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Access/Use Guidelines and Policy for Events Protecting and Preserving Turf / Tree Areas

The following items are key expectations of all users of irrigated parkland turf areas, and trees. They are organized by area, and then expected performance and/or guidelines.

NOTICE – Violation of any of these policies subject the ORGANIZER, per occurrence to ALL of the following per the event contract:

- **Contractual violations and contract cancellation (including event suspension),**
- **damage deposit deductions per occurrence (\$250 first violation, \$500 each additional violation),**
- **additional damage assessment charges for City staff time,**
- **ticketing/citations/ejection from the park.**

Overall Site Layout and Site Planning

Overall site plan development should focus on perimeterization of all infrastructure to the greatest possible extent. Machinery, cars, delivery and event support carts create great hardship on the park grounds, create liabilities for event organizers, and stress the turf and trees. Activations, installations and decorative items for artistic purposes or convenience of the event will receive the highest scrutiny second to necessary life, health and safety requirements of the event. Plan accordingly.

Rain, Access by events to Turf during Periods of Rain

It is strongly recommended ORGANIZER consult with their insurance carrier and risk manager for appropriate business protections, as well as clauses and/or notices to all vendors/contractor agreements that adverse conditions may require a delay in removing property from the grounds.

Weather plans must be filed which document pre-event, event day(s), and post-event inclement weather planning.

Weather conditions vary, greatly. The impact of weather to events may be slow and over the course of the pre- or post-event period, or sudden and immediate. Activation of inclement weather plans for attendees and grounds protection are critical to protecting from loss of life and property.

Upon receiving as little as $\frac{1}{4}$ " (**one quarter inch**) of rain event organizer should take immediate action to activate rain plan and grounds protections such as restricting cart traffic. At this time, PARD and the City public safety representatives should be contacted to begin discussions related to event safety, further activation steps/triggers for advance adverse scenarios.

Receiving, **.5" (one-half inch) of rain or LESS** in a single day or sustained over a period of days (for example during load-in period) will likely make park grounds unusable for event purposes of any nature. The City shall make this determination in its sole right as property manager to ensure protection of life, property and ensure safety.

Example items which may be required of Organizer:

- Extend/continue overnight security at organizer expense to continue protecting grounds.
- Delay vendor load in/out (ORGANIZER should ensure vendors are noticed in advance and plan ahead).
- Manage messaging to event patrons and local media.
- Suspend all approved vehicle/cart traffic.
- Immediately deploy rain/weather plan resources (ex. pine or cypress mulch, staffing, etc)
- Closure of areas or locations within the event.

Active Organizer Monitoring

The organizer is **required to be on site during all event times, load in/out periods, and must accept/monitor all deliveries**. The organizer is responsible for active enforcement of conditions and access to protect public property. There should be **NO unattended deliveries or subcontractors at ANY time**. Well-coordinated and tightly-scheduled event production is expected.

Motorized Vehicles, Trucks, Forklifts, and all similar devices.

All motorized vehicles, trucks, cars, cranes, etc. are **prohibited** from making contact with the non-paved areas at all times except with a grass permit. The ORGANIZER is required to be on site during all hours of delivery/install/activation to enforce this with vendors and subcontractors.

This means: parking, driving on/off, and loading/unloading, on any unpaved surfaces.

A grass permit is required by City Ordinance.

For TURF ALONE, by **exception under extenuating business circumstances**, requests may be considered at PARD's discretion for parking on or entering non-paved park surfaces. Where approved, an Organizer is expected to procure/use ground protection such as LD Panels with underlayment, white colored Terraplas (with breathing vents), Geogrid, rated specifically for the load/use intended.

Most can be expected to be set up and removed PER DAY to prevent turf heat burn or smothering.

ALERT! – Road panels and the like are typically available regionally, and thus must be shipped in from areas. ADVANCE coordination between the organizer and supplier can be expected.

For TREES, by **exception under extenuating business circumstances**, Eight (8) inches of organic mulch or other approved decking material is required within critical root zones of trees proposed to be traversed or parked on by vehicles and equipment. PARD may require mulch to be removed after the event. All mulch approved to remain on site shall be spread to a depth no greater than 4" after all post event work has been completed.

DEFINITION: Critical root zone is the amount of ground around a tree that is protected by city ordinance from impacts. This area is defined as a radius around the tree trunk equal to one foot of ground for every one inch of tree trunk diameter when measured at 4.5 feet above ground.

Mulch or other approved decking material will remain in place during all pre, event/post event work, and actively maintained from event setup to clean up.

Frontline employees of subcontracted companies/vendors are most commonly NOT aware of this restriction. You are required to message and set clear expectations prior to the event.

Stages, Cranes, Trucks and Forklifts

Much damage can be caused by cars, trucks, steel deliveries, cranes, and forklifts on park grounds.

