

General Provisions

(By authority of Public Act 234 of 1988 and Executive Order 2001-10.)

The Michigan Veterans' Memorial Park & Vietnam Monument is a public memorial honoring those who have served in the United States Military. The Michigan Veterans' Memorial Park Commission is responsible for establishing procedures for the use of the Memorial Park and Monument which is managed and maintained by DMB.

The following definitions apply to these rules unless the context requires otherwise:

a) "Park" means the Michigan Veterans' Memorial Park and Vietnam Monument and the land, bordered by Ottawa Street on the north, 3-feet south of the landscape shrub line on the south, sidewalk between the Memorial Park, Monument and the Michigan Hall of Justice on the west, and the DMB Visitor Parking lot on the east.

b) "Commission" means the Michigan Veterans' Memorial Park Commission.

c) "DMB" means the Department of Management & Budget.

d) "Event" means a performance, ceremony, presentation, meeting, or demonstration held at the Park.

e) "Exhibit" means any display of artwork, including but not limited to, paintings, sculptures, arts and crafts, and photographs; public service and educational presentations; and historical and commemorative displays, but does not include the display of business cards or promotional materials soliciting or offering to sell any article or service.

f) "Partisan political event" means an event held for the primary purpose of advancing or advocating the political candidacies of a particular party or group.

g) "Security" means the state police officers, security officers, and other civilian guards employed by the Commission or DMB.

Comments or suggestions regarding these procedures may be directed to: Michigan Veterans' Memorial Park Commission, DMB, 2nd Floor Cass Bldg, P.O. Box 30026, Lansing, MI 48909, Attn: Sharon Ross.

Allocation of the Park

The Park and use of the Park are controlled by the Commission.

Information about and requests for use of the Park should be addressed to: Michigan Veterans' Memorial Park Commission, DMB, Facilities Administration, Joint Operations Center, 615 W. Allegan St., Lansing, MI 48933, Attn: Kathy Knapp.

Michigan Veterans' Memorial Park & Vietnam Monument

The following rules apply to all areas of the Park:

a) An event shall not discriminate on the basis of race, national origin, religion, sex, age, or handicap.

b) All events are scheduled on a first-come, first-served basis subject to change according to the following priority list: (i) Commission for its own functions; (ii) Commission for functions it sponsors; (iii) Legislators for their official functions; (iv) Governor's office for official functions of the executive office; (v) Official functions of state agencies and departments; (vi) Legislators for functions they sponsor; and (vii) Governor's office for functions it sponsors.

The Park may be used by private organizations for events, the principal purpose of which is the advancement of a significant governmental interest according to the following:

a) As approved by the Commission.

b) During business hours.

The following events are not permitted at the Park:

a) Events whose primary purpose is the advancement of religion or of a religious sect or denomination.

b) Events whose principal purpose is not the advancement of a public interest of the State, including, but not limited to, the promotion of Michigan business.

c) Partisan political events and events whose principal purpose is the advancement of a particular political party or the holder of, or candidate for, a political office, such as political party rallies and fund-raisers for a political party or for the holder of, or candidate for, a political office.

d) Events sponsored by, or including participation by, organizations practicing or promoting discrimination prohibited by state law.

Organizations scheduling an event are responsible for the conduct and the activity of all guests. If anything, in the judgment of the Commission, state police officers, security officers, or other civilian guards employed by the Commission or DMB, is disruptive to the functioning of the State it may be prohibited or stopped.

Use of the Park by private sector organizations shall not interfere with the conduct of public business by agencies of the State, and shall not affect the safety and well-being of the individuals conducting the work of these agencies.

In case of fire, bomb threat, utility malfunction, structural failure, or other unforeseen emergency or threat endangering public safety or health, the Commission may delay or postpone any scheduled event or exhibit until the emergency or threat is over.

Individuals or organizations are responsible for returning the areas used to their original condition. Individuals or organizations are responsible for any vandalism, damage, breakage, loss or other destruction to the Park caused by that individual or organization. Costs will be assessed to individuals or organizations for damages incurred.

Individuals or organizations using the Park shall indemnify and hold harmless the State of Michigan and its departments, agents, and employees from and against any and all suits, damages, claims, or other liabilities due to personal injury or death, for damage to or loss of property to the State or to others, or for any other injury or damage arising out of, or resulting from, the use of the Park.

