



CITY OF PULLMAN
APPLICATION FOR USE OF STREET PERMIT
(Pullman City Code, Chapter 11.32)

Per Pullman City Code, Chapter 11.32, it is unlawful for any person or persons to hold any public meeting or public event upon any street or alley, or an event that will obstruct any sidewalk, without first obtaining a permit to do so. Any person, company, or organization wishing to use a portion of a street, sidewalk, alley, or public place for a public meeting or event shall apply in writing prior to the planned use to the Chief of Police for permission. Upon review of the application, the Chief of Police may grant a permit for use of the street, sidewalk, alley, or public place if it is found that doing so will not unduly obstruct either automobile or pedestrian traffic or endanger the safety of the public. A written permit or denial will be issued to the applicant(s), and any approved permits will be made available to the public. Violation of this chapter of City Code can result in a civil infraction and a \$500 fine.

APPLICANT INFORMATION

Applicant Name (first/middle/last): _____
Organization Name (if applicable): _____
Applicant/Organization Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax: _____
Email: _____

EVENT INFORMATION

Event Title: _____
Date(s) of Event ****If an ongoing activity (i.e. once a week) list all applicable dates and times:*

Hours of Event: From: _____ ☐ a.m. ☐ p.m. To: _____ ☐ a.m. ☐ p.m.

Event Type (check all that apply):

- ☐ Community Event ☐ Sporting Event / Race ☐ Parade / March
☐ Protest ☐ Other: _____

Anticipated Type of Street Use (check all that apply):

- ☐ Public Street: Obstruct Single Lane ☐ City Trail System
☐ Public Street: Obstruct Two Lanes ☐ Alleyways
☐ Public Street: Request Closure of Entire Street(s) ☐ Other: _____

LOCATION/ROUTE

Describe the location and/or route of the event. Please attach maps and/or diagrams.

SAFETY & TRAFFIC CONTROL

Describe safety and/or traffic control plans for the event. This could include location of safety flaggers, cones, signage, etc. to properly reroute vehicle traffic and keep event participants safe.

PUBLIC PARTICIPATION

Provide information on the anticipated level (number) and type of public participation.

EVENT CONTACTS

Please list at least one person who can be reached during the event if need arises:

1. Primary Contact Person: _____
Cell Phone: _____ Alternate Phone: _____
2. Secondary Contact Person: _____
Cell Phone: _____ Alternate Phone: _____

*****Application continues on next page*****

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(Continued)

CONDITIONS

Applicants for a "Use of Street" permit agree to the following conditions:

1. **Hold Harmless Agreement:** By signing below, the Applicant and/or Applicant Organization shall save, keep, and hold harmless the City of Pullman, its officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of any willful or negligent act or omission of the Applicant, Applicant Organization, or any of its employees or members. The City of Pullman will not be held liable for any accident, loss, or damage resulting from said event.
2. The Applicant and/or Applicant Organization agree that they are using the City of Pullman streets, sidewalks, trails, alleys, or other public places for said event without warranty by the City of Pullman as to the adequacy of said streets, sidewalks, trails, alleys, or other public places for said purposes in regard to geometry, maintenance, traffic control, debris, or obstacles.
3. The Applicant and/or Applicant Organization will provide all guards, monitors, signs, and traffic control devices for said event.
4. The Applicant and/or Applicant Organization agree to be responsible for all cleanup required as a result of said event.
5. The Applicant and/or Applicant Organization agree to any and all additional conditions listed on the issued permit.
6. The Applicant and/or Applicant Organization must provide proof of special event insurance for said Event in the amount of at least \$1,000,000. The special event insurance certificate must indicate "City of Pullman" as an additional insured.

CERTIFICATION

The Applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and/or Applicant Organization. The Applicant agrees to exercise the utmost care in the use of the City of Pullman streets, sidewalks, trails, alleys, or other public places. The Applicant agrees to abide by all conditions and requirements stated herein.

APPLICANT SIGNATURE: _____ **DATE:** _____

Return completed application to: Pullman Police Department
ATTN: Chief of Police
260 SE Kamiaken St.
Pullman, WA 99163

FOR INTERNAL USE ONLY

Application Received (Date/Initials): _____

Proof of Insurance Received (Date/Initials): _____

Preliminary Review (Police): Any Concerns/Special Conditions? ☐ No ☐ Yes (see attached) Initials: _____

☐ City Trails Use: *forward to Parks & Recreation* ☐ City Parks/Property: *also need "Special Event Permit"*

Forward To Public Works (Date/Initials): _____

Public Works Review: Any Concerns/Special Conditions? ☐ No ☐ Yes (see attached) Initials: _____

Returned To Police (Date/Initials): _____

Forward To Parks & Recreation (Date/Initials): _____

Parks & Recreation Review: Any Concerns/Special Conditions? ☐ No ☐ Yes (see attached) Initials: _____

Returned To Police (Date/Initials): _____

Final Disposition: ☐ Granted ☐ Denied Date: _____ Initials: _____

Reason for Denial: _____