Assemblage/Procession Permit – Policies and Procedures

Policies:

1. A permit is required when roads in Millersville Borough are used for assemblages (including block parties) and/or processions.
2. It is unlawful to conduct an assemblage/procession without first obtaining a permit from Millersville Borough.
3. Application must be submitted within the timeframe (outlined below) to allow for sufficient processing time.
4. Application must be complete when submitted. Insurance Waiver Release is required.
5. Surrounding roads must be kept passable for all traffic, especially emergency vehicles.
6. Police and Fire Police shall have the authority to direct traffic involved with the permit issuance.
7. If barricades are requested, the ***applicant is responsible*** for contacting the borough public works office at 717-872-4645 (when permit is issued) to arrange for the loan of barricades. If barricades are not available, *the applicant is responsible* for securing barricades from another source.
8. Borough Public Works Department shall have the authority to erect barricades.

Applicant Procedures:

1. Timeframe for submission of an application
    a. When **borough roads** are involved, **application must be submitted** as least two (2) business weeks in advance of the event.
    b. When **state roads** are involved, **application must be submitted** at least three (3) business weeks in advance of the event.
    c. Requests utilizing **multiple roads/routes** throughout the borough should be submitted more than three (3) business weeks in advance of the event, and include a map outlining the route(s).

2. Applicant shall complete all information on the application, including signature/date.
    a. Name of Applicant and/or Business
    b. Address and Contact information
    c. Purpose/Name of event
    d. Start day, date and time
    e. End day, date and time
    f. Rain day, date and time (if applicable)
    g. List road(s)/route involved. *Include map outlining the route if multiple roads will be used*
    h. Special Requests (if applicable)
    i. Insurance Waiver Release form must be completed and submitted with the application.

The Chief of Police, in consultation with the Borough Manager, Police, Fire Police, and Public Works, shall approve or deny the application for the permit. Each decision shall be determined case-by-case, with each application decided on the basis of its own merits and requirements. The application must be complete to be considered.

If approved, a permit will be issued and forwarded to the applicant, with copies going to the Borough Manager, Police, Fire Police, and Public Works.

MILLERSVILLE BOROUGH COUNCIL

Assemblage/Procession Permit – Application
Fill-In form or print legibly

Applicant or Business _____

Complete Address _____

Website (if applicable) _____

Contact Name _____ Telephone _____

Email _____ Fax _____

Purpose/Name of Event _____

Start Day, Date & Time _____

End Day, Date & Time _____

Rain Day, Date & Time (if applicable) _____

Road(s)/Route involved. *Include map outlining the route if multiple roads will be used.* _____
_____

Special Requests (e.g. park bathrooms open, barricades, etc.) _____
_____

I understand the following:

1. Surrounding roads must be kept passable for all traffic, especially emergency vehicles.
2. Police/Fire Police shall have the authority to direct traffic involved with the permit issuance.
3. Borough Public Works Department shall have the authority to erect barricades.

Applicant Signature (Print form & sign)   Date

BOROUGH USE ONLY:
Acknowledgment forwarded to BM, PD, FP, PW: _____   Permit Granted: Yes _____   No _____

Permit No.: _____

Date Issued: _____

MILLERSVILLE BOROUGH COUNCIL

Assemblage/Procession Permit
Insurance Waiver Release
(must be submitted with application)

I, [   ] the undersigned representative of

[   ]

Am providing Millersville Borough with this completed Insurance Waiver Release as assurance that Millersville Borough is released from any and all liabilities connected with this event named:

[   ]

The event will begin on:

    Start Day, Date and Time: _____

    End Day, Date and Time: _____

    Rain Day, Date and Time (if applicable): _____

Insurance coverage for this event, which covers all parties involved, is provided by:

Insurance Company _____

Address _____

Policy Number _____

Contact _____

Telephone _____

[   ]   [   ]

Applicant Signature (Print form and sign)   Date