

Block Party Application Form (Please complete and return to the City Administrator's Office)

Applicant Information	
Applicant Name:	
Applicant Address:	
Applicant PhoneNumber:	
Block Party	<u> Information</u>
Requested Day and Date of Block Party:	
Beginning Time of Block Party:	
Ending Time of Block Party:	
Street Address of Block Party:	(Example: 200 block of 2 nd Street NW)
Description of location of barricades: (Example: Barricade on 2 nd St. NW & 1	Ave NE, Barricade on 2 nd St NW & 2 nd Ave NW)
Estimated number of people to attend:	Less than 5051-100101+
Items/displays/activities planned for public	oadway:
"I hereby affirm that the information on this and belief and agree that I will be responsib ordinances, rules, regulations, and guideline	s application is true to the best of my knowledge ble for making certain that the block party follows es of the City of Waverly. I hereby agree that I are and employees, whether elected or appointed, from the street closure."
Applicant Signature:	Date:
Appro	val/Denial Approved Denied
Public Works:	**
Police Department:	
City Manager/City Clerk:	

City of Waverly Block Party Guidelines

The City of Waverly does allow the closing off of certain streets for neighborhood block parties. The City of Waverly has established guidelines that must be adhered to as well as all laws and ordinances in effect. Initializing each guideline indicates the reading, knowledge, and understanding of each of those guidelines.

1.	The applicant must submit the Block Party Application form at least 7 <i>days prior</i> to the date of the event to the City Administrator's Office.
2.	The applicant must comply with all State of Iowa Laws and City of Waverly's Ordinances.
3.	The application requires approval by the Public Works Director (or designee), Chief of Police (or designee), and City Administrator (or designee).
4.	The applicant must receive signatures from 90% of the adjoining property owners. Adjoining properties are those that abut the section of public roadway to be closed.
5.	A \$35.00 fee must be submitted upon completion of application, payable by check to "The City of Waverly". This \$35.00 fee is non-refundable.
6.	No more than one (1) city block can be closed per event and no more than two (2) events will be allowed per day.
7.	Barricades/obstacles/displays must be placed in a manner to allow quick access by emergency response vehicles and personnel.
8.	The applicant is responsible for placing the barricades as described in the application and removal of the barricades at the conclusion of the event.
9.	The Street Department will deliver the barricades to the applicant's residence the last business day prior to the event and willretrieve the barricades the first business day after the event.
10.	The applicant is responsible for the repair and/or replacement of anylost, stolen, or damaged caused to the barricades, as well as any other equipment furnished by the City of Waverly.
11.	The applicant assumes the responsibility of cleaning up and removing all debris from the designated area upon the conclusion of the event.

12.	Arterial roads or public roadways requested to be closed that adversely affect the flow of traffic or eliminate access to residences or business will not be approved.
13.	No structures/displays/objects can be affixed to the public roadway that causes damage. The applicant will be responsible for repair and/or replacement of any damage done to the public roadway.
14.	City of Waverly Picnic Tables are available for rental through the Waverly Leisure Services Department.
15.	The Block Party shall begin no earlier than 9:00 a.m. and shall end no later than 11:00 p.m. the same day. Applications requesting consecutive days for the same location will not be approved.
16.	No admission fee shall be charged or solicited to attend the block party.
17.	By taking part in a block party, residents acknowledge that streets are maintained to a standard suitable for vehicular use rather than pedestrian use, and assume all risks associated with use of the street as a recreational area.
18.	The applicant is required to have a copy of the approved Block Party Application Form and Guidelines available during the block party. These forms shall be placed in an area clearly viewable by participants.
	Block Party Disclaimer
Iowa. As responsib to hold the block par attendees	certify that I am the responsible person for the block party planned in Waverly, the responsible person, I acknowledge that the City of Waverly is not ble for any injuries that result on public property during this block party. I agree the City of Waverly harmless from any damage and injuries that occur from this ty. I also acknowledge that it is my duty as the responsible party to notify all of this party that the City of Waverly is not responsible or liable for any injuries the occurring to public property during this block party.
Date	Applicant

Witness

Date