



# Street Use Permit

## CITY OF WILLOWS STREET USE POLICY AND RULES

### Purpose:

The City of Willows maintains streets, sidewalks, alleyways, and parking lots to provide adequate public transportation and success to commercial, residential, and public facilities. Although streets, alleys, sidewalks, and lots are intended to remain open for public use, an individual, contractor, organization or business may wish to reserve and/or restrict access to certain portions of the public right-of-ways for the exclusive use of an organized activity for a specific period of time. The permit procedure is designed to inform property owners and the public of upcoming events or projects that may affect access to residential, commercial, or public properties, to determine suitability of City facilities for the proposed activity, to ensure that concerns of public and private entities are addressed, and to establish rules to govern the use of public access ways.

### General Rules:

The general rules which are contained herein apply to the use of all City streets, sidewalks, alleys, and lost unless modified or expanded by regulations applying to specifically named areas:

1. A permit must be granted prior to the use of any City street, sidewalk, alley or lot of:
  - An organized event that will restrict public access in public right-of-ways
  - Reservation of any City street, sidewalk, alley, lot, or portion thereof, for an exclusive or community event.
  - Construction projects that will require complete or periodic closure of a public way

Once obtained, the permit must be kept at the location of the activity or in possession of the designated contact person as long as public access is restricted.

2. A Street Use Permit application should be submitted to the City Clerk at least 30 days prior to the date of the proposed activity. Applications received less than five working days prior to the event may not have sufficient time to be processed. Applicants who file after the 30-day deadline may forfeit the right of appeal to the City Council if their application is denied. If fees, bonds, or insurance certificates are required by the City, said fees, bonds, and certificates must be provided prior to application approval.
3. Permit applications will be considered on a first-come first-serve basis. City sponsored and community events will take priority over other applications. Any reservations is subject to cancellation if the area is needed for City sponsored events upon 20-day notice.
4. A City of Willows Hold and Harmless Agreement Must be filled out and signed by applicant for each permit.
5. Reservations of City facilities will not be granted by telephone.
6. All costs to conduct an activity shall be the responsibility of the applicant, and none of said costs shall be assumed by the City of Willows, except as specially approved by the City in writing prior to the activity.



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7. The permittee will ensure that the use of the public ways is limited to the purpose specified in the permit.
8. The sale of food and drink in conjunction with an event is subject to community health laws. It is also the responsibility of the permittee to obtain a permit from the State Department of Alcoholic Beverage Control Board if the sale of alcoholic beverage is intended.
9. The City may inspect the use area and activities covered by the permit at any time.
10. The City reserves the right to suspend or terminate a permit and event prematurely and be relieved of any further performance if any permit condition, local, state, or federal regulation is violated as a result of the event activity. There will be no refund of fees if the City terminates an event as a result of permittee's violation of permit conditions, laws, or instructions of City officials.
11. **INSURANCE REQUIREMENTS:** The City finds it prudent to transfer the risk to third parties who utilize City-owned facilities such as parks, City buildings, public ways, and parking lots. The applicant is required to supply General Liability Insurance in the minimum amount of \$1,000,000 (one million) each occurrence, \$2,000,000 aggregate, \$1,000,000 aggregate each event for liquor liability, \$5,000 medical payments, \$50,000 Fire legal Liability naming the City of Willows as additional insured by endorsement for all activities.
12. Whenever liability insurance is required, the policy shall show "The City of Willows, including its officials, employees and volunteers, are additionally insured" during the specified use of the City property. Such coverage shall be primary and any other insurance in force for the City of Willows shall be excess and will not contribute with the above policies.
13. Once a permit is granted, the permittee shall not alter, change, or substitute an event or activity without written consent of the City. The permittee will immediately notify the City of any cancellation or change of plans. The permit is not transferable.
14. The Community Development & Services Director or his/her designee shall, within (10) days of submittal, approve, deny, or approve with special conditions any application for use of City streets, sidewalks, alleys, or lots. If an application is denied, or if the applicant disagrees with the special conditions, the applicant may appeal to the City Council whose decision will be final.
15. Permittee agrees to abide by all permit conditions, and applicable local, state, and federal laws.
16. Where the event requires restriction of vehicle traffic or where a street, alley or lot is closed to through traffic, the permittee shall be responsible to ensure traffic restrictions remain in force within the defined activity area throughout the event. Care shall be taken by participants not inhibit access to adjoining and nearby properties. Except as provided in the permit conditions, no special considerations for parking or traffic control will be accommodated beyond the defined area of the activity. Any vehicles violating the Vehicle Code will be cited.
17. **NO** glass beverage containers are allowed in or upon City properties.

### Special Requirements:

1. Upon the Glenn County Sheriff's recommendation, certain activities may require:
  - Additional security to patrol the area: and/or
  - Traffic control devices and/or traffic control personal: and/or
  - Engagement of Policing Services personnel and equipment.

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2. Upon the Fire Chief's recommendation, certain activities may require:
  - Health and safety and/or ambulance services: and/or
  - Engagement of Fire Department personnel and equipment.
3. Upon the Community Development & Services Director recommendation, certain activities may require:
  - Alternate routing, signage, and structures for safe vehicular and pedestrian travel through or around the activity area; and/or
  - Additional rest room facilities; and/or
  - Trash receptacles and handling service: and/or
  - Designated personnel to keep event location clean and orderly; and/or
  - Placement of barricades, traffic cones, traffic signs, and traffic monitoring personnel; and/or
  - Require a cash bond to be deposited with the City Clerk in an amount sufficient to cover the cost of restoring the site to its original condition.



