company name: _____ Phone Number: _____

Please describe any additional plans for security/public safety: _____

Section 8. Parades, Motorcades, Running/Walking/Cycling/Skating Events Note: If your parade/race route enters the jurisdiction of Yavapai County, a special events permit will be required through the Yavapai County Developmental Services Office at 928-771-3216.

Location of staging area: _____ Assembly time: _____ Start Time: _____

Disassembly area: _____ Disassembly time: _____ # of Parade units: _____

Description of participating units (motorized, animals, floats, etc): _____

Section 9. Illustrative Site Plans (All plans to be submitted on 8 1/2 x 11 paper and turned in with this application)

Site Plan: Please provide a site plan of the event area indicating the location(s) of equipment and activities. *Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades. Please include the following:

- | | | |
|-------------------------------------|---------------------------------|-------------------------------------|
| Stage(s)/Amplified sound equipment | First Aide/Emergency Station(s) | Water Service |
| Controlled access/Admission Area(s) | Carnival/Amusement rides | Recycling/Trash Receptacles |
| Merchandise/Food vendors | Handicap parking/Access area(s) | Emergency access |
| Open flame/Cooking area(s) | Activity/Amusement area(s) | Liquor distribution/Control area(s) |
| Tents/Canopies | Portable restrooms | Fencing |

Closure of Public Access: Any business that may be affected by possible street/parking closure must be notified prior to submittal of application. Please include the business name, contact name and phone number of each business contacted, with approval/disapproval with this application signature form. Once the application is approved, it is the responsibility of the event organizer to notify businesses of approval. The Special Events Committee recommends providing a copy of the application and/or approval permit. Street closures require 75% approval from all businesses on requested street(s) to be closed.

Traffic Control Plan Overview: A Traffic Control Plan is used to indicate vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures for your event. The applicant is responsible for providing all required barricades and traffic control signs **at no cost to the City**. Barricades must be set-up by a licensed and bonded traffic control company. A Traffic Control Plan must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area. Include/indicate the proposed parade/race route, if applicable. *Event structures (EZ-Ups, tents, fencing, etc) must be at least ten (10) feet away from traffic control barricades. Traffic Control Plans must comply with the **current Manual on Uniform Traffic Control Devices** and be approved by the City Traffic Engineer. Once approved, the Traffic Control Plan must be executed by a certified technician from a licensed and bonded barricade company. **Please note: Applications will not be processed without a Traffic Control Plan approved by the City Traffic Engineer.** For more information, please call (928)777-1130.

Parade or Race Route: Please provide a separate plan indicating the proposed parade or race route, including assembly and disassembly areas. If your parade/ race route enters the jurisdiction of Yavapai County, a special events permit will be required through the Yavapai County Developmental Services Office at 928-771-3216.

Electrical Service Plan: An additional plan must be submitted for electrical service usage showing the layout of extension cords, spider boxes, generator(s), and anticipated amperage draw.

Section 10. Applicant Information

Name of primary point of contact: MICHELLE BLEVINS

Street address: 750 WHIPPLE ST

City: PRESCOTT State: AZ Zip: 86301

Primary Phone: 928-277-7638 Secondary Phone: 928-445-7221

Email: MICHELLE.BLEVINS@PRESCOTTYMCA.ORG

Name of Corporation/Organization (include D.B.A. name if applicable) PRESCOTT YMCA

State of Incorporation: AZ Tax I.D. No. 86-0119151 Sales Tax No. N/A

Business Street Address: 750 WHIPPLE ST

City: PRESCOTT State: AZ Zip: 86301

Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Section 11. Insurance For events occurring on City-owned property, the applicant must provide a Certificate of Insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the City of Prescott as certificate holder and additional insured. The certificate must indicate the dates, times, and location of the event. The City also requires an "Additional Insured Endorsement" along with the Certificate of Insurance. Both the Certificate of Insurance and the Additional Insured Endorsement must be provided at least thirty (30) days prior to the event. The person/organization listed on the certificate must be the applicant. Please have your insurance provider address the certificate to the attention of Recreation Services: Special Events. Minimum limits are as follows:

- \$1,000,000.00 per occurrence
- \$2,000,000.00 aggregate General Liability
- \$1,000,000.00 automobile liability (or non-owned automobile liability)
- \$1,000,000.00 liquor liability

The following applies to Amusement Rides:

- The State of Arizona through statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD).
- This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property were the amusement ride is operated

The Applicant's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources. Policy shall contain a waiver of subrogation against the City of Prescott for losses arising from participation in the Special Event contained in this Application.

