

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 use of municipal/regional parks. Nothing in this application or associated policy shall supersede or override PennDOT or CRPR permit requirements.

Timeline:

| <u>Step</u> | <u>Timeline</u> |
|---|---|
| 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 the event if the event will require a Ferguson Township Special Events Permit OR 3 weeks prior <i>IF</i> no closures are required |
| 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 Department of Health and Neighborhood Services at the Borough of State College | 10 – 12 weeks prior to hosting an event |
| 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 copy of the “Registration for a Food Event on Public Property Form” signed by the Dept. of Health and Neighborhood Services, and a completed application checklist | 6 – 8 weeks prior to hosting an event |

| | |
|--|-------------------------------------|
| If denied a permit and applicant wishes to appeal, notify Township Manager in writing of intent to do so | 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

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 individuals, or individuals with vehicles, animals, or objects, moving along a roadway, or the berm or shoulder of a roadway 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 right-of-way of a 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?
(Please consult Ferguson Township Police Dept. to help determine.) 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)

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:

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 **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.

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:

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 with the Department of Ordinance Enforcement and Public Health? Yes No

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: _____

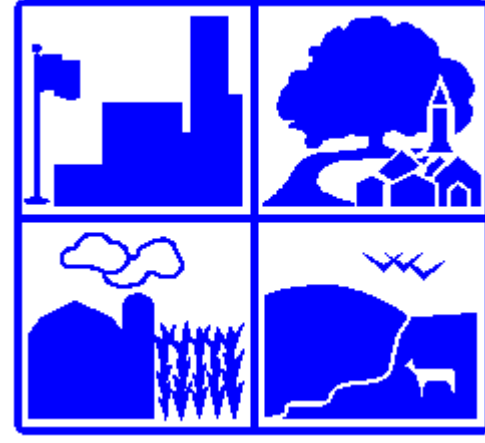
Signature of Chairperson or
authorized representative: _____

Checklist:

- 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.
- 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 Health and Neighborhood Services at the Borough of State College by phone at 814-234-7191 or by email at healthdept@statecollegepa.us.
- 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.

Checklist for Hosting a Special Event on State Roads:

- 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.**



TOWNSHIP OF FERGUSON

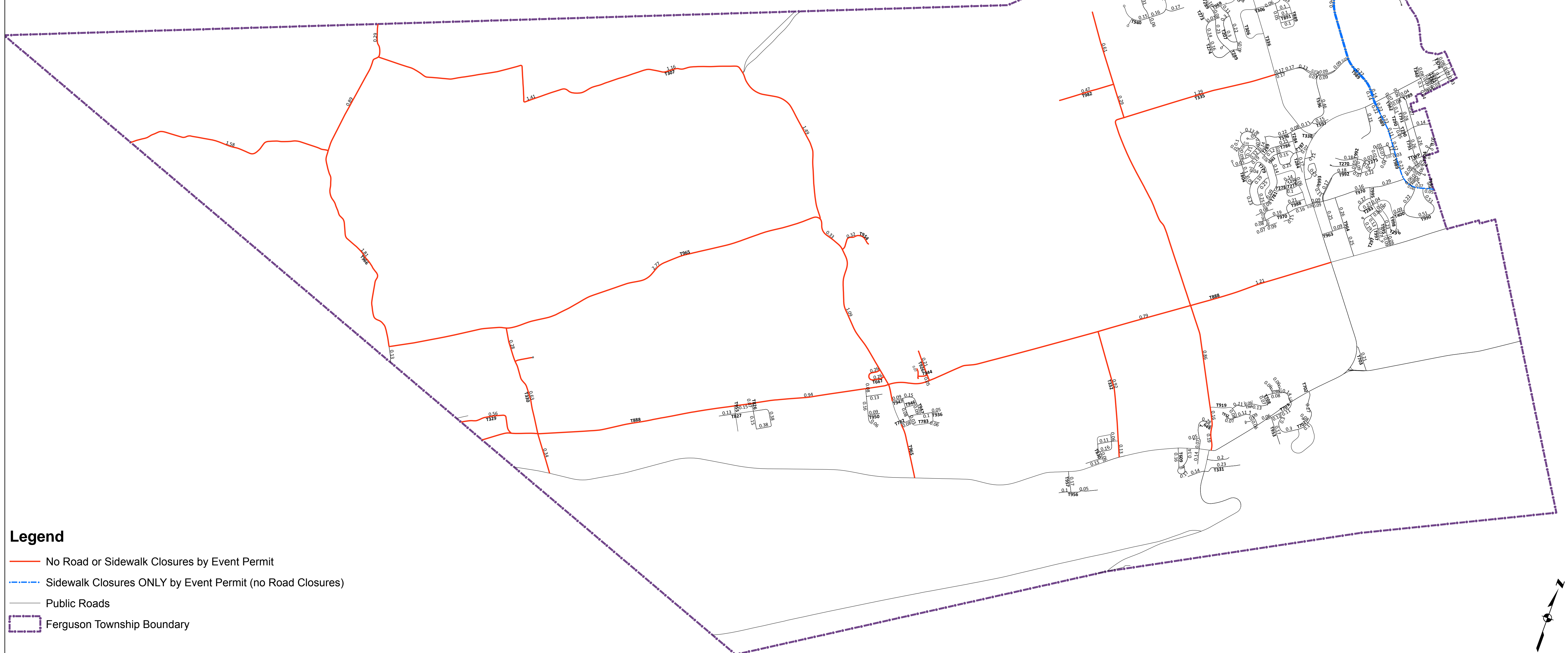
3147 Research Drive · State College, PA · 16801
Phone: (814) 238-4651 · Fax: (814) 238-3454

