

HALIFAX COUNTY WAR MEMORIAL PARK PARK USAGE RULES AND GUIDELINES

EVENTS

All Events at the Halifax County Memorial Park shall be open to the public.

All Events must relate to the honoring or commemoration of military service by American citizens.

All Events must have a sponsor, either an individual or organization, in Halifax County. The Sponsor shall be responsible for all activities for the specific event.

EVENT SCHEDULING

Requests for reservation of the War Memorial Park for an Event shall be made in writing a *minimum of sixty (60) days* prior to the Event date.

Requests shall be made to the Chair of the Halifax County War Memorial Advisory Committee, through the Halifax County Administrator's Office. Event requests shall be reviewed by the Committee and shall be approved if in compliance with Park Usage Rules and Guidelines. Repeats of previously approved Events may be authorized by the County Administrator, provided the Event is similar in nature and character to the original Event.

The request must include the proposed Event date, time, and estimated duration; Event Sponsor (name address, telephone); purpose of Event; estimated attendance; and other information to clearly and fully illustrate the nature and character of the Event.

The Event Sponsor shall provide liability insurance appropriate to the nature of the event as required by the County Administrator. The Sponsor shall name Halifax County as an additional insured entity on the insurance policy.

EVENT ACTIVITIES

No flags, banners or pennants may be flown from the existing permanent flagpoles on the site, other than those currently being flown, which are the flags of the United States of America, the Commonwealth of Virginia, the County of Halifax, and the POW-MIA flag.

Flags, banners, or pennants related to the military service or the Event may be temporarily displayed on poles or other display devices, not to exceed ten (10) feet in height, for the duration of the Event, and must be removed at the conclusion of the Event.

Flowers, wreaths, and similar Event decorations must be wind secured or anchored. All such items must be removed from the site no later than three (3) days following the Event.

No Event decoration may be affixed to the Memorial Monument or to the Memorial structure through the use of wire, rope cable, suction cup or other adhesive or adhesive device or by any other means. No decorations may be affixed to the Memorial columns unless authorized by the War Memorial Advisory Committee.

The Event Sponsor is responsible and liable for any damage to the Memorial Monument, Memorial structure, plaques, benches, vegetation and/or any other items that are a permanent part of the War Memorial Park.

The Event Sponsor is responsible for any applicable permits or approvals from the County of Halifax, Town of Halifax, Virginia Department of Transportation or other applicable agency or body.

CHRISTMAS WREATH POLICY

A wreath should be placed on the Memorial site for the Christmas Holiday Season, subject to the following:

Placement of wreath to be specified, with wreath to be wind secured.

Wreath should be placed on the site when the Town of Halifax installs its traditional Town decorations; and should be removed immediately following New Year's Day.