



Greater Rome Convention & Visitors Bureau

Standard Operating Procedure:

SPORTS & EVENTS IN ROME/FLOYD COUNTY

First point of contact, minimum 4 months in advance of event:

Ann Hortman

Sports Marketing & Event Coordinator

Greater Rome Convention & Visitors Bureau

706-295-5576, 800-444-1834 or ann@romegeorgia.org

Cross reference Calendar of Events for conflicts

Informal planning meeting (in person or via email) with GRCVB should take place prior to all steps below:

Note: If your event involves any city or county road (whether you are requesting road closures or not) approval of the course must be granted by the applicable public safety division (ie: City or County police)

Road Closures:

- Set up meeting to informally discuss plans between City & County Public Works Departments – Eight weeks prior – make official request with -
 - a. City Public Works, Margaret Hollingsworth will put it on the calendar for presentation to the PW Committee mhollingsworth@romegeorgia.org
 - b. County Public Works, Michael Skeen will put it on the calendar for presentation to the PW Committee skeenm@floydcountyga.us
- City/County Police Departments: provide routes
 - a. Assembly Permit required: available with City PD – Gary Pace, gpace@romepolice.com
 - b. Event location will determine which PD has jurisdiction. Responsible PD will choose additional forces as needed (ie: Sheriff's Department, GA State Patrol, EMA, DNR, etc...)
 - c. Responsible PD will be accountable for notifying residents/businesses of road closures in addition to signage by Public Works Departments
 - d. Number of intersections determines amount of manpower is needed. All officers (off-duty) to be compensated by organizers – rates vary depending upon service required, and can be up to \$35 per hour
 - e. Contact information for Floyd County Police, Georgia State Patrol and Floyd County Sheriff's department can be provided if needed
- GA DOT: 3 months prior to event submit routes and make request
 - a. Harry Maddox (District 6 Traffic Engineer) hmaddox@dot.ga.gov and Ricky Clayton (Safety Enhancement Coordinator) @ rclayton@dot.ga.gov

Medical Support:

- Redmond Regional – 4 weeks notice minimum
- Contact: Robert Early 706-252-5660/ robert.early@hcahealthcare.com
- Sherry Peace 706-252-0822/ sherry.peace@hcahealthcare.com
 - a. Number of people and type of event determines amount of coverage
 - Ambulance (smaller event)
 - Ambulance plus bike medics/first aid tent for larger event
 - Above PLUS "MASH" unit for largest events
 - Floyd Medical Center EMS – contact Bud Owens, Director or Andy Fairel, Community Relations Coordinator
706-509-3820 or howens@floyd.org
 - Services provided: paramedic ambulances, bike emergency response team, off road emergency vehicles, rugged mini ambulances, mobile incident command trailer.

Choice of service is at contractor's discretion, but please be aware of the 911 zones.

Downtown Development:

Ann Arnold aarnold@rome.ga.us and Amanda Carter acarter@rome.ga.us

- One month prior to notify merchants
- Will notify permitted parking patrons 2 weeks prior to event
- Contact Amanda Carter to blast notification to downtown merchants and businesses
- Organizer responsible for due diligence for downtown events to notify churches, Forrest, Forum, etc... to ensure not disruptive for weddings, etc...

PUBLIC Notification of Road Closures:

- Organizer responsible for notifying Media to alert citizens
- City/County PD will make sure notices are distributed
- On-route signage can be made by City/County Public Works departments

River usage:

- Notify EMA: Scotty Hancock hancocks@floydcountyga.org and Tim Herrington herringtont@floydcountyga.org
- DNR: (Rocky Mountain Recreation Area) Eric Dykes eric.dykes@dnr.state.ga.us Swift Water Response Team/Redmond Regional EMS (see above for contact information)

State Mutual Stadium:

- Notify Mike Dunn, Rome Braves General Manager 706-368-9388

Alcohol Permits:

- List of approved pouring locations available at the City Clerk's office, along with permit rules. Joe Smith, City Clerk, 601 Broad Street, Rome, GA

Infrastructure:

- County Public Works will do: pre-event litter detail, limited pothole patching (6 weeks advance notice), limited road sweeping
- If event is held in the County, organizer responsible for post race litter detail and must "leave the area the way it was found."
- Security deposit MAY be charged
- Encourage event organizers to use #1 cups for recycling. Recycling Center can provide limited pick-up; City PW can provide pick-up – ALL must be in a bag or receptacle.
- Barricades, cones, plasticade can be provided by City/County Public Works and City/County Police Departments
- City/County Public Works can create signage relevant to the road closures, provided organizer pays for materials – and signs are retained by Public Works (pricing varies dependent upon needs)
- Inmate Labor – limited use – not available on private property. Notify Warden, Jeff Chandler, 6-8 weeks prior, and cost may be involved
- County Public Works will work with Animal Control to notify of animals at large on route
- City and County Public Works reserves the right to charge event \$20 per hour per worker if necessary for safety of event
- Porta-Toilets: 1 needed per 100 participants. Also, if food service is involved, hand washing stations are mandatory.

Rome/Floyd Parks & Recreation:

- If RFPRA venue is involved: Contact Betsy Hampsen 706-291-0766

Legal Issues:

- Each event will carry liability insurance

Taxes:

- Is any part of the event subject to sales tax?
- Check with the Floyd County tax office and/or City clerk.

This is an evolving document, and policies are subject to change.

Questions?

Contact –

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