

City of Waverly Block Party Guidelines

The City of Waverly does allow the closing off of certain streets for neighborhood block parties. The City of Waverly has established guidelines that must be adhered to as well as all laws and ordinances in effect. Initializing each guideline indicates the reading, knowledge, and understanding of each of those guidelines.

- ___ 1. The applicant must submit the Block Party Application form at least *7 days prior* to the date of the event to the City Administrator's Office.
- ___ 2. The applicant must comply with all State of Iowa Laws and City of Waverly's Ordinances.
- ___ 3. The application requires approval by the Public Works Director (or designee), Chief of Police (or designee), and City Administrator (or designee).
- ___ 4. The applicant must receive signatures from 90% of the adjoining property owners. Adjoining properties are those that abut the section of public roadway to be closed.
- ___ 5. A \$35.00 fee must be submitted upon completion of application, payable by check to "The City of Waverly". This \$35.00 fee is non-refundable.
- ___ 6. No more than one (**1**) city block can be closed per event and no more than two (2) events will be allowed per day.
- ___ 7. Barricades/obstacles/displays must be placed in a manner to allow quick access by emergency response vehicles and personnel.
- ___ 8. The applicant is responsible for placing the barricades as described in the application and removal of the barricades at the conclusion of the event.
- ___ 9. The Street Department will deliver the barricades to the applicant's residence the last business day prior to the event and will retrieve the barricades the first business day after the event.
- ___ 10. The applicant is responsible for the repair and/or replacement of any lost, stolen, or damaged caused to the barricades, as well as any other equipment furnished by the City of Waverly.
- ___ 11. The applicant assumes the responsibility of cleaning up and removing all debris from the designated area upon the conclusion of the event.

- ___ 12. Arterial roads or public roadways requested to be closed that adversely affect the flow of traffic or eliminate access to residences or business will not be approved.
- ___ 13. No structures/displays/objects can be affixed to the public roadway that causes damage. The applicant will be responsible for repair and/or replacement of any damage done to the public roadway.
- ___ 14. City of Waverly Picnic Tables are available for rental through the Waverly Leisure Services Department.
- ___ 15. The Block Party shall begin no earlier than 9:00 a.m. and shall end no later than 11:00 p.m. the same day. Applications requesting consecutive days for the same location will not be approved.
- ___ 16. No admission fee shall be charged or solicited to attend the block party.
- ___ 17. By taking part in a block party, residents acknowledge that streets are maintained to a standard suitable for vehicular use rather than pedestrian use, and assume all risks associated with use of the street as a recreational area.
- ___ 18. The applicant is required to have a copy of the approved Block Party Application Form and Guidelines available during the block party. These forms shall be placed in an area clearly viewable by participants.

Block Party Disclaimer

I hereby certify that I am the responsible person for the block party planned in Waverly, Iowa. As the responsible person, I acknowledge that the City of Waverly is not responsible for any injuries that result on public property during this block party. I agree to hold the City of Waverly harmless from any damage and injuries that occur from this block party. I also acknowledge that it is my duty as the responsible party to notify all attendees of this party that the City of Waverly is not responsible or liable for any injuries or damage occurring to public property during this block party.

Date

Applicant

Date

Witness