

## **Mass Gathering recommendations/requirements**

The following information must be provided:

1. Name and date of event.
2. Address of event.
3. Name and contact information of facility owner.
4. Copy of flyer and information must be attached. **Advertising must clearly state that no off-road vehicles or four-wheelers are permitted on Polk County roadways. Blocking roadways is not permitted.**

### **5. Sheriff's Office and Constable requirements include:**

A). One (1) certified peace officer per 50 attendees; or one (1) certified peace officer and one (1) security officer per 100 attendees.

B). Law enforcement event point of contact.

C). Full name, agency affiliation, badge number, and contact information (cell phone number) must be provided for all peace officers and security personnel working at the event.

### **6. Emergency Management requirements:**

A). Command and control point event coordinator (name and contact information) and location of control point.

B). Review all Fire Marshal recommendations.

C). Permit Department recommendation: 1 portable restroom per 75 attendees.

Provide map of command center location, ambulance and EMS staging, traffic flow (ingress and exit locations) and other pertinent information.

**All the information must be provided to the office or department prior to the hearing.**