

## Appendix T: Code of Conduct

### Classic City CanopyFest

#### Code of Conduct

Purpose: To ensure all workers and volunteers adhere to the same standard.

1. Participants in Canopyfest must complete a waiver agreement before participating in any event.
2. Participants engaging in a class must adhere to the CanopyFest dress code. Open sandal shoes, jeans, boots, and loose jewelry are not permitted during class.
3. CanopyFest is a fun, family friendly event. Explicit language, inappropriate comments, and violence are not permitted. We encourage all participants to encourage one another during the event.
4. Volunteers and participants are expected to treat everyone with respect
5. Volunteers are expected to be friendly and helpful to assist CanopyFest participants as appropriate.
6. Volunteers are expected to arrive promptly, being present for the duration of assigned shifts.
7. CanopyFest management will not discriminate any individual based on sex, gender, race, ethnicity, or sexual orientation.

Policy written: March 23, 2016

Policy updated: March 23, 2016

## Appendix V: Operations Manual

### I. Event Details

Specific information for each individual Canopy fundraiser will be provided in the Briefing Report for each event.

### II. General Considerations

#### A. Permits and Waivers

The following permits and waivers are required, and are already possessed by Canopy:

- Entertainment Venues and Events License
- ASCAP
- Liquor License
- Canopy class waiver

### III. Consultation with Key Stakeholders

#### A. Planning Meetings

The planning meeting with key stakeholders – Canopy staff, performers, and volunteers – will be conducted at Canopy Studio at least two weeks prior to the event.

#### B. Pre-Event Briefing

An event briefing with all relevant stakeholders will be conducted at Canopy Studio on the day of each event, prior to the start of the event.

#### C. Post-Event Debrief

A debriefing with all relevant stakeholders will be conducted at Canopy Studio within seven days of event completion.

### IV. Event Operations

#### A. Signage

Upon arrival at Canopy, a large banner will direct guests to the check in table, located between Canopy and Broad 9A. Canopy and Broad 9A are already well labeled.

#### B. Communications

During the event, communication will be done person-to-person. The venues are next door to each other, so one volunteer will be designated to pass on messages among Canopy, Broad 9A, and the outdoor space in between.

#### C. Staff

The staff for this event will consist of volunteers and Canopy teaching staff and students. Canopy teaching staff will be teaching all aerial arts classes, and both Canopy staff and students will be performing at Canopy. Canopy students will be the volunteers inside Canopy at all times, acting as ushers for performances and answering any questions. Volunteers outside of Canopy will be stationed in the outdoor area and in Broad 9A to answer questions and guide traffic.

#### D. Medical Protocol

Medical protocol for Canopy Studio can be found on page 9 of Appendix V, under “Emergency Procedures”.

#### E. Cleaning Brief

At 7:30pm, Broad 9A will close to the public, and the outdoor festivities will end as well. From 7:30 – 9pm, volunteers will clean the outside area and Broad 9A. They will break-down tables, pick up any loose trash, and store everything in Canopy’s storage area, which is accessible from the outside, between Broad 9A and Canopy’s front doors. After the performance at Canopy ends at 9:00 pm, there will be 45 minutes allotted in Canopy for guests to mingle with performers. After 9:45 pm, Canopy staff, performers, and event volunteers will quickly clean Canopy, laying out panel mats on the main floor, picking up all chairs, and re-rigging all trapezes back up in the space for class on Sunday. This should take no more than 30 minutes, and Canopy should be set and locked up by 10:30 pm.

#### F. Disabled Facilities

Both Canopy and Broad 9A are accessible to those with disabilities. Regarding parking, five parking spots will be designated as handicapped on the west side of the Chase Street Warehouses. The parking on this side of the warehouses is level with the ground leading to Canopy and Broad 9A to allow wheelchair access.

#### G. Toilets

Existing amenities are located within both Canopy and Broad 9A. Canopy has one unisex, accessible toilet while Broad 9A has three unisex, accessible toilets. The event will also have two portable toilets located outdoors.

#### H. Inclement Weather Plan

Only a small portion of this event is scheduled to take place outside. If inclement weather occurs, the outside portion will be cancelled while the indoor portions continue as scheduled. Check in will be moved into Broad 9A, and signage will shift to direct guests.

#### V. Event Catering

##### A. Food and Non-Alcoholic Beverages

Food and non-alcoholic beverages will be provided by food truck. A food truck is ideal for this type of event given that it's an all-day, drop-in style event. The ideal truck is one that meets a wide variety of nutritional needs.

