

**Expressive Event of a Time
Sensitive Nature**

Application for Permit
Fee: NO FEE



Town of Round Hill

P.O. Box 36
23 Main St.
Round Hill, VA 2014
540-338-7878

Purpose: An “expressive event of a time-sensitive nature” is a spontaneously-planned event in response to a recent occurrence, including but not limited to rallies, protests or vigils addressing current political, religious, or social issues, when the organizers could not have reasonably anticipated their need for such event in advance of the permitting timeline established by the Town’s Special Events regulations. The Town provides an expedited permitting process to facilitate this type of event. Either the applicant or another responsible party must be an owner of property located within the Town of Round Hill Water and Sewer service area.

Date: _____

Date of Event: _____

APPLICANT INFORMATION:

Applicant’s Name: _____

Address: _____
Street City/Town State/Zip

Phone: _____ Alt. Phone: _____

Email: _____

OTHER RESPONSIBLE PARTY:

Name: _____

Address: _____
Street City/Town State/Zip

Phone: _____ Alt. Phone: _____

Email: _____

ORGANIZATION INFORMATION: Complete this section if there is an organization or entity sponsoring the Event

Organization Name: _____

Contact Person: _____

Address: _____
Street City/Town State/Zip

Phone: _____ Alt. Phone: _____

Email: _____

TYPE OF EVENT:

- | | |
|---|--|
| <input type="checkbox"/> Picket | <input type="checkbox"/> Assembly/Public Demonstration |
| <input type="checkbox"/> Religious Ceremony | <input type="checkbox"/> Other (Please explain): _____ |
| <input type="checkbox"/> Rally | _____ |

EVENT LOCATION:

Requested Location: Park: _____ Other: _____

Address/Description: _____

Date: _____ Time: _____ Expected Duration: _____

Approximate Expected Attendance: _____

EVENT INFORMATION:

Event Purpose: _____

Please indicate any equipment owned by the Applicant or Organization that are expected to be used: _____

Is this a spontaneous event which has been planned in response to a specific occurrence? _____

Please provide a brief statement explaining why use of this forum is necessary for the Event: _____

Will this activity be free and open to the public? (circle one): YES NO

Will there be sound amplification? (circle one): YES NO

If yes, please describe: _____

Have parking arrangements been made? (circle one): YES NO

If yes, please describe: _____

Has Loudoun County Sheriff's Department been notified of this event? (circle one): YES NO

Have all COVID-19 protective measures been addressed? (circle one): YES NO

If yes, please describe: _____

DISCLAIMER:

Applicant and/or Organization will be liable for any loss, damage or injury to persons or property resulting from the Event. Applicant and/or Organization must obey all existing laws, ordinances and regulations applicable to the Event, including but not limited to those pertaining to trespass, obstructing the right of way, noise, disorderly conduct, and regulations concerning emergency medical services at special events.

When your permit is issued, applicant and/or a representative of the Organization shall carry the permit throughout the event and be prepared to present it at the request of any public officials.

Submission of this application confirms receipt and understanding of the applicable event permitting requirements of the Town of Round Hill. By signing below, Applicant and/or Organization indicate understanding and agreement with said policies and requirements. Further, Applicant and/or Organization hereby certify compliance with all existing laws, ordinances, and regulations.

Applicant Signature

Printed Name

Date

Responsible Party Signature

Organization

Date

For Office Use Only:		
Date Application Received: _____	Park Requested: _____	
Determination: <input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Additional information required
Notes and/or conditions: 		
_____ Town Official Signature	_____ Printed Name	_____ Date

“Expressive Event of a Time Sensitive Nature” Permit

Policy, Requirements & Grounds for Denial

“Expressive event of a time-sensitive nature” (“Event”) shall mean any a spontaneously planned event in response to a recent occurrence, including but not limited to rallies, protests or vigils addressing current political, religious or social issues, when the organizers could not have reasonably anticipated their need for such event in advance of the permitting timeline established by the Town’s Special Events regulations. The Town provides an expedited permitting process to facilitate these events.

No person or entity shall conduct or hold a demonstration, protest, vigil, or other expressive event of a time-sensitive nature on Town Property where the anticipated attendance is expected to exceed 30 participants, without first obtaining a Permit from the Town.

