



PROCEDURES FOR BLOCK PARTY/SPECIAL EVENT STREET CLOSURE REQUESTS

Block Parties which require the closing of a street within the City of Altoona require City approval for the event. In recognition that block parties build relationships with neighbors, provide social interaction among block residents, generally affect only those residents within the immediate area of the street closure and can help strengthen a neighborhood; and that block parties are generally less complex than special events open to the community at large, the City has developed this application particular to block parties and similar events.

This form should only be used for residential neighborhood block parties and street closures related to schools for events such as bicycle rodeos or school carnivals.

Residents or organizers submitting a request for a block party/special event street closure are encouraged to become familiar with the procedures provided in this document. There is no City fee associated with the request.

1. The City shall be notified using the attached form by mail, fax, or in person at least two (2) weeks prior to the date of the requested street closure. Requests shall be sent to:

Altoona Police Department
Attn: Police Chief
700 1st Avenue South
Altoona, IA 50009
515-967-5132
Fax: 515-967-5133

2. The request shall include the following information:
 - Name, address, phone and e-mail of organizer
 - State the purpose of the street closure
 - The location of where the event will be held and points of requested closure.
 - Include a map or sketch of the area to be closed off.
 - Date and times when the event/closure will take place.
 - Acknowledgement that affected neighbors has been notified of the closure and agrees to same.
3. The Resident requesting the closure will be notified of approval/denial by phone, mail, and/or e-mail.

4. If approved by Police, copies of the approval will be sent to the Fire Department and Public Works Department. Public Works will make a determination of barricade needs and availability. They will notify the organizer whether the City will provide barricades or the organizer needs to provide their own barricades from a private, licensed barricade company.
 - a. For larger activities the City may deliver and set to the side of the street and out of the way, the barricades available. The organizer shall be responsible for erecting and maintaining the barricades. After the event, the sponsor shall set the barricades off to the side of the street for pick up by the City.
 - b. For smaller events, block parties, etc., the organizer shall pick up, erect, maintain and return the barricades required.
5. Other important information to consider:
 - a. Generally, no "through" or "main" streets will be approved for closure. Side streets or Cul-de-sacs are recommended.
 - b. Closing of a street for a block party should be done at times and in such a manner as to minimize any adverse impact upon any of the street's residents. The timeframe for the street closure should generally fall sometime between 9:00 a.m. and 10:00 p.m.
 - c. The City of Altoona will provide street barricades only when available. Private barricade companies can be found in the telephone book. Barricades shall meet the standards of the Manual of Uniform Traffic Control Devices (MUTCD). Vehicles, lawn furniture, saw horses, barbeques, trash cans or similar items cannot be used as barricades.
 - d. Every household affected by the block party must agree to have the street blocked.
 - e. Keep all fire hydrants clear, undecorated and unobstructed.
 - f. Keep large displays, tents, and amusements/rides confined to the parking lanes of the street or place them off the street in driveways. The use of large tents may require a separate permit from the fire department
 - g. Barricades must allow access for emergency police, fire and ambulance vehicles and equipment. Fire Department vehicles need an eighteen-foot wide, unobstructed path in the center of the street, the entire length of the party.
 - h. Disorderly conduct complaints or disturbance of the peace will be addressed by the police department as appropriate. Attending a block party is not an excuse to break the law.
 - i. Beer or liquor cannot be sold or dispensed by ticket, by paid admission or by contribution unless a permit has been issued by the Iowa Alcohol Beverage Division and City of Altoona City.
 - j. There should be no sales of food or sale of beverages at a block party.

- k. Musical bands, keyboard artists, drummers, disc jockeys or other entertainers cannot be staged or showcased on or in any city street. Noise levels must be kept at an acceptable level.

- l. Please contact the police department Monday through Friday, 7:30 AM to 4:30 PM with any questions regarding block party/special event street closures.

Rev 7-2012 JM

**BLOCK PARTY REQUEST FORM
TO BE RETURNED TO POLICE CHIEF**

Date Request Submitted: _____

Street to be closed: _____ between _____
and _____*

Closure Date: _____ Day of Week: _____

Closure Time: from _____ . m. to _____ . m.

Estimated Attendance: _____

Briefly describe any activities planned with the block party _____

Will there be amplified music or sound associated with the event? Yes ___ No ___

Have all street residents been notified of this request: Yes ___ No ___

If No, who was not contacted and why?

Did any resident indicate an objection? Yes ___ No ___

If Yes, what was the nature of that objection?

Primary Contact: _____

Daytime Telephone: _____ Cell Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

SIGNATURE

The information contained in this application is true, correct, and complete to the best of my knowledge. If there are any changes to the proposed block party, I agree that I will promptly notify the City of Altoona of these changes and request approval of them.

Signed

Date

*Include a map or sketch of the area to be closed off

Approved _____ Denied _____ by _____ Date _____