

## FERGUSON TOWNSHIP APPLICATION FOR SPECIAL EVENTS PERMIT

### Use of this Form:

Complete this application if the proposed assemblage, procession, or other special event will require the closure of Township roads, sidewalks, and/or bikeways. Each application must be completed by an authorized agent of the sponsoring organization. Please complete this form in its entirety and submit it to Ferguson Township staff in accordance with the conditions enumerated in this application. For your convenience, this application also includes instructions and timelines for securing Pennsylvania Department of Transportation (PennDOT) and Centre Region Parks and Recreation (CRPR) Department approval should the event require closure of state roads and/or municipal/regional parks. Nothing in this application or associated policy shall supersede or override PennDOT or CRPR permit requirements.

### Definitions:

**Assemblage** – An organized group of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations, and other recreational activities. An assemblage is a special event.

**Authorized Agent** – An individual or legal entity that has obtained authorization to act on behalf of the organization responsible for conducting the assemblage, procession, or special event for the purposes of completing all required parts of this application.

**Procession** – An organized group of people, or people with vehicles (including bicycles), animals, or objects, moving along a roadway, or the berm or shoulder of a roadway or bikeway in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to walks, foot races, parades, and marches. A procession shall not include a funeral caravan, military convoy or emergency service convoy. Other processions shall be considered a special event.

**Special Event** – A procession, assemblage, or special activity held within the public right-of-way.

**State Road** – A highway or bridge on the system of highways and bridges over which the Pennsylvania Department of Transportation has assumed or has been legislatively given jurisdiction.

*Any change in this application, regardless of progress in the approval process, must be resubmitted and routed through the same channels as if it were a new application.*

**Applicant Information:**

Name of Applicant/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Sponsor or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and time of Activity: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rain Date (if applicable): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Activity Detail:**

Describe your event in detail using additional sheets, if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this event be held solely on sidewalks and/or bikeways?  No  Yes

Does your event require a street closure?  No  Yes

If yes, select the type of road that will be closed: (For more information, see attached map and list)

State Road(s) Only (Additional Form Required: PennDOT TE-300 Form)

Local Road(s) Only

- State Road(s) and Local Road(s) (Additional Form Required: PennDOT TE-300 Form)

Listed in order of route, what street(s) would you like closed for this event? (Use additional sheets, if necessary)

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How long will the street closure be in effect? From: \_\_\_\_\_ To: \_\_\_\_\_

Will the event cross any municipal or state roads?  Yes  No

If yes, please indicate which roads the procession will cross:

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Will the event procession cross any state roads?  Yes  No  
(If yes, submit PennDOT TE-300 Form)

### **Municipal/Regional Park Usage:**

If this event includes the use of a municipal/regional park, please contact the Centre Region Parks and Recreation (CRPR) Department by phone at (814) 231-3071 or by email at [crpr@crcog.net](mailto:crpr@crcog.net) prior submitting this form (see attached timeline). Special park permits and conditions may also apply. Once the approval is secured from the Centre Region Parks and Recreation Department, please have an authorized official complete the fields below, and attach any conditions associated with the approval to this form.

Name: (Print) \_\_\_\_\_ Title of Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

### **Charitable Cause:**

Is the Sponsor an organization with 501(c)(3) tax exempt status?  Yes  No

If this event is to benefit a charitable organization, please identify that organization:

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**Health Considerations:**

Will there be food and drink provided to the public at this event?     Yes             No

If yes, have you made arrangements for approval/inspections     Yes             No  
with the Department of Ordinance Enforcement and Public  
Health?

If no, please complete the form that is attached to this application and obtain approval **prior** to submission of this application.

