



TEMPORARY USE - SPECIAL EVENT APPLICATION AND SEVERE WEATHER PLAN

This application is for Temporary Use - Special Events held on properties within County jurisdiction. To ensure your event is successful, it is recommended that this application (including Severe Weather Plan and Minor Site Plan) be submitted at least **sixty (60) days** prior to the date of the event. An approved certificate of liability insurance should be received at least **thirty (30) days** prior to the event date.

Return the following required documents via email to plan_dev@linncountyiowa.gov:

- **Application w/Severe Weather Plan**
- **Event Map, Site Plan and/or Race Route**
- **Proof of Insurance**

The standard application fee is \$100 and can be paid with check or credit card.

If your application is received 14 days or less prior to your event, an expedited application fee of \$500 will be charged.

If your event entails multiple venues/activities, please use separate sheets for detailed information. All event applications are subject to approval by the Linn County Technical Review Committee. For all new events, a Resolution signed by the Linn County Board of Supervisors is required. Notice of Approval from Linn County Planning & Development or Resolution from the Board of Supervisors will include the conditions which must be met before and/or during the event. Please refer to the contacts list page for additional assistance.

Property Owner Information:
Name:
Address:
Phone:
Email:

Applicant/Event Sponsor Information:
Name:
Address:
Phone:
Email:

Name of event:

Location/Address where event will be held:

New Event

Returning Event

Returning Event with changes

Event Website:

What is the beginning date and time of the event?

What is the ending date and time of the event?

Beginning setup date and time:

End of tear-down date and time:

Estimated number of participants?

Volunteers?

Employees?

Description of event
(list all event activities)

PARK FACILITIES

Are you reserving a Linn County Park facility? Yes No

If yes, please contact [Linn County Conservation](#) to handle all event permitting.

STREET CLOSURES (may require Board of Supervisors or Secondary Roads approval)

Linn County does not provide traffic control signs for events.

List detailed street closure requests for your event:

OFF DUTY DEPUTIES

Off duty Sheriff deputies may be requested for street closures, alcohol sales or large crowds. Contact the [Linn County Sheriff's Office](#) to discuss arrangements thirty (30) days prior to the event.

PARKING

You are required to provide adequate onsite parking for your event. If the event site does not have adequate parking, provide an event parking plan with your application. Event parking on Linn County roads is not permitted. Please show the parking area on the Event Map.

What is the estimated number of vehicles?

SIGNAGE

Are you using event signage? Yes No

If yes, please describe sign dimensions and locations:

SOUND SYSTEMS

Please check if you will be using any of the following sound systems.

Acoustic music

Amplified speaker system

Public address system

If using amplified speakers, indicate what time amplified sound is expected to end:

RESTROOMS

You are required to provide adequate restroom facilities including ADA accessible restrooms and hand washing stations. (5% of total restrooms or not less than 1 must be ADA accessible).

Will restroom facilities be brought to the event site? Yes No

If yes, how many restrooms:

How many hand washing stations:

FIREWORKS

An additional [application](#) must be completed and returned to the Linn County Auditor at least fourteen (14) days prior to the event for fireworks or pyrotechnics. Fireworks must be approved by Resolution by the Board of Supervisors.

Are you requesting approval to discharge fireworks at the event? Yes No

BUILDING PERMITS (TENT/STAGE/EXISTING STRUCTURES/ELECTRICAL)

New or existing structures, tents, or temporary event structures, such as concert stages, likely require a building permit. Engineered building plans may be required. Please contact the Building Official for approval at least fourteen (14) days prior to the event.

Please indicate if any of the following will be utilized, including size, at the event:

New Structure/Size Tent/Size Stage/Size Existing Structure/Size

Will you have a generator(s), electrical equipment, or electrical wiring for any temporary structures at your event:

Yes No

FOOD

Food and beverage vendors must apply for a temporary food establishment license at least fourteen (14) days prior to the event. Applications are available through [Linn County Public Health](#). The event organizer shall obtain copies of submitted temporary food service applications from food vendors prior to event.

Will food or beverages be served at the event? Yes (identify food/beverage vendor on map) No

If yes, is the food: Cooked/prepared on-site Cooked on open fire Cooked by use of propane

List types of food or beverages to be served:

ALCOHOL

The sale of alcohol requires an additional application for a temporary liquor license to be completed. This permit must be completed at least forty-five (45) days prior to the event. For further information, please contact the [Linn County Auditor's Office](#).

