



POLICY: USE OF PUBLIC RIGHT-OF-WAY OR CITY PROPERTY FOR PRIVATE EVENTS

SCOPE: This Policy applies to the City of LaPorte.

PROCEDURE: The Board of Public Works and Safety may approve the use of public right-of-way or city owned property for private events subject to the following stipulations:

- Request must be submitted to Mayor's Office two (2) weeks prior to being considered at Board meeting. Copies will be distributed to: Board Members, City Attorney, Police Chief and Fire Chief.
- Representative of the Unit making the request must be present at Board meeting.
- Such use must be approved by the Chiefs of the Fire and Police Departments and
 - The Director of the Street Department if public right-of-way is involved.
 - The Director of Parks and Recreation if park property is involved.
 - The Department Head involved if another specific city department controls the land being used.
 - The City's insurance representative must concur that no undue additional liability would ensue to the City as a result of the event.
- The City's Noise Ordinance (42-26-28) must be complied with. This means, among other things, that all noise that would disturb the peace, quiet and comfort of neighboring inhabitants must end no later than 11:00 p.m. and may not begin earlier than 8:00 a.m. If the event is held in or adjacent to residential property, written permission from residents who might be affected by the event.
- If public right-of-way is involved, it must be reopened to public use no later than 12:00 Midnight after the event is closed. Signage indicating "No Parking by Police Order" must be obtained from the Police Department no later than 2:00 p.m. the last business day (Monday through Friday) prior to the event and returned to the Police Department by 8:00 a.m. on the next business day after the event.
- The event sponsor must provide a copy of their certificate of insurance that provides for at least \$1,000,000 in general liability coverage or \$100,000.00 for Residential Requests.
- The event sponsor must also make provision for:
 - Collection of all trash and garbage generated and must remove all such containers no later than 6:00 a.m. the morning following the event.
 - Any necessary security officers or police supervision.
 - Any necessary sanitary facilities.
- The area must be cleaned and restored to the same condition as it was prior to the event by 6:00 a.m. the morning following the event.
- If barricades, fencing, or traffic cones are required, they may be obtained by contacting the Street Department (362-2477) at least 48 hours in advance. They are to be picked up the last business day (Monday through Friday) before the event and returned to the Street Department by 8:00 a.m. on the next business day after the event.

NO EXCEPTIONS WILL BE MADE TO THIS POLICY DUE TO INSUFFICIENT TIME TO COMPLETE REVIEW

CITY OF LAPORTE
REQUEST FOR USE OF CITY PROPERTY
PLEASE COMPLETE AND RETURN TWO COPIES OF THIS FORM TO
THE OFFICE OF THE MAYOR, 801 MICHIGAN AVENUE, LAPORTE, IN 46350

DATE OF THE EVENT OR ACTIVITY _____

TIME RESERVED _____ A.M./P.M. to _____ A.M./P.M.

PERSON IN CHARGE _____

ADDRESS _____ PHONE _____ CITY _____
HOME/OFFICE

TYPE OF ACTIVITY (DESCRIBE FULLY): _____

POWER REQUIREMENTS, IF ANY _____

ADDRESS OF CITY PROPERTY REQUESTING TO USE:

AMOUNT OF LIABILITY INSURANCE \$ _____

(MUST BE A MINIMUM OF \$1,000,000 or \$100,000 for Residential Requests. Amount to be determined by BOW ATTACH A COPY OF THE CERTIFICATE OF INSURANCE SHOWING CARRIER AND AMOUNT OF COVERAGE)

THE AREA MUST BE CLEANED AND RESTORED TO ITS ORIGINAL APPEARANCE AND CONDITION
BY _____ A.M./P.M. ON _____

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE CITY'S POLICY FOR USE OF PUBLIC PROPERTY AND AGREES TO BE PERSONALLY RESPONSIBLE FOR THE PROVISIONS REQUIRED THEREUNDER, INCLUDING, WITHOUT LIMITATION, COLLECTION OF TRASH, SECURITY AND SANITARY FACILITIES, RETURN OF CITY PROPERTY, AND SHALL INDEMNIFY AND HOLD HARMLESS THE CITY FROM FAILURE TO FOLLOW SAID POLICIES.

SIGNATURE OF REQUESTER _____ DATE _____

PHONE NUMBER: HOME: _____ WORK: _____

APPROVED BY BOARD OF PUBLIC WORKS ON _____

SIGNED _____

NOTE: IF THE EVENT IS BEING HELD IN A RESIDENTIAL NEIGHBORHOOD, PLEASE ATTACH WRITTEN PERMISSION FROM RESIDENTS WHO MIGHT BE AFFECTED BY THE EVENT.