The Applicant recognizes and AGREES that Ferguson Township requires the proposed event to be conducted in such a manner that minimizes disruption to township residents and be within the limits established by existing ordinances. By signing below, the Applicant AGREES to protect, defend, indemnify and hold Ferguson Township and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising directly or indirectly from this event. The Applicant further AGREES to investigate, handle, respond to, provide defense for and defend any such claims, etc., at the Applicant's sole expense and AGREES to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**OFFICE USE ONLY: ROUTING FOR APPROVAL**

Police Dept.	_____	_____	Public Works Dept.	_____	_____
Health Dept.	_____	_____	Township Manager	_____	_____

**THIS SERVES AS YOUR PERMIT**

The Ferguson Township Board of Supervisors **approved** your application on:

\_\_\_\_\_

Conditions (if any) are as follows: \_\_\_\_\_

\_\_\_\_\_

Signature of Chairperson or  
authorized representative: \_\_\_\_\_

**Timeline and Checklist:**

- Contact the Centre Region Parks and Recreation Department (CRPR) at 814-231-3071 *if* the event will include the use of a municipal/regional park.
- If food will be served on public property, contact the Department of Ordinance Enforcement and Public Health (DOEPH) at the Borough of State College by phone at 814-234-7191 or by email at healthdept@statecollegepa.us.
- Notify the Ferguson Township Police Department of your intent to host a special event regardless of whether or not the event will require the use of Township roads, bikeways, or sidewalks.
- Complete the Ferguson Township Special Events Application.
- Pay required application and escrow fees.
- Submit Certificate of Insurance and any other necessary documents.
- If denied a permit at any point in the process and you wish to appeal the decision, notify the Township Manager in writing of your request to do so.

<u>Step</u>	<u>Timeline</u>
Preliminary event planning with the Centre Region Parks and Recreation Department, if necessary	At least 45 days prior to the event*
If food will be served, notify the DOEPH at the Borough of State College	10 – 12 weeks prior to hosting an event
Notify Ferguson Township Police Department of the intent to host an event and provide a general description of the event	10 - 12 weeks prior to hosting an event <i>IF</i> the event will require the closure of township roads, bikeways, or sidewalks <b>OR</b> 3 weeks prior <i>IF</i> no closures required
Complete Ferguson Township Special Events Application	10 – 12 weeks prior to hosting an event*
Remit application permit fee and escrow payments to township	Due when application is submitted
Submit Certificate of Insurance, proposed map of procession, a signed copy of the “Registration for a Food Event on Public Property Form” signed by the DOEPH, and a completed application checklist	6 – 8 weeks prior to hosting an event
If denied a permit, notify Township Manager in writing of intent to appeal	Within 7 days of receiving a denial

\*Note: Plan to apply for a permit from CRPR **at least** 10 – 12 weeks prior to events that will also require a Ferguson Township Special Events Permit

## Checklist for Hosting a Special Event on State Roads (to be completed after securing authorization from the township):

- Complete PennDOT's [TE-300: Special Event Permit Application](#).  
(must be done after approval is secured from Ferguson Township)
- Review PennDOT [Title 67, Chapter 212.701 Subchapter H, Special Events](#).
- Event Insurance Certificate  
(must meet Ferguson Township requirements above, **and** list the Commonwealth of Pennsylvania as an additional insured)
- Notify Pennsylvania State Police (PSP) of special event  
(please contact Station Commander at [Local PSP Barracks](#)).
- PennDOT requirements for notification and/or approval letter(s) for special events. If the Special Event occurs on:
  - State Road(s) Only
    - Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road.
    - Sponsor is required to submit a copy of the municipality notification letter(s) to the Pennsylvania Department of Transportation along with the TE-300: Special Events Permit Application.
  - State Road(s) and Local Road(s)
    - Sponsor is required to send notification letter to each municipality for special event involvement on state road.
    - Sponsor is required to obtain approval letter from each municipality for special event involvement on a local road.
    - Sponsor is required to submit a copy of each municipality notification and approval letter to the Pennsylvania Department of Transportation along with the TE-300: Special Events Permit Application
- Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office **eight (8) weeks prior to the date of the special event.**

## REGISTRATION OF A FOOD EVENT FOR CHARITABLE ORGANIZATIONS

Department of Ordinance Enforcement and Public Health  
243 South Allen Street, State College, PA 16801  
(814) 234-7191 (phone) (814) 234-7197 (fax)  
healthdept@statecollegepa.us

This registration is intended for use by charitable organizations planning to give away food or drink items to the general public or sell food or drink items as a fundraiser. Groups planning to sell any food or drink must contact the State College Department of Ordinance Enforcement and Public Health and return the completed application along with proof of non-profit status to the above address prior to the activity.

