

CITY OF CAMBRIDGE COMMUNITY EVENTS SUPPORT PILOT PROGRAM POLICY

Issued on 5/15/26

I. Applicability

The Community Events Support Pilot Program ("the Program") applies to public events organized by Cambridge based nonprofit and not-for-profit organizations ("Cambridge nonprofits") that seek to hold free, open, and publicly beneficial events on City owned property. This Policy establishes the criteria and procedures under which an event may receive City support.

This Policy operates in conjunction with the City's Special Events Committee process. All events must first be reviewed and approved through the City's Special Event Committee and then Departmental permitting and licensing processes. Applications for Community Events Support are submitted as part of the standard Special Event Application.

All events must comply with applicable local, state, and federal laws, as well as all required permits and licenses.

II. City's Right to Revoke

Cambridge nonprofits organizing events ("organizers") under this Program must ensure that events are conducted in a safe and responsible manner. Any violation of local, state, or federal laws; municipal rules and regulations; permit or license conditions; or any provision of this Policy may result in the City requiring the organizer to pay all fees and service costs that would otherwise have been waived under this Program. The City may also determine that the organizer is no longer eligible to receive support for future events. The same consequences may also apply if safety concerns arise, if event conditions change from what was approved, or if the event creates a conflict with scheduled City services, essential public safety operations, or another approved event.

The City may require changes to an event or may stop an event if it does not follow the conditions of its permits, poses safety concerns, or conflicts with essential City operations.

This Program is a pilot initiative, and the City reserves the right to modify, continue, or discontinue the Program at any time.

III. Eligibility Criteria for Event Support

When considering a request for Community Events Support, the City will review the Program's eligibility and operational requirements and evaluate whether the proposed program is in the public's interest. To qualify for support through this Program, an event must:

- A. Demonstrate public operational benefit, defined as one or more of the following:
 - 1) Providing cultural, educational, or recreational activities accessible to the general public,
 - 2) Encouraging local economic activity among Cambridge businesses or nonprofits,
 - 3) Supporting civic participation or community connection.
- B. Be organized by a Cambridge nonprofit.
- C. Be free and open to the general public.
- D. Be held entirely on outdoor property owned or controlled by the City of Cambridge.
- E. Obtain all necessary permits and approvals through the City's Special Event permitting process.
- F. Commit to having an authorized representative of the organizer on site for the full duration of the event to oversee event operations and compliance with City requirements.

Events that do not meet these criteria are not eligible for support under this Program. All City fees and service costs must continue to be paid by the organizer for:

- A. Events organized by Cambridge nonprofits that do not meet the eligibility requirements of this Program.
- B. Events organized by nonprofits or not-for-profit organizations that are not Cambridge-based.
- C. Events organized by any business or for-profit entity, regardless of location.
- D. Events in which a non-Cambridge organization is the primary organizer, beneficiary, or decision-maker, including events submitted through a Cambridge nonprofit, business association, or other intermediary for the purpose of qualifying for this Program.

The Special Events Committee ("SEC") will review each event to determine eligibility. The SEC may approve or deny applications based only on the following criteria:

- A. Whether the event meets all eligibility requirements.
- B. Timing and location considerations, including the need to avoid competing or conflicting events.
- C. Whether the event primarily serves the interests of a single Cambridge business or of a non-Cambridge-based organization.
- D. Whether the event organizer intends to pass through to vendors any costs that would be waived by the City under this Program, including but not limited to food service permit fees and park occupancy permit fees.

IV. Community Events Support

Under this Program, the areas of fees that may receive City support include, but are not limited to, the following areas:

A. Waiver of Certain City Fees

The City may waive certain City fees; examples of such fees include:

- 1) Food service permit fees

- 2) Park occupancy permit fees
- 3) Street occupancy or temporary street closure permit fees

B. Coverage of Certain City Service Costs

The City may cover certain service costs; examples of such fees include:

- 1) Police details
- 2) Fire details
- 3) Traffic control and street safety staffing
- 4) Public Works support for setup and breakdown
- 5) Barricade, signage, and related event-operations support

Some permit and license fees may not be waivable, particularly those governed by state law or other regulatory authority (such as alcohol-related licenses). These fees must be paid by the organizer.

V. Permitting and Application Requirements

All requests for Community Events Support must be submitted through the City's standard Special Event Application, which is accepted year-round. The support request is integrated into the application and review process administered by the Special Events Committee ("SEC"). No event may receive support under this Program unless it has been approved through the Special Events Policy and has obtained all required permits and licenses from the appropriate City departments.

In addition to the materials required through the Special Event Application, organizers seeking Community Events Support must provide the following information to enable the SEC to assess eligibility under this Program:

A. Statement of Public Value

An explanation describing how the event provides positive public value, including community or civic engagement, cultural and/or artistic benefit, or activities that serve Cambridge residents.

B. Confirmation of Cambridge Nonprofit Status

The organization's Cambridge address and a statement confirming that the event is organized by a Cambridge-based nonprofit or not-for-profit entity.

C. Confirmation of Free and Open Access

A statement confirming that the event is free and open to the general public, and identifying any optional paid components, if applicable.

D. Confirmation Regarding Vendor Costs

A statement confirming that the organizer will not pass through to vendors any costs that would be waived by the City under this Program.

E. Confirmation of Primary Organizer and Beneficiary

A statement confirming that the event is not primarily organized, directed, or benefitting a non-Cambridge organization, and that the Cambridge nonprofit submitting the application is the true organizer and decision-maker for the event.

The SEC may request clarification regarding any aspect of the event, including vendor arrangements, if necessary to assess eligibility under this Program. All approved events must also comply with the City's

Special Events Protocols and any operational conditions issued through the Special Event permitting process.

VI. Post-Event Reporting

Within three months following the event, the organizer must submit a Post Event Report that includes:

- A. The estimated total number of attendees.*
- B. An assessment of the event's impact, including economic, cultural, civic, or community benefits.*
- C. Post-event recap description, including photographs.*
- D. Total revenues earned by the organizer from the event, if any, including but not limited to any fees received from vendors, performers, or participants.

Those items marked with an asterisk (*) are required information. The City also requests voluntary information for item D. Revenue information helps the City understand how Community Events Support contributes to the financial sustainability of Cambridge nonprofit organizers and informs future decisions about whether the Program should be continued or adjusted. This information is used solely for Program evaluation and is not used to determine eligibility for fee waivers or to limit participation in future events.

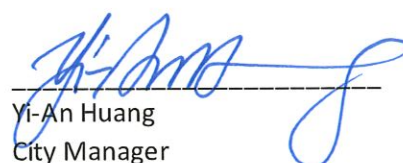
Failure to submit this report, or failure to comply with event conditions, may affect eligibility for future events or result in the revocation of previously granted support.

VII. Review of the Program

As this Program is being implemented as a pilot, the City will review it to assess its effectiveness, operational impact, budget capacity, and alignment with community needs. The review will also consider fairness and equity, including whether the Program continues to meet its intended purpose and whether any adjustments are warranted.

Based on these evaluations, the City may update, amend, continue, or discontinue the Program. Any changes to this Policy may be issued at the City's discretion.

Dated: 5/15/2026


Yi-An Huang
City Manager