



**THE EASTERN IOWA AIRPORT**  
CEDAR RAPIDS

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**SPECIAL EVENTS POLICY**

**Cedar Rapids Airport Commission**

**Cedar Rapids, Iowa**

THE EASTERN IOWA AIRPORT  
CEDAR RAPIDS AIRPORT COMMISSION  
SPECIAL EVENTS POLICY

**BACKGROUND:**

The Cedar Rapids Airport Commission (Commission) is responsible for the safe and efficient operation of The Eastern Iowa Airport (Airport). The Commission has the responsibility to conduct the operations of the Airport under a philosophy of public service and be a good neighbor to the surrounding communities and its residents.

The Commission, as a condition of accepting construction grants from the federal government, is required to operate the Airport in a self-sustaining manner as possible. Therefore, the Commission establishes fees and charges for the use of its facilities and land. The Commission has approved and adopted Rules and Regulations that all users of the Airport are obligated to abide by

**PURPOSE:**

While the principal use and purpose of the Airport is for aviation related activities, the Commission reserves the right to issue permits for activities other than normal and routine aeronautical activities to take place on the Airport. When granting these permits, the Commission must continue to allow the primary purpose of the Airport to take precedence over non-aeronautical related activities. In granting these permits the Airport receives increased exposure to and promotional interest in aviation by attendees of the permitted activities that otherwise would not be exposed to the facilities and tenants of the Airport.

**DEFINITIONS:**

For the purpose of this policy, the following definitions apply:

1. Aeronautical Activity: An aviation activity or event regulated or governed by the Federal Aviation Administration. This also includes the use of lighter-than-air craft (hot air balloons, blimps, etc.) that may be tethered or anchored to the ground or other fixed or stationary objects.
2. Lights and/or Lighting: Any lighting that is not a permanent fixture on the Airport or an Airport building including any movable or repositioned lighting.
3. Loud Music or Public Address Announcements: Any music or announcements that can be heard beyond the perimeter fence of the Airport regardless of the location of the music or announcement being generated.
4. Non-Aeronautical Activity: An activity or event that is NOT regulated or governed in any manner by the Federal Aviation Administration.
5. Special Events: An activity or event held on or over the Airport when a large number of participants or spectators are anticipated to participate and/or attend which has the potential to interrupt the normal principal use and purpose of the Airport. This includes potential impacts on the neighborhoods surrounding the Airport and the roadways leading to and from the Airport. A Special Event could be aeronautical activity or non-aeronautical activity including civic, charitable, educational, religious, not-for-profit or similar purpose. This does not pertain to press conference, press briefings, or similar type events.

**PERMITTED USES:**

No Person shall utilize any portion of the Airport for any civic, charitable, educational, religious, not-for-profit or similar purpose, except as authorized by the Airport Director. In addition, no Person shall use any structure or facility on the Airport, either directly or indirectly for the conduct or promotion of, or solicitation for any business, trade, or commercial activity; or for any revenue producing or fund-raising purpose, except under the terms and conditions of a lease, license, contract or permit or written authorization issued by the Airport Director. Authorized tenants of the Airport may be permitted to use their facilities for Special Event activities after making application for and receiving approval by the Airport Director for these Special Event activities.

Permission for Special Event activities on the Airport does not negate the need for required Airport permits for services and vending at the Airport.

Approval by the Airport Director for Special Event activities is done on a case-by-case basis. The Commission reserves the right to modify this policy from time to time on a case-by-case basis. The Commission has the right to restrict the use of its facilities, time of use of its facilities, noise generated by the use of its facilities and, once granted permission to use certain facilities, immediately discontinue use of facilities by persons not complying with the terms and conditions of the permitted use of the facilities or for public safety or security reasons.

**AGREEMENTS:**

Persons requesting use of the Airport for a Special Event activity must first submit a Special Events Application for approval to the Airport Director. The Airport Director may also require the Person to enter into a Special Event Agreement prior to the use of the facility. The Airport Director may also require indemnification, insurance certificates and damage deposits for the use of its facilities.

**Special Event Permit Fee Schedule** The following fee schedule applies for all Special Event permits on the Airport:

Still Photography Film Permit per day:	\$200.00
Motion Picture/Video Film Permit (half day 1-5 hours)	\$500.00
Event Permit Fee per day (12+ weeks in Advance)	\$500.00
Event Permit Fee per day (4 - 12 weeks in Advance)	\$750.00
Event Permit Fee per day (Less than 4 weeks in Advance)	\$1,000.00

In addition to the permit fee listed above, the Airport Director reserves the right to charge for direct expenses, personnel reimbursement expenses, expenses to restore the facilities to their original state, and expenses due to damage during the use of its facilities, all of which will be described in the Agreement entered into prior to the use of the facilities. If rental is canceled or changes the start time within 48 hours of the scheduled date, the company will be charged for all Airport personnel assigned for the day.

Registered 501c not-for-profit organizations who do not charge for the event or attempt to recoup expenses from participants are eligible for a 50 percent discount on event permit fees (this does not apply to photography or film permits).