Additional limits may be required by the City of Prescott Risk Management office pending review. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement statement. For more information regarding insurance, please call Risk Management at (928)777-1257.

Section 12. Indemnification

Applicant agrees to defend, indemnify, and hold harmless the City of Prescott, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses (including, but not limited to, attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests, participants or other persons doing business with the applicant, in connection with the Special Event described in this Application, provided, such claims, damages, losses and expenses are attributable to bodily injury, up to and including death, or to injury to or destruction of property.

Section 13. Certification

Applicant has read and understands all of the attached policies and will abide by all policies, rules, regulations, and conditions of use as written. Application is subject to approval by the Special Events Committee. Applicant understands that the special event permit is not transferable to any other individual or group. Applicant certifies that all information on this application form is complete and accurate. Applicant understands that any omissions or misstatements of facts are cause for rejection of the application.


Applicant's Signature

2/4/15
Date

Please sign and mail it to City of Prescott Parks and Recreation, 824 E. Gurley St, Prescott, AZ 86301. Emailed and faxed copies of this application will not be accepted.



Prescott Fire Department Special Event/Display Permit Application

Permits shall be obtained from the Prescott Fire Department for any event or display using open flames, cooking or heating appliances, tents or canopies, air-supported and inflated devices or structures (jump castles, slides, etc), combustible decorative materials, consumer fireworks and display fireworks, compressed gas or the blocking of emergency access roads. Complete the application form and return it to the Office of Fire Prevention, 1700 Iron Springs Road, Prescott, AZ 86305, between 8:00am and 5:00pm Monday through Friday, or fax to 928-776-1890 a minimum of 30 days before the scheduled event. *A site plan drawn to scale, showing the display or event location is required to be submitted with the application.*

An inspection by the Building Department shall be completed prior to scheduling a Fire Prevention inspection for tent permits. Inspections may be scheduled prior to the opening of an event by contacting Fire Prevention at 928-777-1760. Special events/displays are subject to a fire department fee. Please see the fire department fee schedule for details.

Event Name: SUMMER CAMP SHAKEDOWN Event Date: 3/21/15
Event Location: Prescott YMCA / CAPTAIN CROSSFIT
Contact Name: Michelle Blevins Phone: 928 445 7221
Brief description of event: FITNESS EVENTS WITH A TIMED RUN FROM THE YMCA TO CAPTAIN CROSSFIT

Check the following only if they apply to your display or event.

- Use of heating or cooking equipment
- Tent or canopy, indicate size _____
- Air-supported or air-inflated structures
- Display of liquid- or gas-fueled vehicles, boats or other motor craft
- Compressed gas, LPG or other hazardous material
- Open or exposed flame
- Combustible decorative materials
- Temporary electrical power
- Pyrotechnic special effects
- Special amusement building
- Trade show or exhibit
- Temporary consumer firework sales
- Blocking of street or emergency access road
- Other _____

Important Prescott Gateway Note: For the purposes of providing required egress in the mall, there shall be a minimum of 10' clear exit width between any storefront or kiosk and the nearest display. Displays and events may not obstruct the means of egress travel.

FD Use Only
Date Approved: _____ Reviewed By: _____
Inspection Date: _____ Inspector: _____

PORTABLE TOILET SCHEDULE

There are a few factors to consider when trying determining how many toilets you will need. First is the number of people that are expected to attend. A good estimate is to figure one toilet for every 50-100 people you expect to attend.

