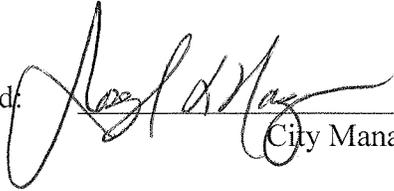


City Policy: Street Closings for Special Events

Approved: _____



City Manager

Date: _____

11/20/12

- A. Purpose: This is a statement of official City of College Park policy regarding application for, and approval of, resident requests for street closings for special events. This policy does not include parades as defined in the City Code, Chapter 146-Parades.
- B. The goal of this policy shall be to provide for the safe use of City streets by residents for special events, and for such use to be conducted in a manner that does not diminish the quality of life for the surrounding neighborhood.
- C. Operating Procedures: The following operating procedures are hereby established and are effective immediately.
 1. Application
 - a. Residents wishing to use a City street for a special event (e.g., block party, neighborhood yard sale, soapbox derby, etc.) shall file an application form provided by the City not less than fifteen (15) days nor more than sixty (60) days before the proposed event.
 - b. The application form when submitted shall include the signatures of at least 80% of the residents living on the street to be closed.
 - c. Application forms are available through the City's website, They may also be requested by email, or fax by calling 240-487-3570 or picked up from the Department of Public Services at 4601-A Calvert Road.
 - d. Completed applications, can be submitted by email to publicservices@collegetparkmd.gov, mailed to the Department of Public Services, 4601-A Calvert Road, College Park, MD 20740, or faxed to 301-864-7965.

2. Fee

There is no fee for residents, civic associations, or non-profit organizations. (Other organizations should consult Chapters 129 and 146 of the City Code)

3. Issuance of Permit

- a. Permit applications received by any City office shall be forwarded to the Department of Public Services.
- b. The Director of Public Services or designated representative shall review the application.
- c. The Director of Public Services shall recommend, to the City Manager, approval or denial of the permit application.
- d. The City Manager shall approve or deny the permit application.
- e. The Director of Public Services shall issue a permit (City license) upon City Manager approval.

4. City Support Services

- a. Upon approval of a permit, the Director of Public Works shall be notified, by copy of the permit and application, of any support services approved by the City Manager.
- b. Support services, such as road barricades or traffic cones, tables, chairs, trash/bins, etc., may be provided gratis to residents, or civic or non-profit organizations.

5. Duties and Responsibilities of Sponsors

- a. Sponsors shall comply with all applicable City, County, and State laws and regulations.
- b. Sponsors shall assume all risk, shall hold the City harmless for all injury or property damage, and shall obtain any insurance necessary for the event, as determined by the City Manager.

- c. Events shall not be open to the public after 8:00 p.m. or before 11:00 a.m. Upon notification of a complaint by City officials, or when requested by any City resident, the sponsor must strictly comply with the City noise ordinance at any time.
 - d. Sponsors shall comply with the orders of a police officer at all times.
 - e. No major streets may be blocked off, only residential streets, preferably dead-end blocks or cul-de-sacs. Traffic must be able to be re-routed around the closed section of a street (except dead ends or cul-de-sacs).
 - f. No bus routes may be blocked.
 - g. No alcoholic beverages may be consumed on City streets or sidewalks.
 - h. Adequate barricades must be placed to prevent through-traffic. A combination of traffic cones, barricades, and sponsor vehicles is recommended to prevent vehicles from endangering pedestrians. Operators of vehicles shall be on the site of the event at all times, to move vehicles for emergency access by police, fire, and EMS vehicles.
 - i. The City-issued permit (City license) shall be maintained on the site throughout the event.
 - j. The event sponsors are responsible for cleaning up all trash and debris.
6. Notification of Emergency Services
- a. Department of Public Services staff will notify all police, fire, and EMS agencies, which are first responders to the event location of approved applications/issued permits.

