

PERMIT FOR PARADES, DEMONSTRATIONS, OR RECREATIONAL STREET USE

This form is to be filled out in its entirety by the person acting for the organization and responsible for the parade, demonstration or recreational street use. Please return the form to the Records Desk in the Police and Courts Facility at 3000 Lee Street.

Name of organization: \_\_\_\_\_
Responsible Person: \_\_\_\_\_ E-mail: \_\_\_\_\_
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
Proposed Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Please choose the appropriate activity by placing an X next to the correct heading.

Parade: \_\_\_ Demonstration: \_\_\_ Recreational Street Use: \_\_\_ Special Park Event: \_\_\_

Proposed starting point, route, and termination point (attach a map if necessary):

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

Please list all public streets and alleys to be affected: (Attach a site map.)

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

Expected to participate:

Approximate number of persons: \_\_\_\_\_
Kinds and number of animals: \_\_\_\_\_
Kinds and number of vehicles: \_\_\_\_\_



In submitting this application, I recognize that any false statement of the above information may subject me to denial of issuance of this permit or revocation of this permit. I also understand that an incomplete application will not be approved.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

PARADE / RECREATIONAL STREET USE PERMITS:

(Read and initial each section to acknowledge understanding, even if it does not apply to your activity.)

Permit Filing Requirement:

An Application for Permit shall be filed not less than 60 days before the event and not more than 90 days before the event, if the event will not require the closing, in whole or in part, of a state highway. An Application for Permit shall be filed not less than 75 days before the event and not more than 120 days before the event, if the event will require the closing, in whole or in part, of a state highway.

\_\_\_\_\_ Failure to meet the filing requirements may result in the denial of the application. The Chief of Police may waive the timely filing requirement upon a written showing of good cause for the failure to timely file the application.

**Security:**

\_\_\_\_\_ Applicants are required to provide security upon the ratio of one (1) police officer each 200 persons (or portion thereof) expected to attend their event. However, the Chief of Police has final say on the number of officers needed for each event. If alcohol is involved, the minimum number of officers is two (2).

For example: 1-200 persons = 1 officer, 201+ persons = 2 officers, and so on.

\_\_\_\_\_ The city will provide up to two (2) police officers for one (1) hour each or one for two (2) hours, as a courtesy. This will be counted as part of the total requirement.

\_\_\_\_\_ Applicants are required to pay the cost for any and all off-duty City of Greenville police officers for each event prior to the beginning of the event.

The cost for officers is \$40.00 per hour (\$50.00 per hour on holidays).

\_\_\_\_\_ I understand that this permit is contingent upon securing officers willing and/or available to work my event. If no officers are available, my event may need to be rescheduled or cancelled.

**Security Cancellation:**

\_\_\_\_\_ Events may be cancelled up until the day prior to the event at no charge to the applicant. Monies already paid will be refunded. However, if the event is cancelled after officers are in route or have already arrived, they are guaranteed a two-hour minimum payment per officer.

**Cones and Barricades:**

Cones and barricades are provided by Public Works. In general, for small events such as block parties, they are delivered on a work day and stacked at the intersections that will be affected. It is the responsibility of the applicant to set them up at the appropriate time, take them down at the end of the event, and stack them on the grass.

\_\_\_\_\_ Large events that will requires multiple street closures must be coordinated with the Public Works Director and will include a fee for rental of the barricades/cones and the manpower required for set-up and take-down. Public Works will create a Traffic Plan for the event to determine the cost involved so that you may make any necessary budgetary decisions. There may by a fee to create the Traffic Plan.

\_\_\_\_\_ I understand that this closure is contingent upon the availability of cones and/or barricades for my event. If none are available, my event may need to be rescheduled, cancelled, or moved.

**Large Events and State Highways**

\_\_\_\_\_ Large magnitude events and/or those requiring the closure of a State highway require approval from the City Council and Texas Department of Transportation (TxDOT).

**Neighborhood Closures:**

\_\_\_\_\_ Any event that requires the closing of a residential street for recreational use must have the agreement of all residents on the street. It is the applicant's responsibility to obtain permission and collect signatures using the attached form. The completed form must accompany the permit request.

**Neighborhood/Resident Acceptance of Closure**

**Description of Event:**

<b>Date:</b>	<b>Times:</b>	<b>From:</b>	<b>To:</b>
/ /			