**If giving away or selling baked goods, please attach a list of the items to be given away or sold along with the preparer's name, address, and phone number. This information must be submitted with the application. Baked goods must be individually wrapped.**

The Department discourages the sale of potentially hazardous foods or drinks (meats, fish, dairy, etc.). If potentially hazardous foods or drinks are to be given away or sold more than three times per calendar year then the charitable organization must contact the Department of Ordinance Enforcement and Public Health to obtain the appropriate license and pay any fees that may apply.

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Name of Group

Name of Representative

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Address of Representative

Phone Number

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Email

Date(s) of Event

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Where will the event be held?

Municipality

What types of food(s) or drink(s) will be provided? \_\_\_\_\_

\_\_\_\_\_

Where will the food(s) or drink(s) be prepared? \_\_\_\_\_

\_\_\_\_\_

If the food was not prepared in a licensed facility, a sign must be posted in public view to that effect.

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Signature

Date

**All applications must be submitted to the Department of Ordinance Enforcement and Public Health at least five (5) business days prior to the event.**

*Serving the Borough of State College, College Township, Ferguson Township and Patton Township*

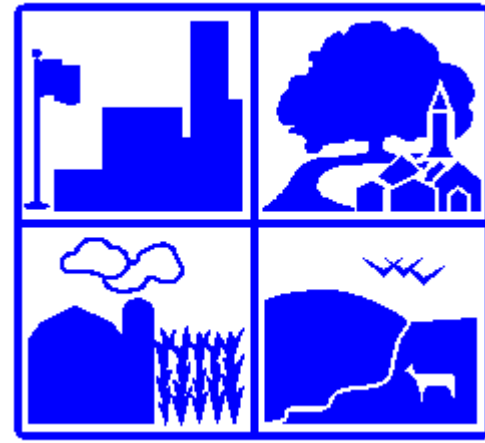
## **Guidelines for Charitable Organizations Serving Potentially Hazardous Foods**

- An approved sanitizer such as a quaternary sanitizer or chlorine mix must be used to clean food prep areas and equipment. (1 tablespoon to 1 gallon of water)
- A method of hand washing must be available.
- Gloves must be worn when handling any ready to eat foods such as buns, chips, lettuce, etc.
- Thermometers must be used to check temperatures of potentially hazardous foods.
- Foods must be cooked to the proper internal temperatures. Hamburger – 155°F for 15 sec.; Chicken – 165°F for 15 sec.
- Hot foods/drinks being prepared and held more than four (4) hours must be held at 135°F and stored in an approved container.
- Cold foods/drinks being prepared and held more than four (4) hours must be held at 41°F and stored in an approved container.
- When cooking with any type of grill or potentially hot surface there must be a barricade between the cooking area and the public as a safeguard against injury.
- A fire extinguisher must be kept within, but not closer than, 6 feet from the cooking area.
- Any grease produced during the preparation of foods must be stored in a container and disposed of properly.
- When selling or giving away food/drink, a sign indicating that foods/drinks prepared at the event were not prepared in a licensed kitchen must be displayed and visible to the public during the event.
- There should be a specific person designated to handle money and that person should not handle any food items.
- Food/drink must be shielded from the elements.

