

Policy 10-1 SPECIAL EVENT GUIDELINES AND CHECKLIST

COUNCIL POLICY NO. 10-1

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: SPECIAL EVENT GUIDELINES AND CHECKLIST

PURPOSE: To provide guidance to the staff and public on the implementation of Article VII, Chapter 66, regulating special events and permits.

BACKGROUND: The special event guidelines and checklist was approved by Council on January 26, 2009. The checklist, application, petition of residents/business in the area of event, and sample map are provided.

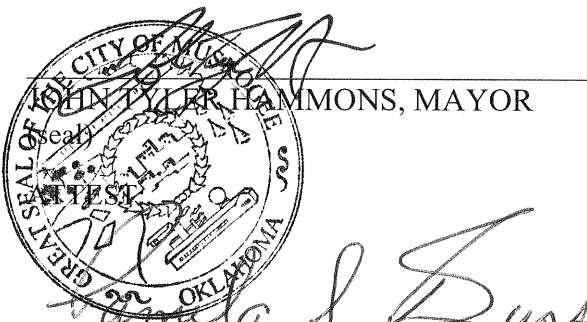
POLICY/PROCEDURES:

- 1) The guidelines are attached hereto as exhibit "A"
- 2) Special Event Temporary Closure and Traffic Control Permit Applications attached hereto as exhibit "B"
- 3) Map for application attached hereto as exhibit "C"
- 4) Contact information for traffic companies attached hereto as exhibit "D"

REFERENCES: Muskogee Code of Ordinances, Chapter 66, Article VII, A7 O.S. 15-102.


EFFECTIVE: January 26, 2009

RESPONSIBLE DEPARTMENT: Public Works




PAMELA S. BUSH, City Clerk

APPROVED as to form and legality this 19th day of February, 2009.


John H. Vincent
City Attorney

Special Event Guidelines and Checklist

DEFINITION

Special Event: 200 or more persons (including spectators) or 50 or more vehicles in any parade, march, ceremony, show, demonstration, exhibition, entertainment, pageant or procession of any kind, or any similar display, in or upon any street, park or other public place in the city (See Art. VII Sec 66-203).

Process:

1. Applicant must fill out a *Special Event Temporary Street Closure & Traffic Control Application* at the Parks and Recreation Department or find it on our web site at www.cityofmuskogee.com
2. Applicant **must** attach map portion to the application (either map provided or one provided by a traffic control company) for street closure identification.
3. Submit the completed application (with written approval or comments from affected residents/businesses within 300') to the Parks and Recreation Department **no later than** 30 days before the event for approval by the city manager, Director of Park and Recreation or their official designee (address provided on application).
4. If pylons or barricades are needed, applicant will need to contact one of the traffic control companies (see contact information).
5. The application then goes before a committee made up of the City Manager, Parks and Recreation Special Events Coordinator, Police, Fire, Traffic and Public Works for approval.
 - a. The applicant will be notified in writing within 10 working days of the decision to grant or deny the application.
 - b. If the committee approves the request, work will be scheduled to implement the request and the applicant will be notified in writing.
 - c. If the committee denies the request, the Parks and Recreation Department will notify the citizen in writing of the denied request and reasons why it was not approved.
6. If the committee denies the Request, the committee's decision may be appealed to the City Manager in writing through the City Clerk's Office. The denied party must submit a written appeal within 10 working days after the citizen has been notified that the committee decided to uphold the denial of the request.
 - a. The City Manager will review the request and the committee's recommendation.
 - b. If the City Manager overrules the decision to deny, the Parks and Recreation Department will notify the citizen and work will be scheduled to implement the request.
 - c. If the City Manager upholds the decision to deny, the Parks and Recreation Department will notify the citizen in writing of the denied request and reasons why it was not approved.



Special Event Temporary Closure & Traffic Control Permit Application

EXHIBIT "B"

If you wish to request traffic control for a special event, you are required to submit the following information to the Parks and Recreation Department at least 30 days before the proposed event. Events that impact other residents/businesses will require written approval from those within a 300' radius (use Special Event Petition found on this application).

Event Information

Today's Date: _____

Event Title: _____

Organization (If applicable): _____

Beginning Date: _____ Time: _____

Ending Date: _____ Time: _____

Have you discussed this closure with affected residents/businesses? Yes No N/A (See guideline #3)

Will pylons or barricades be needed? Yes No N/A (See guideline #4)

Can event coordinator place and/or remove barricades? Yes No N/A

Have arrangements been made for trash disposal. Yes No N/A

What arrangements have been made for site cleanup and restoration? _____

Contact Information

Event Organizer: _____

Telephone number: Daytime _____ Evening _____ Email _____

Address: _____

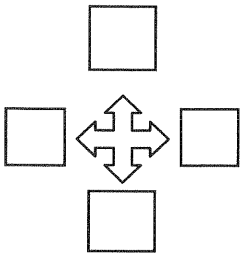
Requested Action

Request for: Partial Street Closure Parking Restriction Full Street Closure

Please describe the requested action below and attach completed map to application. Use either the map provided with application or one from local traffic control company and return to the Parks and Recreation Department (See guideline #2).

Please Submit Application To: Parks and Recreation Department Attention: _____, 837 East Okmulgee, Muskogee, Ok 74403, 918-684-6301 Ex 1

EXHIBIT "C"



Street Name

Street Name

Street Name

Street Name

Description of area to be closed: _____

Advanced Workzone

2801 E 31st South

Muskogee, OK

682-9393

EXHIBIT "D"

Direct Traffic

601 S 45th St East

Muskogee, Ok

682-1900