Are you serving alcohol at the event? Yes No

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant. Please provide the name/contractor/organization, including phone #, responsible for clean up/removal of the event site.

FLOODPLAIN

Is any portion of the property located within a designated floodplain? Yes No

If yes, a floodplain permit may be required.

EVENT MAP / SITE PLAN / RACE ROUTE

A detailed map of the event site/race route must be attached to this application. Aerial Maps are available through [Linn County GIS](#) or any mapping application.

The following should be identified and labeled including:

Alcohol Serving/Consuming Area	A	Restroom Facilities (including portable)	R
Barricades	B	Routes for Races, Parades, etc.	→
Parking	P	Severe Weather Location	SW
Fencing	- - - - -	Stages (permit may be required)	S
First Aid Facilities	F	Tents	T
Sheriff Deputies/Police	SD	Food Service/Vendors	V

SEVERE WEATHER PLAN

- This plan identifies actions to take during severe weather.
- The possibility of severe weather may exist at any time.
- Flexibility must be exercised when implementing this plan due to the wide variety of severe weather threats.
- Safety of employees and attendees should always be top priority.
- Appropriate weather warning devices should be used to aid in decision making.
- It is highly recommended that the Severe Weather Designee sign up for [ALERT IOWA](#). In the event of an emergency or severe weather, an alert will be sent to the phone number and/or email address provided by voice, text and/or email.
- For more information about emergency preparedness for severe weather, see [Severe Weather Plan Handout](#) or visit [Linn County EMA](#).

SEVERE WEATHER DESIGNEE(S)

- Individual(s) responsible for the safety of all persons on site.
- Monitors weather conditions and notifies all persons of severe weather threats in a timely manner.

Designee Name(s):	Cell Phone:

DESIGNATED SHELTER AREA(S)

- Identify severe weather locations on your Event Map, Site Plan or Race Route
- Locations should accommodate the maximum number of anticipated persons on-site.

List available OUTDOOR Shelter Areas:	List available INDOOR Shelter Areas:

Estimated Amount of Time Needed to Clear the Site	Decision Time to Cancel Event or Move to Shelter Areas

I certify that I have read and understood the Linn County Temporary Use Permit Severe Weather Plan handout.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the Linn County Unified Development Code. Applicant agrees to comply with all other requirements of the County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that the organization and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Linn County. I understand and agree that Linn County may rescind its permission to use County property at any time should it be determined to be in the best interests of Linn County.

Additions and/or revisions to this application may need to be submitted in writing. By signing this application, the applicant agrees and understands that this application is not permission to violate any laws, ordinances, or statutes. The Linn County Sheriff has the authority, in the interest of public welfare, safety or order to terminate the event without notice.

Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Temporary-Use Permit Contacts

Linn County Planning & Development (Temporary-Use application process) plan_dev@linncountyiowa.gov	319-892-5130
Iowa Alcohol Beverages Division (Liquor licenses) licensing@iowaabd.com	866-469-2223
Linn County Building Services (Tents, stages, electrical, building permits) plan_dev@linncountyiowa.gov	319-892-5130
Linn County Auditor (Fireworks, liquor license approval) auditor@linncountyiowa.gov	319-892-5300
Linn County Sheriff (Requests for off-duty deputies) sheriff@linncountyiowa.gov	319-892-6100
Linn County Emergency Management Agency (Severe weather planning) ema@linncountyiowa.gov	319-892-6500
Linn County Public Health (Restrooms, food and beverage licensing/permits) health@linncountyiowa.gov	319-892-6000
Linn County Risk Management (Certificate of Liability Insurance requirements) risk_management@linncountyiowa.gov	319-892-5200
Linn County Secondary Roads (Entrance permits, road closures) engineer@linncountyiowa.gov	319-892-6400

Minimum Days Prior to Event Date	Task/Additional Permit Required/Requests	Contact
60	Temporary Use/Special Event Application	Planning & Development
45	Alcohol Permit	Linn County Auditor
30	Off Duty Officers	Linn County Sheriff
	Certificate of Liability Insurance	Linn County Risk Management
14	Fireworks/Pyrotechnic Application	Linn County Auditor
	Temporary Food Establishment License	Linn County Public Health
	Building Approval for Temporary Structures/Electrical	Linn County Building Services