Food and beverages may be served at a scheduled event if all of the following criteria are met:

a) The applicant specifies in writing, before the event, the types of food and beverages to be served and the desired service area.

b) Food and beverages are to be provided by a state licensed caterer. If not, individuals or organizations shall obtain a temporary food stand license from the Ingham County Health Department's Bureau of Environmental Health, as required by state law (Public Act 368 of 1978).

c) The applicant assumes responsibility for the preparation, service, and consumption of all food and beverages provided during the event.

d) The food and beverage service does not cause physical damage to the Park.

The applicant will have to provide any equipment needed for an event. Set up and removal shall be between the hours of 7:00 a.m. and 6:00 p.m. The Commission should be contacted to discuss intended use and set up of equipment.

Exhibits are allowed during an event subject to the following conditions:

a) The exhibitor understands and agrees that the State of Michigan is not responsible for damage to, loss of or theft of exhibits during the period of their installation, display, or removal. No special security is provided by the Commission for exhibits. All special security required for an exhibit must be provided by the exhibit's sponsor.

b) Exhibitors bear all costs of assembling, mounting, displaying, and removing exhibits and of cleaning up and restoring the exhibit area to its original condition under the supervision of the Commission.

c) Exhibits must be free standing. Exhibits may not hang from the Monument or be affixed to railings, or other surfaces of the Park except for standing on the ground. Exhibits at the Park may not hang from or be affixed to trees, shrubbery or other plantings, fences, light fixtures, light wells, or other features of the Park.

d) The exhibit contains a sign at the beginning of the exhibit containing the name and address of the exhibit sponsor; the purpose of the exhibit; and a statement that the display is not owned, maintained, promoted, supported by, or associated with the State of Michigan.

e) All items or materials associated with an event must be removed promptly from the Park after an event.

Requests to schedule events shall be submitted to the Commission at least six weeks before the date of the event; but earlier is recommended. Requests will be scheduled on a first-come, first-served basis. Each request shall be in writing and shall contain the following information:

a) Name and description of sponsoring organization.

b) Name, address, and telephone number of contact person.

c) Name, address, and telephone number of back-up contact person.

d) Description of planned event.

e) Date and hours requested for event and duration of event.

f) Number of anticipated attendees.

No sound amplifying equipment may be used if the sound level interferes with the conduct of public business by agencies which are located near the Park.

Questions concerning special events and requests to schedule events at the Park shall be made to: Michigan Veterans' Memorial Park Commission, DMB, Facilities Administration, Joint Operations Center, 615 W. Allegan St., Lansing, MI 48933, Attn: Kathy Knapp.

To schedule an event, a sponsor is required to sign an acknowledgment that the sponsor has read, understood, and will abide by the procedures governing the use of the Park; that the sponsor is responsible for damages incurred as a result of its event; that the sponsor will either restore or pay to have restored the area used for its event to the condition that existed prior to its use; and that it will indemnify and hold harmless the State of Michigan for any damage, loss, or liability the State incurs arising out of the sponsor's use of the Park. Any sponsor that fails to abide by the terms of the agreement will not be permitted to schedule a future event until the outstanding obligations have been fully satisfied.

A person shall not do the following:

a) Post or affix signs, announcements, or other documents on surfaces of the Park. Affix stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage surfaces of the Park, including light wells, benches, walkways, and trees; or use tacks, nails, staples, or other attachments. No item or material with the potential to damage the Park may be used.

b) Lean any item against any feature of the Park.

c) Remove state property from the Park except as permitted in the normal course of business, unless the removal has been previously authorized in writing.

The Commission, state police officers, security officers, and other civilian guards employed by the Commission or DMB may close the Park at any time in the case of an emergency. If the Park is closed during an emergency, access may be denied for the duration of the emergency. A person shall not enter or attempt to enter upon the grounds until the emergency is over.

To enhance security and public safety, security officers may do the following:

- a) Inspect packages and briefcases suspected of concealing stolen items or contraband.
- b) Inspect items being brought to the Park if suspected to be capable of destructive or disruptive use.
- c) Demand proper identification of all visitors at any time.

An individual or organization is not permitted at the Park for the purpose of solicitation of funds or the sale of any article or service except that charitable organizations may solicit funds if written authorization is obtained from the Commission and if the solicitation is confined to the area of the Park.

