

ASSEMBLY PERMIT APPLICATION

Code of Ordinance Section 31-141 through 31-145 and 31-156 through 31-162

Note: This application must be submitted at least 1 business day before the date of the assembly.

Business/Sponsor/Organization _____

Business/Sponsor/Organization Address _____

Business/Sponsor/Organization Phone # _____

Assembly Coordinator _____

Assembly Coordinator Address _____

Assembly Coordinator E-Mail Address _____

Assembly Coordinator Phone # _____

Detailed Description of Assembly Location _____

Please attach a map of requested assembly area.

Number of Participants _____

Assembly Date _____ Start Time _____ End Time _____

Alternate/Inclement Weather Date _____

Standards for Issuance

The city clerk shall issue a permit for an assembly if the assembly meets the following requirements:

- 1) The assembly will not substantially interfere with, or interrupt, the safe and orderly movement of pedestrian and vehicular traffic.
- 2) The assembly will not prevent or impede access to the assembly area, or adjacent areas, by emergency response services, such as fire, police, and ambulances.

Please refer to the [attached regulations](#) and [barricade policy](#) for additional information regarding your assembly.

The applicant(s) named above shall be responsible for cleaning up the street or other public way within 2 hours following the conclusion of the activity. Should the permit holder(s) fail to do so within 2 hours following the conclusion of the activity, or within the period specified by the city clerk, the city shall clean the area and collect the costs thereof from the permit holder(s).

Additional Clean-up Time Requested _____

Reason for Additional Clean-up Time _____

Applicant's Signature _____ Date _____

Riley County Police Dept Approval _____ Date _____

Comments _____

Public Works Approval _____ Date _____

Comments _____

Barricade Deposit Required? _____

Fire Dept Approval _____ Date _____

Comments _____

Parks and Recreation Approval _____ Date _____

Comments _____

Required only if the assembly is adjacent to a park or facility operated by Parks and Recreation.

FOR OFFICE USE ONLY

Date of application _____

Permit Number _____

Map Attached Yes No reason _____

Date sent to RCPD _____

No Fee (Section 31-158)

Barricade Deposit
\$50.00 _____

Check # _____

Barricade deposits will be held 5 business days after the event.



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In order for us to provide a suitable accommodation, we ask that you request what assistance is desired by contacting the Customer Service Office, 1101 Poyntz Avenue, or call 587-2480 or the TDD Kansas Relay Center at 1-800-766-

Revised 2011