ORLAND CEMETERY DISTRICT

LARGE GATHERINGS AND SPECIAL EVENTS POLICY

Proposed Addition to District Rules and Regulations

Purpose

The Orland Cemetery District recognizes the importance of funeral services, religious observances, memorial ceremonies, and community gatherings that honor deceased loved ones. This policy establishes reasonable guidelines for organized gatherings while protecting public safety, cemetery grounds, monuments, irrigation systems, and normal District operations.

1. General Policy

The District welcomes respectful visitation and commemorative activities consistent with the purpose and operation of a public cemetery. Organized gatherings must not endanger visitors, obstruct access, damage cemetery property, or interfere with scheduled cemetery services. Requirements shall be applied consistently, without regard to religious affiliation or the content of a lawful observance.

2. Advance Notification and Approval

Organizers of planned events reasonably expected to attract 100 or more attendees shall contact the District office at least thirty (30) calendar days before the event. Advance notification shall include:

- Date, starting time, and anticipated conclusion
- Estimated number of attendees and organizer contact information
- Description of activities and requested District facilities or equipment
- Proposed parking, traffic, and restroom arrangements

The District Manager shall review arrangements and determine whether additional coordination or Board consideration is necessary. Ordinary family visitation and customary funeral services remain subject to existing District Rules and Regulations.

3. Event Hours

Organized events should be scheduled during daylight hours whenever practical. Events expected to continue beyond dusk require advance coordination with the District concerning visibility, pedestrian safety, parking, and emergency access. The District may establish reasonable event hours based on seasonal daylight, attendance, and operational considerations.

Events held outside the District's normal business hours that require District personnel to be present or perform services shall be subject to applicable overtime charges. All such charges shall be the responsibility of the event organizer and shall be determined in accordance with the District's adopted fee schedule and applicable employment requirements. The District shall advise the organizer of anticipated charges before the event whenever practicable.

4. Parking and Traffic Management

Organizers shall coordinate anticipated parking needs with the District. Vehicles must remain on authorized roadways and designated parking areas and may not park or travel on cemetery lawns,

gravesites, irrigation systems, or landscaped areas. Entrances and roads must remain accessible to emergency vehicles and District personnel. Parking must not obstruct public roadways or create unsafe conditions. Large events may require parking attendants or coordination with the appropriate public road authority or law enforcement agency.

5. Protection of Cemetery Property

Attendees must respect cemetery grounds, monuments, markers, landscaping, and irrigation facilities. Organizers shall take reasonable steps to inform participants of applicable District regulations. Damage shall be documented, and the District may seek reimbursement from responsible parties as permitted by law.

6. Event Safety and Supervision

Organizers shall designate a responsible contact person available throughout the event. Depending on anticipated attendance and activities, the District may require a safety plan addressing pedestrian movement, parking, emergency access, and protection of cemetery property.

7. Restroom Facilities and Sanitation

The District maintains two (2) public restrooms intended for normal cemetery visitation and routine funeral services. These facilities are not designed to accommodate large gatherings. For organized events anticipated to attract 100 or more attendees, the District may require organizers to provide additional portable restroom facilities.

1. **Organizer responsibility:** Organizers shall arrange an adequate number of portable restrooms based on anticipated attendance and event duration.
2. **Costs:** Rental, delivery, placement, servicing, removal, and associated expenses shall be the sole responsibility of the event organizer, at no cost to the District.
3. **District approval:** The number, type, and placement of portable restrooms must be approved by the District Manager before the event. Facilities must not obstruct roadways, gravesites, pedestrian access, or cemetery operations.
4. **Accessibility:** Arrangements shall include accessible facilities as required by applicable laws and regulations.
5. **Removal and cleanup:** Portable restrooms shall be removed promptly after the event within a timeframe approved by the District Manager. The organizer is responsible for associated cleanup and damage.

The District reserves the right to require additional restroom facilities when anticipated attendance exceeds the capacity of existing facilities.

8. Cleanup and Restoration

Organizers shall ensure that event-related materials, equipment, and litter are removed promptly after the gathering. Grounds must be left in substantially the same condition as before the event.

9. Insurance and Liability

The District may require appropriate liability insurance or other risk-management documentation when warranted by the nature of an organized event, subject to applicable law and District requirements.

Requirements shall be evaluated in consultation with the District's risk-management provider or legal counsel.

10. District Authority

The District Manager may coordinate routine event arrangements and establish reasonable operational conditions consistent with Board-adopted policies. Unusual requests, significant operational impacts, or matters outside delegated authority may be referred to the Board of Trustees. The District may take lawful action to address unsafe conditions, property damage, or interference with cemetery operations.

11. Policy Administration

This policy shall be administered in conjunction with existing District Rules and Regulations and applicable state and local laws.

Adopted by the Board of Trustees: _____ Effective Date: _____

Board Chairperson: _____ District Secretary: _____