**Organizations holding more than three events per calendar year and serving potentially hazardous foods/drinks must obtain an appropriate license from the Department of Ordinance Enforcement and Public Health, must certify a Person In Charge through an approved safe food handling program and are subject to inspection.**

**For any additional information, please contact the Department of Ordinance Enforcement and Public Health at (814) 234-7191 or at [healthdept@statecollegepa.us](mailto:healthdept@statecollegepa.us).**





# TOWNSHIP OF FERGUSON

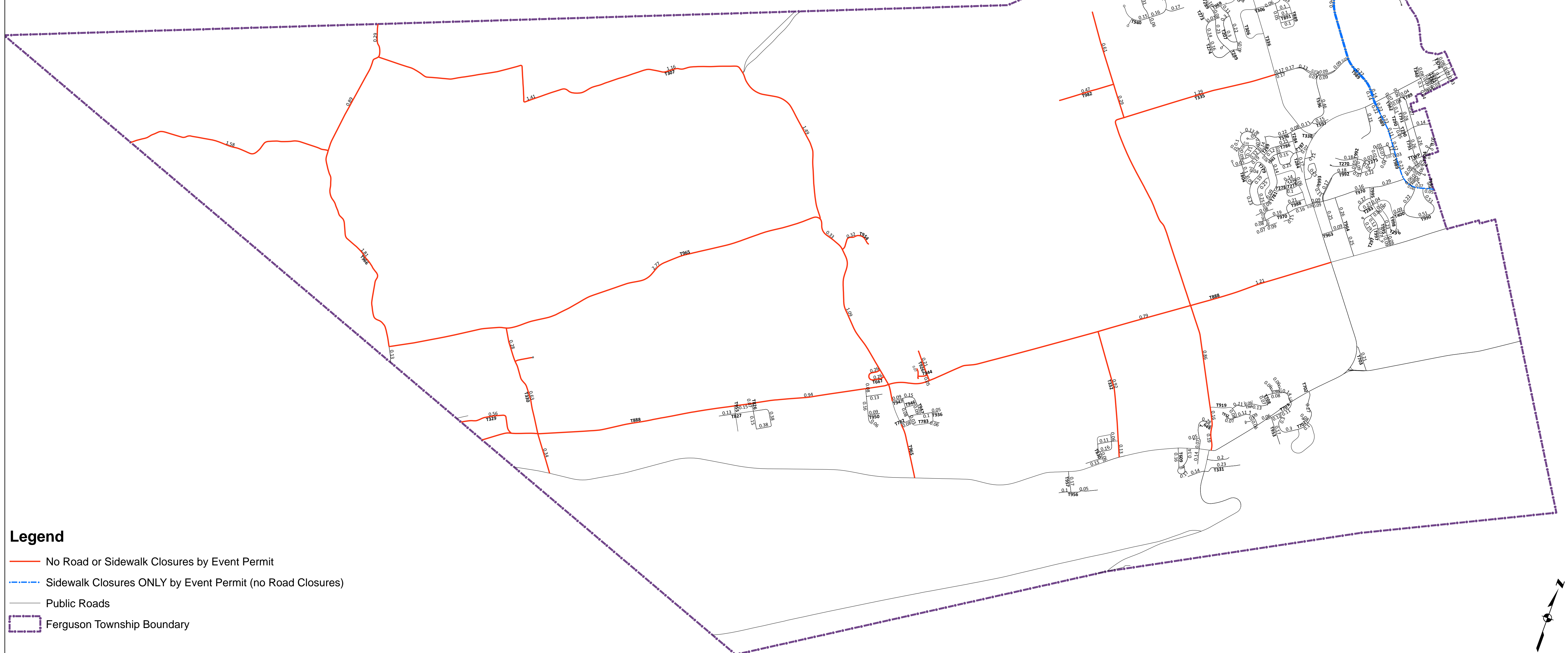
3147 Research Drive · State College, PA · 16801  
Phone: (814) 238-4651 · Fax: (814) 238-3454

## SPECIAL EVENT ROUTE PLANNING MAP

Labels show Route Numbers and Lengths (miles) of Township Road Segments  
Highlighted Routes have Road and/or Sidewalk Closure Restrictions (refer to Legend)

