



APPLICATION & GUIDELINES
to REQUEST the USE of CITY PROPERTY for SPECIAL PUBLIC EVENTS

The City of Jasper requires organizations or individuals who will be utilizing city streets, right-of-ways, or any city property, to gain approval from the Board of Public Works & Safety to hold a public event on city property.

Please complete the form below and the Items indicated on page 2 & 3 as required. Return the application and required items such as a map, waiver form or Certificate of Insurance to Lisa Bower at Jasper City Hall (610 Main Street or via e-mail - lbower@jasperindiana.gov), at least one week prior to appearance before the Board.

After this form is completed and approved, a Representative of the event should attend the Board of Public Works & Safety meeting as indicated on the form. Those meetings are held on the second and fourth Tuesday of each month at 8:00 am in the Council Chambers in City Hall.

During the early part of the meeting the Mayor will take "public business". He will call your Representative to the podium. Your representative will need to say their name, who they represent and that they are there to ask permission to have the event on city property. They should give the date and times of the event and the location.

The Board members may ask questions about the event so they can make a fair determination to allow the event on city property. Stay at the podium until the motion is passed. You may leave the meeting after your item is approved or disapproved.

Board Meeting Date: \_\_\_\_\_

Person making the request to the Board \_\_\_\_\_

Name of Event \_\_\_\_\_

Organization and/or Sponsor \_\_\_\_\_

Address of Organization or Person making request \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time of Event \_\_\_\_\_ am/pm

Use of City Property from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (include set up and tear down time)

Primary Contact \_\_\_\_\_

Cell \_\_\_\_\_ Alternate Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Location or Route of Event \_\_\_\_\_

Selling Food \_\_\_ Yes \_\_\_ No

Is there a Fee to Participate \_\_\_ Yes \_\_\_ No

Additional Vendors \_\_\_ Yes \_\_\_ No

If yes, list names and functions of all vendors:

List all activities of the Event: \_\_\_\_\_

**ITEM #1 - Walk/Run**

If your event is a walk/run you will need to provide a map of the route planned. The map shall be at least 8 1/2 x 11 with streets highlighted and arrows indicating the direction of the route. This map will be shown at the meeting. A copy of the map should be included with this packet.

The Jasper Street Department will furnish signs, cones or barricades to assist with awareness of the event. These items will help with traffic flow or crowd control as needed. The signs say "SLOW - Run/Walk in Progress" and should be placed at the start, along the route, at the intersections and as the end of the event to make everyone aware of the event. Signs can be picked up at the Street Department at 305 S. Clay Street a few days prior to the event. Arrangements should be made with the Street Department prior to picking them up by calling 812-482-1130. The signs will need to be returned to the Street Department the following business day.

If your event route includes property outside the city limits you will need to get permission from the Dubois County Commissioners. Contact the County Auditor at the Courthouse (812-481-7000 or e-mail at auditor@duboiscountyin.org ) for the date and time and to get on the Docket.

If you will be utilizing the Sports Complex, you will need to contact Janessa Wolf at the Park Department (812-482-5959 or recdirector@jasperindiana.gov) to make sure this facility is available.

\_\_\_\_\_ Map Included

\_\_\_\_\_ Contact made with the Street Department

\_\_\_\_\_ Approval received from the Dubois County Commissioners to also use County property outside city limits

\_\_\_\_\_ Approval to use the Sports Complex

**ITEM #2 - Neighborhood Gathering**

If your event is a neighborhood gathering involving a street closure, you will need to provide a map, at least 8 1/2 by 11, which includes street names, the location of the closure, and the location of the event. The map will be shown at the meeting. A copy of the map should be included with this packet.

The Jasper Street Department will furnish cones or barricades to assist with awareness of the event, street closures, traffic flow, or crowd control as needed. These items will be delivered prior to the event. Arrangements must be made with the Jasper Street Department by calling 812-482-1130. It will be the responsibility of the organization to place the barricades or cones on the day of the event during the time of the event as approved by the Board of Public Works and Safety. They must be removed immediately after the event is over. The Jasper Street Department will pick them up at their earliest convenience.