If the event is expected to have a larger female attendance it is better to have about two for every 100 people. Females will require a little more time in the toilet and could cause a line of unhappy people.

An event that will be serving alcohol will also need to factor in extra toilets. A good estimate for an event that is serving a great deal of beverages is about one toilet for every 50 people expected to attend. It is important to plan ahead for the extra usage that will occur in this type of situation.

If the event location is very isolated extra toilets are a good idea. If people will be making the event an all day or all night excursions, they will not have the option of waiting until they get home to use a restroom. The length of the event also plays a role in determining how many toilets you will need. A portable toilet can sustain regular use for about six hours, before needing emptying.

Concerts or performances that will have intermissions may want to plan ahead and have extra toilets on hand, for the rush periods. This can help keep lines down and make the attendees much happier.

It is important to consider any attendees who may need a wheelchair accessible toilet. At least one handicap accessible toilet at any event is ideal. There are some laws that may require you to have at least one available.

It is important to be safe rather than sorry when it comes to a shortage of toilets. Your guests will appreciate their needs being considered, and a good impression of your event.

How many portable restroom rentals do I need for my guests or patrons in attendance?

		Duration of Event									
		1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs	9 hrs	10 hrs
Average Crowd	50	1	1	1	1	2	2	2	2	2	2
	100	2	2	2	2	3	3	3	3	4	4
	250	3	3	3	4	4	4	5	5	6	6
	500	4	4	5	5	6	6	7	7	8	8
	1,000	6	7	8	8	9	9	10	10	11	12
	2,000	9	12	15	16	17	17	18	18	19	19
	3,000	12	18	22	24	25	26	27	28	29	30
	4,000	16	24	29	32	34	35	37	38	39	40
	5,000	20	30	36	40	43	44	46	47	48	50
	6,000	24	36	44	49	52	53	54	56	58	60
	7,000	28	42	52	58	60	62	64	66	68	70
	8,000	32	48	60	66	69	72	74	76	78	80
	10,000	36	54	68	75	80	84	88	90	95	100
	15,000	40	47	56	75	94	113	131	150	169	188
	20,000	44	50	75	100	125	150	175	200	225	250
	25,000	50	69	99	130	160	191	221	252	282	313
30,000	55	82	119	156	192	229	266	302	339	376	
35,000	60	96	139	181	224	267	310	352	395	438	

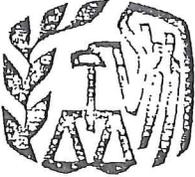
40,000	66	109	158	207	256	305	354	403	452	501
45,000	72	123	178	233	288	343	398	453	508	563
50,000	80	137	198	259	320	381	442	503	564	626
55,000	86	150	217	285	352	419	486	554	621	688
60,000	93	164	237	311	384	457	531	604	677	751
65,000	100	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Address any reply to: P. O. Box 2350, Los Angeles, CA 90053
Department of the Treasury

District Director
Internal Revenue Service

Date: January 16, 1976 | In reply refer to: L-225, Code: EP/EO

(213) 688-2479



▷ Prescott YMCA of Yavapai County
P. O. Box 1049
Prescott, Arizona 86301

Date of Exemption: June 1958
Internal Revenue Code Section: 501(c)(3)

Gentlemen:

Thank you for submitting the information shown below. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

W. T. Mabry
(Mrs.) W. T. Mabry
Tax Examiner

<u>Item Changed</u>	<u>From</u>	<u>To</u>
Name Amendment to Articles of Incorporation	Prescott Youth Center of Yavapai County	Prescott Young Mens Christian Associatic of Yavapai County