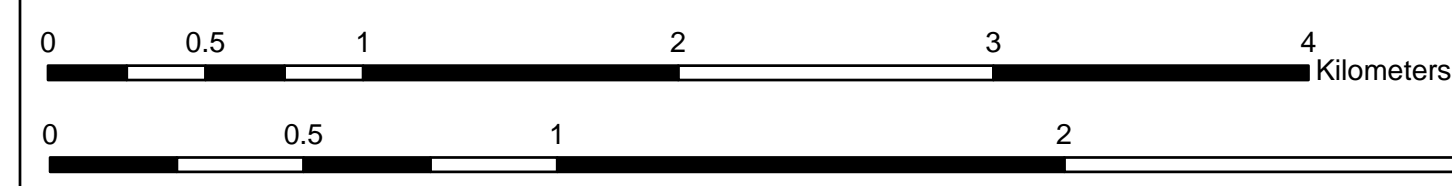
### Route Number Lookup Table

206 BARNSTABLE LA	310 BROADMOOR LA	703 SCOTT RD	851 HIGHLAND RD	955 TIMOTHY LA
207 NORTHAMPTON ST	311 COGAN CIR	704 WICKLEY RD	852 BEAVER AV	956 HAROLD DR
269 HARKNESS RD	312 SUMMERSMEET LA	705 BANYAN DR	887 IRONBRIDGE DR	957 ROSS ST
270 RAVEN HOLLOW RD	313 OAKLEAF DR	706 CRESCENT CT	888 WHITEHALL RD	958 FARMSTEAD LA
271 HARKNESS CT	314 OAKLEAF CT	707 BRADFORD CT	889 TANDLER DR	959 OLD FARM LA
272 WESTWIND DR	315 PINEHURST CT	708 SHELTON DR	890 LINNET LA	960 RIDGEWOOD CIR
273 VINEYARD HAVEN	316 PINEHURST DR	709 LOIS LA	891 PARTRIDGE LA	961 WOODBERRY CIR
274 LONGFELLOW LA	318 ENTERPRISE DR	743 CLINTON AV	892 TEAL LA	962 OWENS DR
275 FALCONPOINTE DR	319 ABINGTON CIR	776 MEADOWHANK LA	919 SUNDAY DR	963 CATO AV
276 QUAIL RUN RD	320 ROYLEN CIR	778 COUNTRY GLENN LA	920 OXFORD CIR	964 RESEARCH DR
277 ATLEE CIR	328 BUTTERNUT ST	779 SETTER RUN LA	921 GLENWOOD CIR	965 TADPOLE RD
278 OWENSD LA	329 JOHNSON RD	781 AUTUMNWOOD DR	922 WILTSHIRE DR	966 WARENGO RD
279 CHARLESTON DR	330 DEIBLER RD	782 OAK GLENN RD	923 GREENWOOD CIR	967 DRY HOLLOW DR
280 SOWARDS PL	331 CHESTNUT ST	783 VAL VERDA DR	924 PENROSE CIR	968 HARVEST RIDGE DR
281 RIDGE MASTER DR	332 PLAINFIELD DR	785 JIROQUOIS DR	925 OSMOND ST	969 SACAMORE DR
282 MANOR CT	334 NIXON RD	786 PINECLIFF RD	926 RAMBLEWOOD RD	970 DRISTOL AV
283 JAMES AV	335 OLD GATESBURG DR	787 NITTANY VIEW CIR	927 PARK LA	971 PAMELA CIR
284 SCIENCE PARK CT	336 SCIENCE PARK RD	788 HOLLY CIR	928 DEVONSHIRE DR	972 BRUSHWOOD DR
285 MEGAN DR	337 CIRCLEVILLE RD	789 ASH AV	929 CHESTNUT RIDGE DR	973 MARJORIE MAE ST
286 TEABERRY LA	338 ALLEN ST	790 MIDDLE ST	930 ABBY PL	974 PARK CREST LA
287 NANTUCKET CIR	339 AARON DR	791 MCBATH ST	931 VAIRO BLVD	975 MARTIN ST
288 CATHAM CT	340 CORL ST	792 MADISON RD	932 ROSEMONT DR	976 HERMAN DR
289 FORDPOND DR	342 CHERRY LA	793 WESTERLY PKWY	933 SELIGERS CIR	977 SHAGBARK CT
