

## **Idaho State Veterans Cemetery**

### **Public Event Policies**

As provided in IDAPA 21.01.04, the Idaho State Veterans Cemetery (the “Cemetery”) is available for public ceremonies and gatherings upon the written approval of the Division Administrator. The following Public Event Policies apply to public events at the Cemetery.

1. All requests for public events must be submitted on the Public Event Request form.
2. The Cemetery is the final resting place for Idaho veterans and their families. All events must be appropriate for a cemetery honoring veterans and preserve the dignity, beauty, safety, and security of the Cemetery. The Division Administrator has determined that events primarily involving a protest against public policies or practices are not appropriate for the Cemetery and will refer such request to other public forums such as the Idaho State Capitol and its grounds.
3. The Cemetery may be reserved only for public events. A public event is any event open to the public and to which the public will have full access. The Division Administrator will not approve requests for private events. Private interments may be scheduled directly with Cemetery staff.
4. The following are prohibited at public events: partisan activities; alcohol; and animals.
5. All events must be held during the operational hours of the Cemetery: 8:00 a.m. to sunset.
6. Public events may take place at \_\_\_\_\_. Public events will generally not be approved at gravesides or on unpaved areas.
7. Public events are subject to Boise City ordinances, including sound ordinances.
8. The event sponsor is responsible for all equipment and supplies required for the public event, for set-up prior to the public event and for returning the Cemetery to its condition prior to use following the public event, including removal of all litter and garbage.
9. The Division Administrator may require adequate insurance to cover risks to persons and property arising from the public event. Adequate insurance includes property and liability coverage and requires the State of Idaho, Division of Veterans Insurance as an additional insured. The event sponsor must submit evidence of insurance at least five (5) days prior to the public event.
10. The Division Administrator may require a deposit to cover the costs of inadequate litter and garbage removal by the event sponsor. The Division Administrator may provide notice of inadequate litter and garbage removal and retain the deposit.
11. The Division Administrator or his designee may terminate an event at any time if the event fails to comply the Idaho State Veterans Cemetery Rules, IDAPA 21.01.04 these policies, or the conditions of use, or if the event threatens the dignity, beauty, safety, or security of the Cemetery.
12. Events will be scheduled on a first-come first-reserved basis.

# Idaho State Veterans Cemetery

## PUBLIC EVENT REQUEST

Complete the information below and submit the signed and completed request form to the Idaho State Veterans Cemetery, 10100 N. Horseshoe Bend Rd., Boise, ID 83714. By signing this Public Event Request, the Sponsor agrees to abide by the Idaho State Veterans Cemetery Rules, IDAPA 21.01.04, the Idaho State Veterans Cemetery Public Event Policies, which are incorporated herein by this reference, and the conditions of use placed upon the approval of the request and set forth below. A copy of this form will be returned to the Sponsor's address set forth below after review and approval or disapproval by the Division of Veterans Services. Events are not confirmed until the Division of Veterans Services has returned this Request indicating approval of the Event.

### SPONSOR

Organization/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Responsible Person Overseeing and Present at the Event: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### EVENT

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Include time needed for setup and cleanup)

Location: \_\_\_\_\_

Describe Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will commercial photographs, including video, be taken at the event? \_\_\_\_\_

### INSURANCE

At least five (5) days prior to the event, the Sponsor must submit a certificate of insurance evidencing general liability insurance covering the public event with limits acceptable to the State of Idaho, Division of Veterans Services for the perils of bodily injury, property damage, and personal injury and naming the Division of Veterans Services and the State of Idaho as an additional insureds. A copy of the additional insured endorsement must be attached to the certificate of insurance.

The above listed Sponsor agrees to indemnify and hold harmless the State of Idaho, Division of Veterans Services, its agents, employees, or any other covered group or individual against loss or expense, including attorneys fees by reason of bodily injury, property damage, or personal injury arising out of the Sponsor's use of the Idaho State Veterans Cemetery. It is further agreed that the Sponsor shall, at the option of the State of Idaho, Division of Veterans Services, defend with appropriate legal counsel and shall further bear all costs and expenses, including expenses of counsel in defense of an suit arising hereunder.

### AUTHORIZED SIGNATURE

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title or Relationship to Organization: \_\_\_\_\_

### For Division of Veterans Services Use Only

Approved ☐ Disapproved ☐ Date: \_\_\_\_\_ By: \_\_\_\_\_

Conditions of Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Deposit: Yes ☐ Amount: \_\_\_\_\_ No ☐