Center-West Entertainment

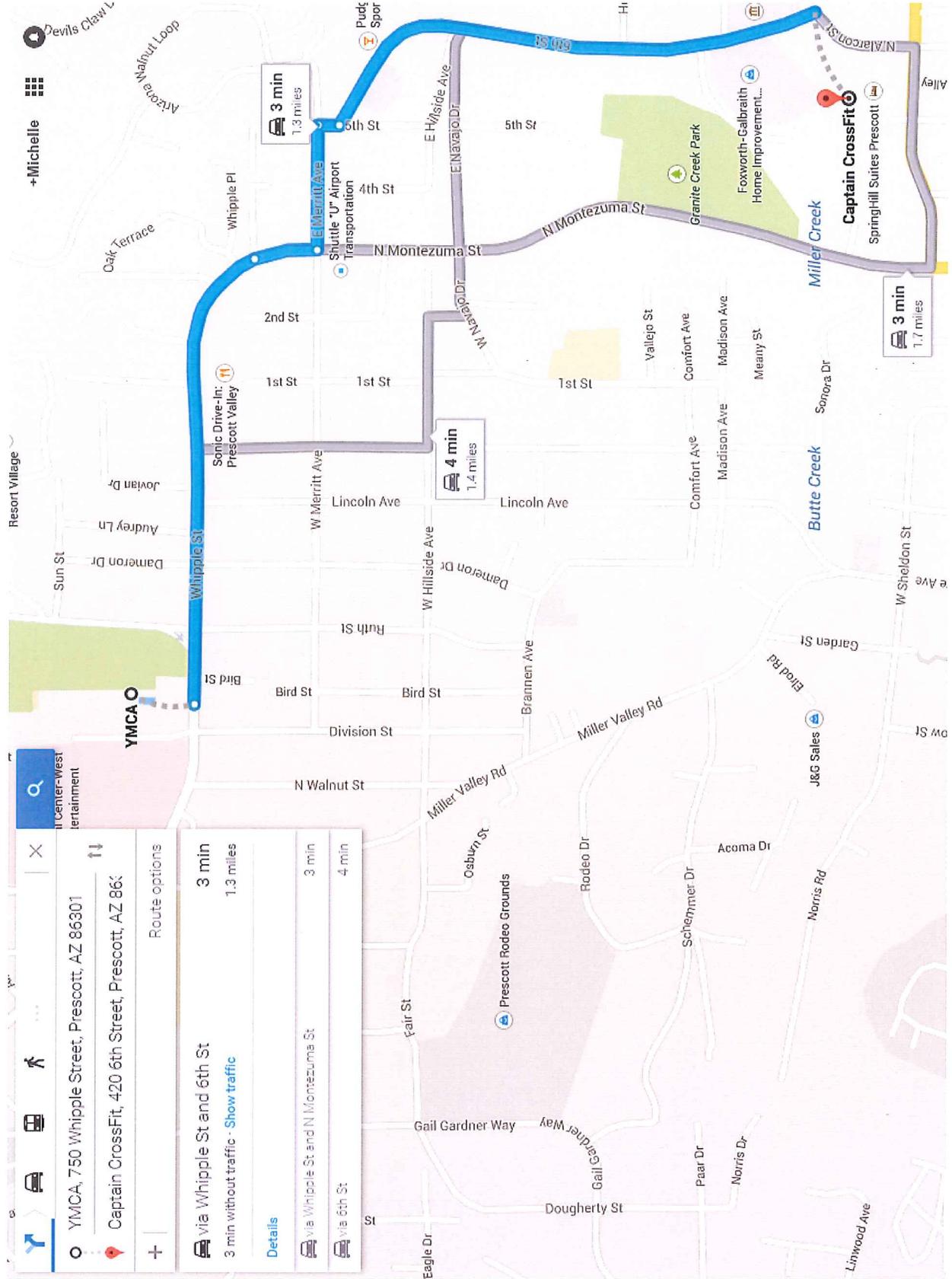
YMCA, 750 Whipple Street, Prescott, AZ 86301

Captain CrossFit, 420 6th Street, Prescott, AZ 86301

Route options

- via Whipple St and 6th St
3 min
1.3 miles
- via Whipple St and N Montezuma St
3 min
- via 6th St
4 min

Details



+Michelle

Devils Claw L

Arcata Walkout Loop

Oak Terrace

Whipple Pl

Resort Village

Sonic Drive-In: Prescott Valley

Shuttle "U" Airport Transportation

Whipple St

1st St

2nd St

3rd St

4th St

5th St

6th St

N Montezuma St

Lincoln Ave

W Merritt Ave

W Hillside Ave

Doremus Dr

Brannen Ave

Miller Valley Rd

Rodeo Dr

Acoma Dr

Morris Rd

Linwood Ave

Granite Creek Park

Foxworth-Calbraith Home Improvement...