Wood decking, plywood or similar employed during the load in/out provides some protection however is ultimately **insufficient** to the task.

DuraBase, LD Panels or similar is superb in most respects. This decking material is entirely sufficient to the task, and organizers must strive to have something that substantial under any truck, crane, semi full of ice, or heavily laden forklift that needs to drive on the turf.

Main stages should be assembled and removed with a crane from a paved roadway/surface if at all possible, eliminating most need for decking in those locations, save for that required by the forklifts placing ballast or similar items.

Limit the amount of time the decking is on the ground to no more than 24 hours with a substantial break period between applications. Turf areas must breathe. Decking put down on one day of load in should be picked up overnight and reinstalled for additional second day load in activities.

Exact location(s) of the load route as **(PRE-APPROVED BY PARD DURING SITE PLANNING)**

should be communicated to the driver before they leave the road. Vehicles must take care to drive slow and steady, and turn their wheels only while moving.

Forklifts and similar vehicles must be procured WITH turf friendly tires, and NOT have flat warehouse styles tires which may spin and cause damage to turf.

Refueling: all engines must be refueled outside of the park on paved surfaces when at all possible. No refueling or mixing of gasoline or other chemicals may occur under the critical root zone.

Repairs

It is difficult for PARD to gather the resources (people, equipment, up front funding) to make the repairs on/or after a festival without negatively impacting daily operations park system wide, in addition to upcoming events (sometimes the weekend after your event), and requiring diversion of staff/funding from daily park needs. Organizers are financially responsible for all repairs (ie – turf, hardscape, irrigation, plantings, surfaces).

The City will decide in each instance on a case by case basis. Bids may be required by the organizer.

TURF SPECIFIC NOTES

Be aware that event activity that damages property may result in the need to replace areas of turf which would trigger area closure/fencing from any access during grown in. This will negatively affect upcoming rentals and the public.

Organizers are required to IMMEDIATELY CONTRACT/PROCURE any personnel needed to implement/finish PARD required repairs under PARD supervision in the period following the festival.

TREE SPECIFIC NOTES

Event activity that damages public trees is the responsibility of the organizer.

The organizer shall be held liable for the tree assessment by PARD staff as well as the assessed cost of the tree value lost as a result of the damage. This may lead to a **one to five year** remediation plan.

Trees (all areas under the canopy of a tree and within the critical root zone)

- **Parking/driving**
- **generators, vending, grills**
- **rigging, pulleys, ballast use, staking**

DEFINITION: Critical root zone is the amount of ground around a tree that is protected by city ordinance from impacts. This area is defined as a radius around the tree trunk equal to one foot of ground for every one inch of tree trunk diameter when measured at 4.5 feet above ground.

Impacts within the critical root zone of trees require permission from PARD. Impacts to trees 19" and greater in diameter require additional permission from the City of Austin Arborist Program.

Impacts include but are not limited to unpermitted pruning, injuries to any part of the tree, and soil disturbance (i.e., compaction, rutting, and digging) as a result of example event activities such as grilling, generators, parking, staging of equipment, or tent canopy conflicts. To avoid impacts all activities occurring within the critical root zone shall be vetted through PARD for approval. Foot traffic is permitted.

Driving/Parking/staging within the critical root zone:

Prohibited at all times. Exceptions will be made ONLY by PARD Forestry or the City Arborist in an instance where no other reasonable or prudent alternative exists where a public health/safety matter is of concern. Non-allowed examples include pallets of product, vehicles, trailers, etc. In extenuating situations when approved the ORGANIZER will minimally be required to mitigate impact based upon City forestry recommendations.

If special circumstances receive approval through PARD Forestry and the City Arborist, then 8" of mulch or other pre-approved material must be applied to disperse the load of heavy machinery within the critical root zone of the tree. Tree protection fencing may be required to protect the remaining critical root zone. Immediately after the event, mulch shall be spread to no more than 4" in depth within the critical root zone.

A tree ordinance review application and permit for critical root zone impacts to trees 8" in diameter and greater is required. The permit and directions for measuring a critical root zone can be found at the City of Austin City Arborist website.

<http://www.austintexas.gov/department/city-arborist>
http://www.austintexas.gov/sites/default/files/files/Planning/Applications_Forms/tree_permit.pdf

Generators, grills, smoke stacks and chimney type apparatus are prohibited from being placed directly under trees where the outermost edge of the exhaust or flame component is "less than" 30' feet from the closest tree branch.

No rigging, pulleys, or ballast use may include any parts of a tree. Items such as lighting (non heat generating) or light strings may be suspended from tree branches utilizing non-invasive means such as bungee cords, cloth straps, etc., and provide a soft/crushable natural non-flammable barrier between the tree trunk and the device. Complete removal of lighting and attachment material must be performed after the event, unless pre-arrangements with PARD are made.