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)

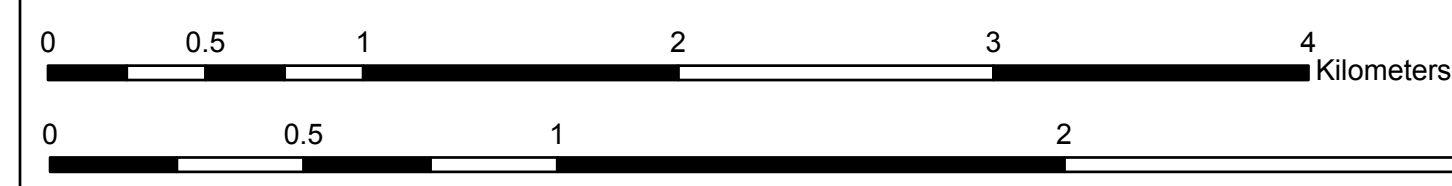
Route Number Lookup Table

| | | | | |
|---------------------|----------------------|----------------------|-----------------------|----------------------|
| 206 BARNSTABLE LA | 310 BROADMOOR LA | 703 SCOTT RD | 851 HIGHLAND RD | 955 TIMOTHY LA |
| 207 NORTHAMPTON ST | 311 COGAN CIR | 704 WECKLEY RD | 852 BEAVER AV | 956 HAROLD DR |
| 269 HARKNEST RD | 312 SUMMERSMEET LA | 705 BANVAN DR | 887 IRONBRIDGE DR | 957 ROSS ST |
| 270 RAVEN HOLLOW RD | 313 OAKLEAF DR | 706 CRESCENT CT | 888 WHITEHALL RD | 958 FARMSTEAD LA |
| 271 HARKNEST CT | 314 OAKLEAF CT | 707 BRADFORD CT | 889 TADAGER DR | 959 OLD FARM LA |
| 272 WESTWIND DR | 315 PINEHURST CT | 708 SHELTON DR | 890 LYNNEE 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 OWENEDD 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 ROSEWANT DR | 976 HERMAN DR |
| 289 FORDPOND DR | 342 CHERRY LA | 793 WESTERLY PKWY | 933 SELGERS 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 | 830 WYOMING AV | 953 SYCAMORE DR | 998 SHEFFIELD DR |
| | | 831 WYANDOTTE LA | 954 BEAVER BRANCH RD | 999 WESTOVER DR |
| | | 850 AIRPORT RD | | |



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 |