Captain CrossFit

Springhill Suites Prescott

Butte Creek

Miller Creek

3 min 1.3 miles

4 min 1.4 miles

3 min 1.7 miles

Why We Are Using the Latest ACORD 25 Certificate of Insurance

In September 2009, ACORD revised the ACORD 25 Certificate of Insurance form. One of the major changes was the removal of the cancellation notice provision. For the following reasons, we are unable to issue an older edition of this form, modify the current form, or complete a proprietary form you provide:

- Notice of cancellation is a policy right, not an unregulated service. No insurer shown on this certificate is able to provide the cancellation notice you desire by endorsement. For example, the *insured* can cancel immediately, so it would be impossible for the insurer to give you the notice you request. State law also grants the insurer the right to cancel for reasons such as nonpayment with less notice than you require.
- For the reason just cited, if our agency was to issue a certificate that provides the cancellation notice you request, we would do so with the full knowledge that it would be impossible to actually give that amount of notice under certain circumstances. As such, the certificate could be alleged to constitute a misrepresentation or fraud which could subject our agency and staff to serious civil and criminal penalties.
- If a certificate purports to provide a policy right different from that provided by the policy itself, then the certificate effectively purports to be a policy form. Policy forms must be filed and approved by our state department of insurance. Use of nonfiled policy forms is illegal and could result in legal sanctions distinct from the assertion that the certificate is fraudulent.
- Under the ACORD Corporation's licensing agreement, the prior editions of superseded forms can be used for one year from the time the new forms are introduced. Beginning in September 2010, this is another reason we cannot use an older edition of the ACORD 25. Doing so would violate ACORD's licensing agreement and, as a copyrighted document, federal copyright law.
- Likewise, we are unable to modify the new certificate to add a notice of cancellation. ACORD forms are designed to be completed, not altered. ACORD's Forms Instruction Guide says that a certificate should not be used "To waive rights...To quote wording from a contract...To quote any wording which amends a policy unless the policy itself has been amended." In addition, our insurance company contracts only allow us to issue unaltered ACORD forms.
- We are often asked to issue proprietary certificates provided by the certificate requestor. Again, our insurance company contracts only allow us to issue unaltered ACORD forms. Many proprietary certificates include broad, vague or ambiguous language that may or may not be in compliance with state laws, regulations, and insurance department directives. Therefore, we cannot issue any proprietary certificates that have not been reviewed by our state insurance department.

You may be interested in how the City of Atlanta, Georgia is now reportedly dealing with this issue based on a very detailed study they conducted in 2008.

<http://tinyurl.com/26quax8>

We appreciate your understanding of the legal restrictions on our ability to fully comply with your request.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**GENERAL LIABILITY DELUXE ENDORSEMENT:
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments – Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments – Bail Bonds	\$5,000	5
Supplementary Payment – Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement – Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured – Newly Acquired Time Period	Amended	6
Additional Insured – Medical Directors and Administrators	Included	7
Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured – Broadened Named Insured	Included	7
Additional Insured – Funding Source	Included	7
Additional Insured – Home Care Providers	Included	7
Additional Insured – Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured – Lessor of Leased Equipment	Included	7
Additional Insured – Grantor of Permits	Included	8
Additional Insured – Vendor	Included	8
Additional Insured – Franchisor	Included	9
Additional Insured – When Required by Contract	Included	9
Additional Insured – Owners, Lessees, or Contractors	Included	9
Additional Insured – State or Political Subdivisions	Included	10

