

## Standard Conditions for holding events at Welcome Centers

The Michigan Department of Transportation (MDOT) supervises the daily operations of the state's 14 Welcome Centers. Together, approximately 9 million travelers annually stop at Michigan's Welcome Centers. The mission of the Welcome Centers is to provide travelers with "tourism-related information...restroom facilities and ...assistance to encourage safe driving."

To help achieve the Welcome Centers' mission, MDOT may authorize an event to be held at a center under the following conditions. A copy of the permit shall be posted in a visible location at the designated event area. **Failure to comply with these conditions will result in the suspension of the permit and loss of permit privileges for a minimum of one calendar year.**

1. Only events that promote the overall mission of the Welcome Centers and MDOT and do not interfere with the basic operation of the center may be held at a Welcome Center. This determination will be solely at the discretion of MDOT.
2. All events must be held during the hours that the center has adequate staff on site to monitor and assist the event.
3. The event sponsor must be a Michigan-based company or organization that will take primary responsibility for the set-up, running, and clean-up of the event. Any Welcome Center staff assistance in the event operation will have to be agreed to in advance by the Welcome Center Manager on site.
4. A Welcome Center Event Application and Permit, (form 3151) must be submitted to the Welcome Center a minimum of thirty (30) days prior to the date of the proposed event. The event sponsor may subsequently be asked to provide additional information at the discretion of MDOT. If food or beverages will be served or provided at the event, the form should be submitted a minimum of forty five (45) days prior to the event to allow time for MDOT to seek comments from the Michigan Commission for the Blind if the food or beverage competes with the existing vending services. Guidelines for acceptable food and beverage usage are listed below. The Michigan Commission for the Blind central office may be contacted at (517) 373-2062 for additional information if needed.
5. The permit application must be approved by MDOT before the activity can commence.
6. Events and event participants shall not impede the movement of Welcome Center visitors, solicit contributions or charge for admission or materials, sell merchandise or engage in for profit activities, serve or consume alcoholic beverages, nor display or distribute materials that are inconsistent with the basic mission of the Welcome Center. However, a non-profit sponsor may request donations to cover the cost of the goods or services provided they have prior MDOT approval.
7. The posting of liability insurance and a performance bond, naming the Michigan Department of Transportation as additional insured, may be required.

8. Upon the conclusion of the event, the sponsor shall promptly remove all items remaining from the event, so that the Welcome Center area is restored to the condition that existed before the event.
9. MDOT may require that the conduct of an event be changed or terminated if it violates or jeopardizes the fulfillment of any of these criteria.
10. Any food or beverages provided at the event must meet the following criteria:
  - a. All food and beverage shall be provided free of charge.
  - b. No alcoholic beverages will be permitted.
  - c. All beverages shall be provided to visitors in cups, no closed containers (plastic water bottles, cans of soda, etc.) will be allowed.
  - d. No hot food items (pizza, hot dogs, etc.) will be allowed, nor will items that are similar in nature to those provided by the Commission for the Blind vendor at the site.
  - e. Food and beverage activities shall not restrict or impede access to existing vending facilities at the Welcome Center.