Linn County Temporary Use Permit Insurance Requirements

Section I Insurance Requirements

PERMITEE, at its own expense, shall procure and maintain insurance to cover all risk which shall arise directly or indirectly from the Temporary Use Event for which the county provides a permit. At a minimum, the following insurance is required, and the requirement level will be determined based on the number of participants and attendees, nature of the use or events activities, and the type of county property or other resources involved:

General Liability Insurance – Occurrence Form :

- a. **Low/Medium Risk Event or Use – minimum liability limit \$1,000,000**
 1. Events with little or no impact on the public
 2. Events in County parks or on public property without alcohol
 3. Church picnics in parks exceeding shelter occupancy and using other park areas
 4. Fund raising walks, bike rides and/or runs without street closures
 5. Sports contests in County parks

- b. **High Risk Event or Use – minimum liability \$2,000,000**
 1. Fireworks displays
 2. Parades
 3. Events requiring street closures
 4. Events that expect large crowds on public property
 5. Events for which admission is charged
 6. Large event taking place for more than one day
 7. Large events that include alcohol on public property

* Endorsements When Required Must Read:

1. Additional Insurance Endorsement:

Except for Workers' Compensation and Professional Liability, the policies shall include the County Additional Endorsement of: **The County of Linn, Iowa including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions, and/or authorities and the board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the insureds work and/or Services performed for the County of Linn, Iowa. This coverage shall be primary to the additional insureds, whether available coverage be primary, contributing or excess.**

2. Governmental Immunities Endorsement:

1. Non-waiver of Government Immunity
The insurance carrier expressly agrees and states that the purchase of this policy and the including of the County of Linn, Iowa, as an Additional Insured does not waive any of the defenses of governmental immunity available to the County of Linn, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
2. Claims Coverage
The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
3. Assertion of Government Immunity
The County of Linn, Iowa, shall be responsible for asserting any defense of government immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the County of Linn, Iowa.
4. Non-Denial of Coverage
The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the County of Linn, Iowa, under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the County of Linn, Iowa.
5. No Other Change in Policy
The insurance carrier and the County of Linn, Iowa, agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

Certificate of Liability Insurance Requirements


A Certificate of Insurance is required evidencing all required insurance coverage as provided with any required endorsements attached to evidence their inclusion in the coverage. The Certificate of Insurance are due before the Permit can be approved.

The following format is required:

1. Document must be dated less than ninety (90) days from the submittal date to the County
2. Producer Contact information Must include name, phone number and/or email address
3. Policy Expiration date must cover all event dates
4. Description of Operations must list Event Date and Event Name
5. Certificate Holder must be listed as follows:

Linn County, Iowa and its Employees
 Temporary Use Permit
 935 2nd St SW
 Cedar Rapids, IA 52404

* Endorsements, as required, shall be included with the Certificate of Insurance as evidence that the policy has been endorsed.

		CERTIFICATE OF LIABILITY INSURANCE	DATE (MM/DD/YYYY)		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED , the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED , subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER	CONTACT NAME:				
	PHONE (A/C, No, Ext):	FAX (A/C, No):			
	E-MAIL ADDRESS:				
	INSURER(S) AFFORDING COVERAGE		NAIC #		
	INSURER A :				
	INSURER B :				
	INSURER C :				
	INSURER D :				
	INSURER E :				
	INSURER F :				
COVERAGES		CERTIFICATE NUMBER:	REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Legal Liability to Participant \$2,000,000				MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event Basis				PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				PER STATUTE OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A			E.L. DISEASE - EA EMPLOYEE \$
	Excess Medical & Accident (\$250 Deductible/Claim)				E.L. DISEASE - POLICY LIMIT \$
					Excess Medical AD & Specific Loss \$10,000 \$2,500
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
The County of Linn, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions, and/or authorities and their board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the Insureds work and/or Services performed for the County of Linn, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance of similar protection available to the additional insureds, whether available coverage be primary, contributing or excess.					
Event Date:					
Event Name:					
CERTIFICATE HOLDER			CANCELLATION		
Linn County Iowa Temporary Use Permit 935 2nd Street SW Cedar Rapids, IA 52404			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
			AUTHORIZED REPRESENTATIVE		