The following conduct is prohibited at the Park :

- a) The occupation of a sidewalk area, driveway, or grounds in a manner that hampers or obstructs its proper use, the proper movement of persons or vehicles, or the normal ability of persons to visit the Park.
 - b) The entering or trespassing into areas, the use of which is forbidden to the general public and for which there are signs or notices prohibiting entrance.
 - c) Behaving in a disorderly manner upon the premises or unreasonably annoying, harassing, assaulting, or disturbing an employee or visitor.
 - d) Creating, causing, or attempting to create a disturbance or openly and willfully refusing to conform to Park procedures.
- A person who violates these procedures is subject to, but not limited to, criminal penalties provided by law and to immediate removal from the Park by state police, the Commission, or any other person designated by the Commission.

The Park including Monument

The areas of the Park including the surfaces of the Monument, brick walkways, benches and the grounds.

Public use of the Park for scheduled events is subject to the following:

- a) Use of the Park or the Monument by an individual or organization for an event is authorized only if the event has been scheduled with the Commission in accordance with the procedures.
- b) In order to maintain the security, safety, and aesthetic appearance of the Park and Monument, and to provide for regular maintenance, improvements, or alterations, scheduled events shall occur between the hours of 7:00 a.m. to 6:00 p.m. on a daily basis, and shall at no time block any sidewalk or impede free access to the Park or nearby buildings by state employees or the public.
- c) Equipment or structures of any kind that are placed on the Park premises in connection with an event or exhibit shall be entirely removed at the conclusion of the event, or no later than the time set for the closing of the Park.
- d) In order to maintain the security safety, and aesthetic appearance of the Park, and to provide for regular maintenance, improvements, or alterations, structures, whether for shelter or for any other purpose, erected by an organization as part of a scheduled event shall be removed from the grounds by the time scheduled for the closing of the grounds. The size, number, and location of structures erected for shelter shall be determined by the Commission on the physical conditions of the grounds and the expected size and nature of the event. This determination shall be stated in writing to the organization scheduling the event. Structures for a scheduled event for purposes other than shelter, must be approved by the Commission.
- e) Due to the presence of underground utility, electrical, and drainage lines, signs, banners or tent stakes shall not be driven into the ground nor shall they be supported in or by any tree, monument, art work, or other structure located in the Park. Signs, excluding disclaimer signs required for displays, or banners supported by free-standing devices, may not be left unattended. An individual must be stationed near a free-standing sign or banner at all times to prevent damage to the Park or the Monument, injury to individuals, and for security reasons.

f) Picketing and the distribution of literature shall not impede or interfere with state business or public access to and use of the Park. In order to inform individuals and organizations of the procedures for the use of the Park and grounds, it is recommended, but not required, that individuals and organizations desiring to distribute literature at the Park advise the Commission of the date and time of this activity. In order to assure the reasonable conduct of public business, to ensure unobstructed access to the Park for its visitors and to maintain the Park and its grounds, the Commission has been delegated the authority to designate specific areas of the grounds for picketing and the distribution of literature, which shall apply equally to all such activities. Individuals distributing literature shall remove all discarded items from the grounds at the conclusion of their activity.

g) The following are prohibited: (i) Defacing or damaging the grounds, including trees, shrubbery, flowers, lawns, sidewalks, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, or subterranean features necessary for the maintenance and operations of the Park, such as lawn sprinkler systems, sewer and water mains, electrical conduits, etc., or any other feature in any manner; (ii) Defacing or damaging the Park walls and surfaces, including sidewalks, and brick walkway (iii) Stepping or climbing upon the Monument, fences, lighting fixtures, light wells, trees, or other parts of the Park not intended for such purposes; (iv) The dispensing or consumption of alcoholic beverages on the grounds; (v) Camping or sleeping overnight on the grounds; (vi) The use of vehicles on the grounds, except in areas designated for vehicular use, without permission of the Commission; and (vii) Hunting and trapping on the grounds.

h) The Commission may authorize free standing banners to be displayed according to the priority of banners from agencies associated with the Park and then banners from other state agencies or departments provided the following criteria are met; (i) The banners promote activities of agencies being held at the Park or state holidays, celebrations, and institutions; (ii) The banners are not political, or pertain to an issue before the Legislature; (iii) The name of the banner sponsor does not constitute more than 20 percent of the banner surface; (iv) The banners do not promote private business or non-governmental institutions.

All decisions by the Commission required under these rules shall be made as promptly as possible, but no later than ten state business days after receiving the written request.

Procedures For the Use of the

MICHIGAN VETERANS' MEMORIAL PARK & VIETNAM MONUMENT



Approved by
Michigan Veterans' Memorial Park Commission
January 2008

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