



# *City of Barre, Vermont*

## *“Granite Center of the World”*

### **Coin Drop Policy**

It will be the policy of the City of Barre that all coin drop requests within our borders be approved by the City Council and the Barre City Police Department. This policy will also apply to any gift drop. The authority to regulate coin drops on town highways is in accordance with 23 V.S.A. Sec. 1056. The Board has the right to deny permission if it feels that the coin or gift drop would create safety hazards or undue traffic congestion.

#### **RULES**

The following rules apply:

1. All fundraising must support a Barre City or Barre Town non-profit or municipal organization, club, or team with members of high school age or younger, or the citizens of Barre City. Exceptions to this rule will be at the discretion of the City Council.
2. a) The requesting entity must provide a written statement defining the purpose of and/or benefit for the event and must agree to comply with any and all participant safety and traffic requirements.  
  
b) The organization must also provide proof of liability insurance that provides adequate coverage for the municipality and names the City of Barre as additionally insured.
3. Up to 6 coin drops may be held in any year and must be scheduled at least 3 weeks apart.
4. All requests will be granted on a “first come, first served” basis and applications will be made at least 30 days ahead of the event to allow for City Council consideration.
5. All coin drops will take place between March 31<sup>st</sup> and December 20<sup>th</sup>.
6. All coin drops will be held on Saturdays and will occur any time between the hours of 9 am and 2 pm.
7. Successful applicants must coordinate with the Police Department at least one week prior to their coin drop to ensure compliance with any conditions placed upon the event by the Department.

Note: A coin drop for Project Graduation is pre-approved as one of the acceptable non-profit organizations with the event to be held between April 1 and June 30. A dollar and toy drop held in December by the City Council is pre-approved as an additional event outside of the six allowed by this policy.

If a coin drop is approved by the City Council the following must be observed:

**LOCATION**

All coin drops will take place in one of two locations, as requested by the applicants and approved by the Council:

1. Between Washington Apartments and Church Street on either side of the road, but not on the center line of the roadway,
2. Along North Main Street in front of the Domino’s plaza/Rite-Aid plaza, south of the center turn lane.

Any other location will need to be reviewed prior to approval. The safety of both the participants and the motoring public will be the primary factors for approval or denial. In either pre-approved location, the coin drop must be set up in such a way as to allow the continued free flow of traffic.

**SUPERVISION**

All coin drops will be supervised by adults (21 years and older) with sufficient numbers to ensure a minimum ratio of 5 to 1, minors to adults. The name, phone number(s) and email address of a primary contact person must be provided to the City at the time of application. Only those directly involved with the event, except supervisors, will be allowed to participate. As per state statute, individuals under 16 years of age may not stand in the roadway and solicit contributions – they must remain out of the roadway at all times.

**ATTIRE**

If the coin drop is conducted by a team or club, the uniform of the team or club will be worn by the individuals actually conducting the drop. For other organizations and groups, appropriate attire including footwear will be worn. (The standard used for students at Spaulding High School will be the standard applied.) Under no circumstance will bathing suits, tube tops, no shirts or the like be permitted. Safety vests will be worn by those approaching vehicles for donations.

**SIGNAGE**

Signage announcing the Coin Drop and its recipients or the purpose **must** be posted at either end of the coin drop zone to warn and inform motorists of the upcoming activity. Traffic cones will be used to mark the length of the Coin Drop zone.

**TERMINATION**

The City Manager, Police Chief or his/her designate reserves the right to cancel a coin drop at any time if they feel the coin drop has become dangerous, is creating a public disturbance, or is not adequately supervised, or in case of inclement weather – any of which could affect the safety of the participants or the motoring public.

**NOTE: The Barre City Police Department has a visibility kit which includes vests and cones. The City Council requires the use of this kit based upon availability. Arrangements for its use will be made directly with BCPD for its pickup and return.**

This revised Coin Drop Policy was adopted by the Barre City Council on August 16, 2016.

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