\_\_\_\_\_ Map Included

\_\_\_\_\_ Contact made with the Street Department

**ITEM #3 - Police Involvement**

**Police Assistance** - If your event its participants, and volunteers will be on city streets, a right-of-way or city property and assistance is needed, you must contact Officer Mark Tedrow with the Jasper Police Department at 812-482-2255. You will work with him to acquire a proper, safe route for the event as well as traffic and crowd control if needed. Contact with Officer Tedrow should be made prior to your appearance before the Board.

\_\_\_\_\_ Contact was made with the Police Department for assistance

**Volunteer Assistance** - If you will have volunteers to assist with the event (example: posted at intersections for traffic control) they are required to wear a reflective vest. Those vests are available at the Jasper Police station. You may contact Office Mark Tedrow with the Jasper Police Department at 812-482-2255 to make arrangements to pick up vests which need to be returned to the Police Department the next business day after the event. Officer Tedrow will work with you in selecting a proper and safe location for your volunteers.

\_\_\_\_\_ Contact was made with the Police Department concerning vests and volunteers

**ITEM #4 - Waiver Form**

If the event has individual participants doing a physical activity, the organization will provide a copy of the Waiver Form for review. The Waiver Form will include a specific release for the City of Jasper and its Boards and Officers, in language similar to this, which must be included in the waiver form - "I, hereby for myself, my minor child (if applicable), my administrators, heirs and assigns, hereby release, waive and forever discharge the City of Jasper, its boards, elected and appointed officials, and its employees, for property damage or personal injury, including death, that may arise or grow out of my participation or my minor child's participation in the (NAME OF YOUR EVENT). I also agree to indemnify and hold harmless the City of Jasper, its boards, elected and appointed officials, and its employees in any claim, damages, expenses or actions, including attorney fees, assessed or brought against them because of my acts or omissions or the acts or omissions of my minor child (if applicable)."

**It would be beneficial to your organization or sponsor to also list their name on the Waiver. In addition, there may be other language that a group will want in the Waiver, i.e. if the event is a walk, you may want to include that the participant agrees that they are in proper shape for the walk, will obey traffic laws, avoid littering, etc. This is not a requirement of the City but would be to your benefit to also cover your organization.**

\_\_\_\_\_ Submitted Waiver form for review

**ITEM #5 - Use of Shelter Houses, Gazebo or Barn**

If your event requires the rental of a shelter house or the Gazebo at the Riverwalk, Bohnert Park, the Schaeffer Barn, or Jaycee Park, you will need to check availability of the facility with Park Department at 812-482-5959 or e-mail - recdirector@jasperindiana.gov prior to your appearance before the Board. A Lease Agreement will need to be signed and rental paid, in accordance with the regulations, after approval is given from the Board of Public Works to have your event.

\_\_\_\_\_ Date approved

**ITEM #6 - Certificate of Insurance**

Depending upon the type of event, the City may require that a current Certificate of Insurance be on file with the City from the group sponsoring the event. After review of this application and if a Certificate of Insurance is needed, the City will provide the organization with the specific insurance requirements. The Certificate of Insurance will be approved by the Personnel/Safety/Loss Control Manager prior to the Board of Public Works & Safety's approval of the event.

\_\_\_\_\_ Certificate of Insurance approved

**ITEM #7 - Entertainment Permit**

The State of Indiana's Department of Homeland Security may require that an Amusement & Entertainment Permit be filed with their office for your event. Contact should be made with Fire Chief / Code Enforcement Officer Kenny Hochgesang for verification. His contact information is: office - 812-482-1741, cell - 812-639-0020 or via e-mail - firechief@ci.jasper.in.us.

\_\_\_\_\_ Entertainment Permit acquired

**ITEM #8 - Tent for Event**

If your event will have a tent set up that is 400 sq. ft. or more, you must contact the City's Fire Chief & Code Enforcement Officer, Kenny Hochgesang, (firechief@jasperindiana.gov or 812-482-1741) for approval and inspection information. This is a mandate from the State Fire Marshalls office. There is no charge for the inspection.

\_\_\_\_\_ City Fire Chief contacted