##### B. Alcoholic Beverages – Principles of Operations

Alcoholic beverages will be offered only in Canopy, prior to, during and after the performance in Canopy at the end of the night. Canopy has a liquor license and all guests who wish to drink will be carded upon check in to the event, and will receive a mark on their hand noting that they are over age 21.

#### VI. Emergency Plan

All emergency information for Canopy Studio can be found on page 9 of Appendix V, under "Emergency Procedures".



## **Appendix X: Policies and Procedures**

See attached PDF for Canopy Studio's Policies and Procedures.

## Appendix Y: Broad 9A Quote

### BROAD 9A GENERAL RENTAL AGREEMENT

The unique space of Broad 9A provides a fantastic environment for parties, receptions, events and workshops, offering a beautifully renovated 4000 sq. ft. space.

**Price:**

\$50 per hour

**Payment/Cancellation Policies:**

We require a \$50 deposit along with this signed contract to reserve your date – please make checks payable to Broad 9A and mail to the address below. Deposits are refundable only if cancellation is made at least fourteen (14) days prior to the scheduled event.

**We accept checks and all major credit cards for payment.**

DATE / TIME OF EVENT \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW DID YOU HEAR ABOUT BROAD 9A?

\_\_\_\_\_  
\_\_\_\_\_

Signature

\_\_\_\_\_

Date Signed

\_\_\_\_\_

**Legal:**

In consideration for being allowed to participate in any parties or programs at Broad 9A, the undersigned acknowledges, appreciates and agrees that:

1. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases of others, and assume full responsibility for my participation; and

2. I willingly agree to comply with the stated and customary terms, rules and conditions for participation. If, however, I observe any significant hazard during my participation, I will bring it to the attention of the nearest official immediately.

3. I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, hereby hold harmless Broad 9A, their officers, agents, instructors, staff, other participants and sponsoring agencies with respect to any and all injury, disability or loss or damage to person or property to the fullest extent of the law.

**BROAD 9A**

160 Tracy Street

Unit 10

Athens, GA 30601

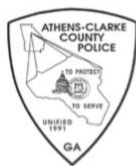
706-549-8501

[www.broad9a.com](http://www.broad9a.com)

[contact@thebroadcollective.com](mailto:contact@thebroadcollective.com)



## Appendix Z: Sound Ordinance



### Athens-Clarke County Police Department Event Registration

Day / Date of event: August 13th, 2016

Time of event: From 11 a.m. hours to 10 p.m. hours

Event type: Leisure/Recreational

Sponsor(s): Canopy Studios

Address of event: 160 Tracy Street, Athens GA 30601

Contact telephone number: (706) 549-8501

Responsible person(s) on premise during the event:  
Laura Schoop

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Name of band, artist or agent: Kick The Robot

Expected number in attendance: 180

Event is:  Open  Closed  
 Yes  Indoors  Outdoors

Security officer(s) employed:  Yes  No  No

If yes, number employed: \_\_\_\_\_

From:  Athens-Clarke County Police\*  University of Georgia Police  
 Sheriff's Department  Private Security

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

\*If Athens-Clarke County Police officers are employed, send invoice / adjustment to:

\_\_\_\_\_  
Name / Title



\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip Code

**FOR THE REGISTERING GROUP OR INDIVIDUAL:**

I have received a copy of the Athens-Clarke County Noise and Disturbance Ordinance (Section 3-5-24) and the Athens-Clarke County Police Department's Recommended Guidelines for Outdoor Social Events. I hereby agree that my organization will read, understand and abide by the ordinance and guidelines governing outdoor events. I understand that my organization will be held responsible for any problems resulting from this event and that the president of the organization will be charged in the event a case is made. In the absence of the president or other officer, the person responsible for this event will be cited.

Furthermore, I understand the Athens-Clarke County Police Department advises and warns me that my event's outdoor amplified sound may be violative of the distance standards established in the Noise Ordinance. Thus, my decision to utilize amplified sound may result in persons responsible for the event being cited for violating the Athens-Clarke County Unified Government's Noise Ordinance (Section [3-5-24](#)).

  
 Signature   
 Print Name  
 Risk Management Coordinator  
 Print Title  
 3/28/16  
 Date

If you would like for us to email your approved application to you, please provide your email address here: \_\_\_\_\_

**FOR THE ATHENS-CLARKE COUNTY POLICE DEPARTMENT:**

\_\_\_\_\_  
 Accepted By  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Authorized Representative  
 \_\_\_\_\_  
 Date

**This form must be submitted three (3) business days prior to the event. Failure to properly register will result in a citation being issued for violation of Athens-Clarke County Code Section 3-5-24 (d).**