290 CONOVER LA	350 COBBLE CT	794 NORTH HILLS PL	934 KOEBNER CIR	978 HICKORY HILL DR
291 KENNELWORTH CT	400 RALEIGH AV	795 DENTON AV	935 ROSEWOOD CIR	979 SASSAFRAS CT
292 CYPRESS WAY	516 BUTZ ST	796 CROMER DR	936 RAVENDALE RD	980 ASHURTON CT
293 JUNIPER DR	580 HOY ST	797 SUBURBAN AV	937 BERKSHIRE DR	981 CORINNA CT
294 BLAIR RD	596 PINE HALL RD	798 CHERRY HILL RD	938 CHERRY RIDGE DR	982 ERNEST LA
295 BIRON CT	597 PINE HALL CT	799 DOORWOOD CIR	939 WESTWOOD CIR	983 MUNCY RD
296 SHEFFIELD CT	609 DEEP WOOD DR	800 PRINCETON DR	940 SLEEPY HOLLOW RD	985 FAIRFIELD CIR
297 KINGS CT	630 LINN ST	801 HARVEST RUN RD	941 DEERFIELD DR	986 SARATOGA DR
298 WILLIAMSURG CT	631 HARRIS ST	802 BERGMAN BLVD	942 APPLE GREEN CIR	987 STAFFORD CIR
299 WETHERBURN DR	632 CURTIN ST	803 BEAGLE RUN CT	943 CHELSEA LA	988 CONCORD DR
300 TARA CIR	648 CHESTER DR	804 PRAIRIE ROSE LA	944 BROOKLAWN RD	989 BLUE COURSE DR
301 CAMBRIDGE DR	649 KIRK ST	805 RED WILLOW RD	945 GUGGARD CIR	990 SHELLERS BEND
302 YORKSHIRE CIR	650 CHESTER CT	806 MAGNOLIA CIR	946 MEADOW LA	991 WELLS TER
303 GRACE CT	664 ALLEN ST	807 BACHMAN LA	947 ELM RD	992 PARK CENTER BLVD
304 GRACE ST	667 HORSESHOE CIR	808 VALLEY VISTA DR	948 FAIRBROOK DR	993 GATEWAY DR
305 RED OAK LA	679 KNOB HILL RD	826 GARDNER LA	949 GREENLEE LA	994 HIGH RIDGE CIR
306 SANDY DR	692 PARK HILLS AV	827 BLADE DR	950 BEAVERBROOK DR	995 STONEBRIDGE DR
307 GATESBURG RD	700 MEADOWVIEW CT	828 DELAWARE RD	951 AVEBERRY CIR	996 RED LION DR
308 FAIRFIELD LA	701 TREETOPS DR	829 KANSAS AV	952 APPLE TREE CIR	997 WILLIAMSBURG DR
309 HIGHPOINT COVE	702 MEADOWVIEW DR	831 WYOMING AV	953 SYCAMORE DR	998 SHEFFIELD DR
		850 AIRPORT LA	954 BEAVER BRANCH RD	999 WESTOVER DR



### Legend

- No Road or Sidewalk Closures by Event Permit
- Sidewalk Closures ONLY by Event Permit (no Road Closures)
- Public Roads
- Ferguson Township Boundary



Map Scale at Full Size: (24x36", ARCH D)	1:24,000 1 inch = 2,000 feet
Dated: 05/10/2013	Drawn by: AED