LINN COUNTY TEMPORARY USE PERMIT SEVERE WEATHER PLAN

- A severe weather plan identifies protective actions to take during severe weather by management, personnel, and attendees of special/outdoor events sponsored by your organization.
- The possibility of severe weather may exist at any time, especially during special events such as farmers' markets, concerts, summer festivals, bike/foot races, carnival/fairs, company picnics, etc.
- Flexibility must be exercised when implementing your plan because of the wide variety and threat levels of severe weather that can occur. If discretion is exercised, err on the side of safety.
- It is highly recommended that the Severe Weather Designee sign up for [ALERT IOWA](#). In the event of an emergency or severe weather, an alert will be sent to the phone number and/or email address provided by voice, text and/or email.
- For more information about emergency preparedness for severe weather please visit: [Linn County Emergency Management \(linncounty-ema.org\)](http://linncounty-ema.org)

SEVERE WEATHER PLAN GUIDELINES

1. Select your Severe Weather Designee(s)

A Severe Weather Designee(s) shall be responsible for staff/attendee/volunteer safety during special events and to monitor weather conditions at least a day before the event and the day of the event. Linn County EMA may be able to assist with weather monitoring for large venues/events.

The Severe Weather Designee(s) will have available a mobile phone, or other communication device in case emergency responders must report to the area due to injuries, etc.

2. Develop your Notification Procedures

What To Do Before the Event

- Make a communication plan for canceling or postponing the event if severe weather is anticipated for the time frame the event is scheduled.
- Identify indoor and outdoor shelter areas to accommodate anticipated attendance
- Determine time necessary to clear venue if shelter areas are not available

- Establish the Decision Time to postpone/delay or cancel event
- Decision Time = (Event Start Time) minus (Time to Clear) for pending severe weather.

What To Do During the Event

Announcements

If severe weather occurs during the event, your Severe Weather Designee(s), in order of authority, will make the decision to postpone, delay, or cancel the event

If a severe weather notification is issued during the event, your Severe Weather Designee will make the following announcements:

Severe Thunderstorm Watch

"A Severe Thunderstorm Watch is in effect for our area. Event organizers are monitoring weather conditions and the event maybe (chose one) suspended/canceled/postponed on short notice. Please be prepared to leave the area as quickly as possible."

Severe Thunderstorm Warning

"A Severe Thunderstorm Warning is in effect for our area. The event is (chose one) suspended/canceled/postponed until further notice. Please leave the area as soon as possible."

Tornado Watch

"A Tornado Watch is in effect for our area. Event organizers are monitoring weather conditions and the event maybe (chose one) canceled/postponed on short notice. Please be prepared to leave the area as quickly as possible."

Tornado Warning

"A Tornado Warning is in effect for our area. Take cover immediately. Do not go to your vehicle. Go to the (your designated tornado shelter)."

Tornado Sighting/Touchdown

"A Tornado has been sighted. All persons should take cover immediately. Do not go to your vehicle. Go to the (your designated tornado shelter) ."

Other Severe Weather – (i.e. heavy rain, high winds, lightning, hail, etc...)

"This event is (chose one) suspended/canceled/postponed until further notice. Please leave the area/take cover as quickly as possible."

Lightning Safety

The following specific lightning safety guidelines have been developed with the assistance of lightning safety experts. Design your lightning safety plan to consider local safety needs, weather patterns and thunderstorm types.

- As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds (approx. equivalent to 6 miles) between seeing the lightning flash and hearing its associated thunder, all individuals should have left the athletics/event site and reached a safer structure or location. Use of a lightning detector is helpful.
- Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadiums with large crowds. Implement your lightning safety plan accordingly.
- The existence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft.
- Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if the person and the antenna are located within a safer structure or location, and if all other precautions are followed.
- To resume athletics/event activities, lightning safety **experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning.** If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that lightning is no longer a significant threat.
- At night, use both the sound of thunder and seeing the lightning itself to decide on resetting the 30 minute "return-to-play/event" clock before resuming outdoor athletics/event activities. Again, a lightning detector is helpful.
- People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a 911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes. Automatic external defibrillators (AEDs) have become a common, safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED

Note: Weather watchers, real-time weather forecasts and commercial weather warning devices are all tools that can be used to aid in decision-making regarding stoppage of the event, evacuation and resumption/cancellation of the event