The Application must be filled out completely and signed and dated by the Applicant. If the event is sponsored or produced by an organization, a person legally authorized to bind the entity must sign the Application. If any of the submitted information changes after submission of an Application, the Applicant must immediately provide the Town with any information that will amend, supplement or change any of the information originally provided in the Application.

The Town may condition the issuance of an Event Permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. Such conditions may include but are not limited to:

- A. Alteration of the date, time, route or location of the event proposed on the event application.
- B. Conditions concerning the area of assembly and disbanding of an event occurring along a route.
- C. Conditions concerning accommodation of pedestrian or vehicular traffic.
- D. Requirements for the use of traffic cones or barricades.
- E. Requirements for the provision of first aid or sanitary facilities.
- F. Requirements for use of event monitors and providing notice of permit conditions to event participants.
- G. Restriction on the number and type of vehicles, animals or structures at the event.
- H. Compliance with animal protection ordinances and laws.
- I. Requirements for use of garbage containers, cleanup and restoration of Town property.
- J. Restrictions on the use of amplified sound.
- K. Twenty-four-hour advance notice to residents and/or businesses regarding any activity which would require a street closure.

GROUND FOR DENIAL OF APPLICATION FOR PERMIT

The Town will approve an Application and grant a Permit unless there is a basis for denial of the Application. The following grounds will constitute a sufficient basis for denial of an Application for an Event Permit under:

1. The Application for a Permit (including any required attachments and submissions) is incomplete;
2. The Application for a Permit contains a material falsehood or misrepresentation;

3. The proposed event conflicts or interferes with a previously scheduled, annual, or otherwise regularly held event or ceremony that is sponsored by or on behalf of the Town or any other person or entity at the same Town Property for the same date and time;
4. A prior Application for a Permit for the same Town Property and for the same date and time has been received, and a Permit has been or will be granted to a different Applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular Town Property or part thereof;
5. The property sought to be used for the Event is closed or partially closed for construction, renovations, or other reasons, and use of the Town Property will pose a threat to the safety of participants or will impose an adverse impact upon the natural environment of the Town Property;
6. The Event will substantially or unnecessarily interfere with traffic in the area contiguous to the activity, and will unreasonably disrupt movement or circulation of vehicular or pedestrian traffic, unless there are readily available at the time of the proposed Event sufficient Town resources to mitigate any interference or disruption;
7. There are unavailable at the time of the Event a sufficient number of Sheriff officers to police and protect lawful participants in the Event and non-participants from traffic related hazards in light of the other demands for Sheriff protection at the time of the proposed Event;
8. The concentration of persons, vehicles, or things at the assembly and disbanding areas and along the route of the Event will prevent proper fire and police protection or emergency medical service;
9. The Town has revoked a Permit which was previously issued to the Applicant or for an Event that was previously sponsored by the Applicant and/or Organization;
10. The Town Property cannot safely accommodate the expected number of participants in the Event without an unduly adverse impact upon the natural environment of the Town Property;
11. The Event for which the Applicant has requested the provision of services from the Town will place an undue burden on the personnel resources of the Town;
12. The Event will have an unduly adverse impact on the landscaping, planting, or natural environment of the Town Property;
13. The Event will have an unduly adverse impact on the public health or safety of the Applicant, other users of the Town Property, Town employees, or the public (e.g., the Event will unreasonably interfere with the movement or service capability of Sheriff vehicles, fire-fighting equipment, or emergency medical or ambulance services);
14. The Event will unreasonably interfere with the customary functions and uses of, and ingress and egress to and from, buildings that are immediately adjacent to the Town Property;
15. The Applicant, or the person on whose behalf the Application for a Permit was made, has on prior occasions damaged Town Property and has not paid in full for such damage;

16. The Applicant, or the person on whose behalf the Application for a Permit was made, has not reimbursed the Town for requested Town personnel or requested Town equipment utilized in connection with a previously issued Permit;

17. The Event is prohibited by law, including applicable Town ordinances and regulations;

The Application is sought for an event that is more appropriately covered by the Town's "Special Events Policy" or for an event that does not satisfy the definition of Expressive Event of a Time Sensitive Nature.