



INSTRUCTIONS FOR DEMONSTRATION PERMIT ON PUBLIC RIGHT OF WAY

DEFINITION: Any demonstration or other event organized or held for political, religious, or other First Amendment related purposes.

FILING DATE: Minimum of three (3) working days prior to the demonstration.

FEE: \$25.00 payable at the time of filing application. The fee is non-refundable after the permit is issued.

NOTE: Check with the Traffic Engineering Department before paying the fee to insure that the requested location, date, and time is available. Permits can not be issued if they conflict with other events (see City Code Section 12-5-25).

After completing the application, pay the fee to the Cashier on the 1st Floor of City Hall. Bring the receipt to the Traffic Engineering Department (9th Floor) so the receipt number can be included on the application and permit.

If approved, a copy of the permit will be mailed to you prior to the demonstration.

The permit will only be valid for the time and date specified on the permit. It will be necessary to contact the Traffic Engineering Department in the event that you plan to reschedule a demonstration due to rain. A new time and date will then be established. A “rain date” cannot be reserved in advance unless a separate application has been filed.

APPLICATION DATE: _____

RECEIPT NO. _____

PUBLIC DEMONSTRATION ON PUBLIC RIGHT OF WAY PERMIT

Organization: _____

Person in Charge of Demonstration: _____

Day / Date of Demonstration: _____

Time: From: _____ To: _____

Purpose of Demonstration: _____

Sidewalk to be Used: _____

From Intersection of: _____

To Intersection of: _____

Type of Activities during Demonstration: _____

Special Restrictions: _____

Name: _____

APPROVED BY:

Address: _____

Phone: _____

City Traffic Engineer Date

- Cc: **Police Chief**
- Police Communications**
- Fire Chief**
- Director, Transit Authority**
- Melvin Miller, Park Board**
- Office of Public Information**
- Parking Control Supervisor**
- Traffic Engineering Shop**
- Precinct Captain**
- ____ North ____ South
- ____ East ____ West