

INSTRUCTIONS
PROCESSIONS



1. Complete application
 - a. Your application must have the following:
 - i. Map or drawing of the Route
 - ii. Beginning and end times
 - iii. Whether you will be using or closing a residential street or sidewalk
2. A Certificate of Insurance naming the City of South Bend as an additional insured must be attached to your application
3. Applications **MUST** be received at least **FOUR (4) WEEKS** in advance
4. Signature and contact information is required
5. Please make the business/agency/property of where you will be meeting to start your event is aware of your event.
6. Return Application to:

Board of Public Works
227 West Jefferson
1316 County-City Building
South Bend, Indiana 46601
Phone: (574) 235-9251
Fax: (574) 235-9171



**APPLICATION FOR USE OF
PUBLIC RIGHT-OF-WAY FOR PROCESSIONS**

The Board of Public Works must have **FOUR (4)** weeks prior notice of the event.

Sponsor: _____ Submitted By: _____

Address: _____

City: _____

State: _____ Zip: _____ Phone: _____

Email: _____

Sponsor may use the public right-of-way described as **(describe route and attach map)**

**PLEASE NOTE: THE SOUTH BEND POLICE DEPARTMENT RESERVES THE RIGHT TO
CHANGE YOUR ROUTE FOR SAFETY PURPOSES**

Event name: _____

- The Board of Public Works must have FOUR (4) weeks prior notice before event occurs
- All certificates of insurance, pre-paid costs, maps, and any other applicable information requested or required by the Board of Public Works have been provided with this application
- The event shall be held on _____, 20____ and no other date
- Registration time for the event starts at _____ a.m./p.m.
- Starting time of the procession is _____ a.m./p.m.
- Estimated completion time is _____ a.m./p.m.

This event involves the use of the following roadways

- This event involves closure of City residential streets
- This event involves County roads
- This event involves State highways
- This event involves use of a park (Must obtain permission from Park Board)
- I understand that I must arrange a meeting with all affected governmental agencies to organize the above event (Call Marcia Qualls, Customer Service Manager, 235-5939 to organize meeting)**

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- This event involves the use of the sidewalk
 - Participants must stay on the sidewalk and obey all traffic laws.**

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- This event is a local/regional/national event (Please circle the appropriate event type)
 - This event will be coordinated with the property owner/business where staging will take place

**PERMIT/AGREEMENT
FOR A PROCESSION**

1. Sponsor shall reimburse the Board for the actual cost to the City for the event, if deemed necessary.
2. Sponsor shall provide to the Board a Certificate of Insurance showing a liability policy in full force and effect with limits of \$300,000.00 per occurrence and \$5,000,000.00 aggregate and the City of South Bend listed as an additional named insured for this event.
3. Sponsor shall provide to the Board all additional licenses, permits and documentation required for the event.
4. If this event results in closure of a residential street, all residents within the affected area must be notified of this event. The APPLICANT must make a reasonable attempt to notify all residents that reside on the block. **A copy of a brochure or letter describing the event purpose, date, and time must be distributed to all affected neighbors and included with the application.**
5. If this event results in closure of a residential street, the applicant is responsible, prior to the event, for determining if there are any residents affected that could potentially need assistance in accessing their residence. **The applicant is responsible for providing said resident access or transportation to their property.**
6. Sponsor agrees to abide by all terms and conditions of the Board's policy governing walks, runs, parades or other similar event adopted by the Board on March 3, 1985.
7. In order to ensure public safety during the event, the Board agrees to furnish traffic planning, materials, equipment and personnel as deemed necessary by the Police Department Traffic Bureau, the Bureau of Traffic and Lighting, and, where applicable, the Board of Park Commissioners.
8. Sponsor acknowledges that the Police Department reserves the right to change this route for safety purposes.
9. In consideration for approval by the Board and the use of the sidewalks for the purposes set out above, the undersigned agrees and undertakes to hold the Civil City of South Bend, Indiana, free and harmless from any liability loss, costs, damages or expenses, including attorney fees, which the Civil City of South Bend may suffer or incur, as a result of any claims or actions which may be made by any person, including a participant in said activity, arising out of the approval of the request to use the sidewalks indicated in the City of South Bend. The undersigned certifies that he/she is authorized to bind the above mentioned sponsor to the terms hereof.
10. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Public Works

I understand the above rules and regulations and that this application may be denied based on any false or incomplete information.

Sponsor Signature _____

RETURN FORM TO:

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Printed Name

Title

BOARD OF PUBLIC WORKS APPROVAL

President

Member

Member

Member

Member

Date

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