Hand pulled garden carts and hand pulled flat beds are ideal for vendor product load in.

Persons causing damage to trees will be held liable for the tree assessment by PARD staff as

well as the assessed cost of the tree value lost as a result of the damage.

Toilets

Tip: When portable toilets are delivered they must NOT be set down on grass/turf areas, and then moved into place day(s) later just before events – ie backed to fence or curb lines. This essentially smothers the grass that was to be right in front of the door, severely handicapping the turf health before the huge stress of all attendees.

Toilets must be placed at the outermost edges of the event site, where service trucks do NOT need to access park turf areas to service the units, and with sufficient hose/hosing for business purposes. Delivery trucks should be carefully planned to stay on granite or paved surfaces at all times.

PARD would like toilets on the grass at the last possible minute, and in the place where they will remain. These locations are adjacent to paved or granite roadways which provide service access that does NOT require any vehicles entering park grounds.

Exceptions will be made ONLY in an instance where no other reasonable or prudent alternative exists.

Servicing: Servicing trucks should NOT leave the road or paved areas when servicing, and should bring sufficient hose to service from paved areas.

Tents, Concessions, Bars, Food

Tents should be elevated/picked up off the grass as soon as possible when being installed and removed. Tent canopies shall not sit all day hovering over turf limiting sunlight reaching grass. This includes planning and discussion of walled tents at multi-day events which may block sunlight for multiple days.

Canopies should not be assembled and then left on the ground for over a 24 hour period. Poles, folded up canopies and other hardware should not be brought out and left on the ground for too long. The hot metal will burn turf surfaces and grass.

Tent canopies shall not be placed within the critical root zone of a tree, or in a location that will conflict with the tree canopy. It is not permitted to prune tree limbs for any purpose.

Supplies, boxes, or other similar solid bottomed materials shall be elevated off the ground. For example, boxes of merchandise shall not sit on turf. They should be stacked on 2"x4" boards to allow air and light to reach the turf.

Decking/surfaces Required for Multi-Day Events Under Food Vendors:

General concession areas at any multi-day event shall install raised decking general work areas surfaces under front of house vending areas. For example, a 2-4" raised 20x20 deck under each vendor front of house for general work areas, and where approved, back of house

mats/surfaces which are manually picked up nightly.

Where approved by PARD, floor mats, tables, and similar back of house items should be set up **at the last minute possible** to limit the amount of time those mats are on the ground killing turf areas. Likewise, they should be picked up nightly after the concession area is cleaned of litter.

Garden carts and hand pulled flat beds are ideal for vendor general product load in.

Devices that hold/contain water/grey water should sit on a riser which allows air movement under the device. Where water must be removed from them daily, it may NOT be done on turf, and should be bucket/carried/flex piped out of the area.

Staffing:

Organizers are preferred to procure/activate sufficient operational staffing to support efficient loading/unloading of all activations/vendors/similar items. Vendors alone may not bring sufficient staffing to efficiently load/unload with the proper equipment.

Heat Generating Appliances:

Shall meet all federal, state and local laws. Heat generating devices shall be maintained and installed to be sufficiently far enough away from the turf surface so as not to burn/scorch turf.

Staking

Prohibited in all parks.

If staking is requested for extenuating business circumstances, the staking zone must be detailed on the site plan/in site review and PARD staff will be required to be on site at all times during installations, billable to the event organizer. PARD may require multiple staff on site.

Exceptions will be considered by PARD ONLY in an instance where no other reasonable or prudent alternative exists. If approved by PARD, and AFTER a service contract with a professional locating company that uses x-ray/radar type technology is on file with the City, PARD may elect to approve staking. No tent canopies shall be installed in the critical root zone.

“One-call” services alone are NOT an approved locator, as they mark only up to the property boundary and do not mark interior utility lines.

Fasteners (common with structure, tent/scrim, and fence contractors)

The tent and fence contractors must be vigilant in policing the grounds and picking up fasteners. Pins, brackets, nuts, bolts, wire, and ties after must be completely picked up before the park is reopened.

Organizers should manually walk the entire site several times before PARD staff attends the post-event walk to make extensive proactive efforts in taking personal responsibility for superior litter removal.

The Critical Root Zone

City code requires that trees are preserved to the maximum extent reasonable and feasible. Tree preservation is effectively defined as root system preservation; a Critical Root Zone Area (CRZ) is assigned to each tree, based on trunk diameter size.

“The ½ Critical Root Zone” - A minimum of 50% of the CRZ is required to be left undisturbed to achieve minimal conformance with the regulations.

The Critical Root Zone - Development Impact Zones

Example: 20 inch diameter tree