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## City of Willows Insurance Document Requirements

Insured's Name/Company: \_\_\_\_\_

*All items checked below must be completed in order for the City to accept insurance documents required for the project, permit, or rental property/facility.*

<b>General Liability Insurance</b>	
NEED	
	Rating of A VII or better by A.M. Best
	Certificate of Insurance
	Endorsement (with all of the following)
	Policy Number
	Insured's Language
	Primary Insurance Language
	Liquor Liability
	Original, Authorized Signature
<b>Automobile Liability Insurance</b>	
NEED	
	Rating of A VII or better by A.M. Best
	Certificate of Insurance
	Endorsement (with all of the following)
	Policy Number
	Insured's Language
	Primary Insurance Language
	Liquor Liability
	Original, Authorized Signature
	Rating of A VII or better by A.M. Best
<b>Worker's Compensation Insurance</b>	
NEED	
	Rating of A VII or better by A.M. Best
	Certificate of Insurance
	Endorsement (with all of the following)
	Policy Number
	Insured's Language
	Primary Insurance Language
	Liquor Liability
	Original, Authorized Signature
	Rating of A VII or better by A.M. Best

**Insured's Language:** "The City of Willows, including its officials, employees, and volunteers, are insureds."

**Primary Language:** "The insurance shall be primary as respects the insured shown in the schedule above/attached or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the insured schedule above shall be excess of this insurance and shall be called upon to contribute with it."

**Cancellation Language:** "The insurance afforded by this policy shall not be canceled except after thirty days prior written notice by certified mail return receipt requested has been given to the City."

**Waiver of Subrogation Clause:** "This insurance company agrees to waive all rights of subrogation against the City of Willows, its officials, employees, and volunteers for losses paid under the terms of this policy which arise from work performed by the named insured for the City."

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## Street Use Permit

### Applicant Information:

Name:		Phone:
Address:		
City:	State:	Zip:
Organization:		
Contact Person:		Phone:
Contact Person		Phone:

### Street Use Information:

Type of Activity:		
Activity Description:		
Activity Location:		
Proposed Street, Sidewalk, and/or Lot Closures:		
Date of Activity:	Start time:	End:
Estimated Attendance:	Private or Public:	
Will there be associated noise:	Source of noise:	
Items for sale?	List of items:	

### Acknowledgement:

In making this application for use of the City Facilities, I acknowledge that I have read and understand the City of Willows Street Use Policy and Rules governing the use of City streets, sidewalks, alleys, and parking lots, and agree to abide by these rules and any special conditions of this Street Use Permit. I, or the contact person, will be available throughout the activity.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date



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## Street Use Permit

THIS PAGE IS TO BE COMPLETED BY CITY STAFF. STREET PERMIT IS NOT VALID UNLESS SIGNED!

**Reviewed By:**

INITIALS REQUIRED BY THE FOLLOWING POSITIONS BELOW FOR APPROVAL:	
	Superintendent of Public Works-Natasa Pfyl
	Glenn County Sheriff Department-Officer Travis Goodwin
	City Manager & Fire Chief –Wayne Peabody
	City Clerk- Tara Rustenhoven

\*All above signature can be signed off by the correct designee if needed.\*

**Documents:**

	Hold Harmless Agreement Attached
	Necessary Insurance Forms

**Explanation of needs and/or requirements:**

*Please place an X in the following boxes that apply to the event submitted.*

	Event Organizers shall abide by all vehicle codes and laws pertaining to use of City Streets
	Event Organizers shall provide extra bathroom and hand washing facilities
	Event Organizers shall provide garbage disposal in the form of extra cans or a dumpster sufficient in size to handle all of the associated refuse from the event.
	Event Organizers shall be responsible for placing and removing barricades if such are provided by the City of Willows for this event.
	No vehicles will be allowed in any City Park without written permission from the Community Development & Services Director
	Event Organizers shall clean up the area after the event and return all keys to City Clerk (Tara Rustenhoven) on the next business day.
	No additional markings on City streets shall be allowed without written permission from the Community Development & Services Director, any markings shall be white chalk only.
	All sidewalk areas shall remain open to foot traffic and no detours will be allowed without an approved plan submitted with this application.
	No Street closures shall be allowed other than what is approved by this permit.
	Number of bathrooms and hand washing stations needed (1) (2) (3) (4)
	Number of dumpsters needed for this event (1) (2) (3) (4)

-----TO BE FILLED OUT BY COMMUNITY DEVELOPMENT & SERVICES DIRECTOR-----

**Authoring Signature:**

	Your event has been approved.
	Your event has been approved with special conditions.
	Your event has been denied.



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## City of Willows HOLD HARMLESS AND RELEASE

In consideration of the City's acceptance of my application for the use of and/or participation in

\_\_\_\_\_ (Facility and/or Event)

I, \_\_\_\_\_ on behalf of \_\_\_\_\_  
(Applicant Name) (Organization)

hereby waive, release, and discharge any and all claims for damages for death, personal injury, or property damage which I and/or the above named organization and our guests may have, or which hereafter accrue to me and/or the above named organization and our guests, against the City as a result of using City property or participating in this event. This release is intended to discharge the City, its officers, officials, employees and volunteers, and any other involved municipalities or public agencies from and against any and all liability arising out of, or connected in any way with, the use of City property or participation in this event, even though that liability may arise out of the negligence or carelessness on the part of persons or cities mentioned above. I further understand that accidents and injuries can arise out of use of City property and participation in this event; knowing the risks, nevertheless on behalf of myself, the organization, and our guests, I hereby agree to assume those risks and to release and hold harmless all of the persons or agencies mentioned above whom (though negligent or careless) might otherwise be liable to me (or my heirs or assigns), the organization, and our guests for damages. It is further understood and agreed that this waiver, release, and assumption of risk are to be binding on myself, the organization our guests, heirs and assigns.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT APPLICANT NAME