



Block Party Application Form

(Please complete and return to the City Administrator's Office)

Applicant Information

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Block Party Information

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 2nd Street NW)

Description of location of barricades: _____
(Example: Barricade on 2nd St. NW & 1st Ave NE, Barricade on 2nd St NW & 2nd Ave NW)

Estimated number of people to attend: ___ Less than 50 ___ 51-100 ___ 101 +

Items/displays/activities planned for public roadway: _____

Applicant Signature

“I hereby affirm that the information on this application is true to the best of my knowledge and belief, and agree that I will be responsible for making certain that the block party follows ordinances, rules, regulations, and guidelines of the City of Waverly. I hereby agree that I will not hold the City of Waverly, its officers and employees, whether elected or appointed, harmless from any and all liability arising from the street closure.”

Applicant Signature: _____ Date: _____

Approval/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 by 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 *days prior* 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 will retrieve the barricades the first business day after the event.
- _____ 10. The applicant is responsible for the repair and/or replacement of any lost, 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 effect 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

I hereby certify that I am the responsible person for the block party planned in Waverly, Iowa. As the responsible person, I acknowledge that the City of Waverly is not responsible for any injuries that result on public property during this block party. I agree to hold the City of Waverly harmless from any damages and injuries that occur from this block party. I also acknowledge that it is my duty as the responsible party to notify all attendees of this party that the City of Waverly is not responsible or liable for any injuries or damages occurring on public property during this block party.

Date

Applicant

Date

Witness

Sec. 88.3 BLOCK PARTIES

- 88.3.01 Purpose
- 88.3.02 Definitions
- 88.3.03 Regulation
- 88.3.04 Prohibited Acts
- 88.3.05 Denial of Request
- 88.3.06 Request for Hearing
- 88.3.07 Fees

SEC. 88.3.01 PURPOSE.

The City of Waverly, believing there is a benefit in encouraging a sense of community within neighborhoods, will permit the use of public rights-of-way for neighborhood "block parties". The City of Waverly establishes reasonable and necessary regulations of block parties in the best interest of public health, safety, and welfare of the residents and citizens.

SEC. 88.3.02 DEFINITIONS.

1. "Block Party" shall mean a neighborhood social event intended to take place on a public roadway or city-owned right-of-way. The purpose of such neighborhood event should benefit all persons whose property abuts the section of the street to be closed and is not intended to be used for a private benefit of a specific property owner (birthday parties, anniversaries, etc.)
2. "Public roadway" is any street, road, thoroughfare, alley or highway that provides vehicular and/or pedestrian access to the general public.
3. "Applicant" means the responsible party who has filed a written application for a block party.
4. "Arterial Roadway" means a major or main route designed to carry larger volumes of traffic.

SEC. 88.3.03 REGULATION.

1. The applicant must sign the Block Party Application and agree to the Block Party Guidelines as prescribed by the City of Waverly City Council.
2. The applicant must sign a statement holding the City of Waverly, its officers and employees, whether elected or appointed, harmless from any and all liability arising from the street closure.
3. Application must contain signatures from adjoining property owners.
4. Streets shall only be blocked using barricades provided by the Public Works Department.
5. The section of street to be closed shall only extend one block (cross-street to cross-street).

6. Alcohol (Beer and Wine) is allowed as long as it is not sold. Liquor is not allowed and can only be approved if a Class C Liquor License is obtained.

SEC 88.3.04 PROHIBITED ACTS.

1. No person may conduct a block party without prior approval pursuant to Section 88.3.03.
2. All Alcohol and Liquors cannot be provided to those attendees under the age of twenty-one (21).
3. Fireworks will not be permitted.
4. No fires are permitted upon the roadway or public property.
5. Driving of stakes or affixing objects to the public roadway in a manner that causes damage.

SEC 88.3.05 DENIAL OF REQUEST.

1. The City Administrator or designee will consult with staff, and approve or reject the application. Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through excessive traffic, causing parking congestion, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous block parties in the same location or sponsored by the applicant; or if the applicant has previously failed to live up to their responsibilities as sponsor of a block party as outlined in this section; or if the applicant has supplied false information on the Block Party Application Form or failed to sign the Block Party Guidelines and Liability Statement.

SEC 88.3.06 REQUEST FOR HEARING.

1. An applicant may appeal, in writing, the City Administrator's decision to the city council. The appeal will be heard before the city council at a time and date fixed by council. Findings of the council shall be conclusive.

SEC. 88.4 FEES.

1. A fee shall be collected upon completion of the Block Party Application. These fees are administrative fees and equipment rental.