## **CERTIFICATE OF INSURANCE REQUIREMENTS:**

A Certificate of Insurance is required evidencing all required insurance coverage as provided with any required endorsements attached so as to evidence their inclusion in the coverage. The Certificate of Insurance are due before the Permit can be approved. Coverage limits are determined by the size and scope of the event. Contact the Airport Administration Office for specific requirements and forms (See Attachment A).

## **NON-COMMISSION PERMITS AND LICENSES:**

It is the responsibility of the Person requesting use of the facilities to obtain all required permits issued by the State of Iowa, Linn County, or the City of Cedar Rapids Government. These might include Permits and Licenses for food sales and/or distribution, alcohol sales and/or distribution, motor vehicles, Fire Marshal permit, etc. Special Events may require an event application be completed with the City of Cedar Rapids if a portion of the event occurs off of the Airport property. Special Events require coordination with the Eastern Iowa Airport Department of Public Safety. It is the responsibility of the Person to obtain the current forms and receive approval prior to the use of the facilities at the Airport. The Airport Director shall be given copies of all locally required and issued permits prior to final approval and permit issued for the event. The Commission is not responsible for illegal or irresponsible use or sale of alcohol during the permitted use of the facilities.

The Commission is not responsible for any costs associated with the application or acquisition of any permits, including if the special event application is denied.

## **RESTRICTIONS ON USE OF FACILITIES:**

The Airport Director reserves the right to limit the hours of activities, the volume of music/noise generated, the number of amplified speakers, the lighting, and the type of language being generated for all activities conducted by the Person requesting use of its facilities. External speakers must face toward the center point of the Airport and inside speakers in a hangar location must face toward the inside of the hangar. Lighting must not interfere with aircraft operations or impede the ability of air traffic control, pilots, ground control, operations, or any other primary service to safely conduct their jobs or interfere with safety lighting in place on the Airport. Certain airport events, such as airport emergencies, will take priority and may prompt the Airport Director to restrict the use of facilities immediately if public safety or other operational concerns warrant. In the event it halts production, the Airport Commission shall not be responsible for any damages or losses that might be incurred by the rental party.

All activities will be restricted to the following hours:

### **INSIDE EVENTS:**

1. No loud Music or Public Address Announcements before 8:00 a.m. Monday through Friday.
2. No loud Music or Public Address Announcements before 9:00 a.m. Saturday and Sunday.
3. All events may not start before 7:00 a.m. daily
4. All events must conclude by 11:00 p.m.
5. Aerial lighting must be approved prior to use.

**NON-AERONAUTICAL OUTSIDE EVENTS:**

1. No Loud Music or Public Address Announcements before 9:00 a.m.
2. Events may not start before 8:00 a.m.
3. Events must conclude by 10:00 p.m.
4. Aerial lighting must be approved prior to use.

**AERONAUTICAL OUTSIDE EVENTS:**

1. No Loud Music or Public Address Announcements before 7:00 a.m.
2. Events may not start before 6:00 a.m.
3. Events must conclude by 10:00 p.m.
4. Aerial lighting must be approved prior to use.

## **SPECIAL EVENTS PERMIT INSURANCE REQUIREMENTS**

### **Section I - Insurance Requirements**

PERMITEE, at its own expense, shall procure and maintain insurance as to cover all risk which shall arise directly or indirectly from the Special Event for which the Cedar Rapids Airport Commission 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 event's activities and type of Airport property or other resources involved:

#### **General Liability Insurance - Occurrence Form:**

- a. Low Risk Event - minimum liability limit \$1,000,000** 1. Non-aeronautical events with little or no impact on the public. 2. Events without alcohol.
- b. High Risk Event - minimum liability limit \$10,000,000 (Additional insured and governmental immunities endorsement is required.)\*** 1. Events requiring street closures. 2. Events that expect large crowds. 3. Large event taking place for more than one day. 4. Aeronautical events.

**\*Endorsements When Required Must Read:** 1. **Additional Insured Endorsement:** Except for Workers' Compensation and Professional Liability, the policies shall include the Airport Additional Insured Endorsement of: Cedar Rapids Airport Commission, its Commissioners, officers, employees, agents and volunteers, are included as additional insureds with respect to liability arising out of the Insured's work and/or Services performed for the Cedar Rapids Airport Commission. This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available 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 Cedar Rapids Airport Commission as an Additional Insured does not waive any of the defenses of governmental immunity available to the Cedar Rapids Airport Commission 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 may be amended from time to time. 3. Assertion of Government Immunity: the Cedar Rapids Airport Commission shall be responsible for asserting any defense of governmental 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 Cedar Rapids Airport Commission. 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 the Cedar Rapids Airport Commission 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 Cedar Rapids Airport Commission. 5. No Other Change in Policy The insurance carrier and the Cedar Rapids Airport Commission agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**Certificate of Insurance Requirements** A Certificate of Insurance is required evidencing all required insurance coverage as provided above with any required endorsements attached so as 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. List the name of the Event and Date in the Description of Operations section.

2. The following address must appear in the Certificate Holder section:

Cedar Rapids Airport Commission

2515 Arthur Collins Parkway SW

Cedar Rapids IA 52404

3. The Producer's contact person's name, phone number and e-mail address is required.

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