

JOHNSTOWN, OHIO EVENT GUIDEBOOK

Adopted by Resolution #2018-11
Adopted June 5, 2018
Fees updated 2025

Individuals or organizations planning to hold an event on public property owned or under control of Johnstown, Ohio within corporate limits, must submit an Event Permit Application at least 30 days prior to the event.

Johnstown, Ohio will consider the potential impact that a proposed event may have on staffing and the Municipality's ability to provide its normal scope of services to residents and business partners. The Manager has the right to decline a Special Event Permit application based upon limited staffing, limited sites, or what staff perceive to be an undue burden being placed on residents or the community.

If the proposed event is approved, the event organizer is responsible for fees and wages for all Johnstown services determined by department staff and the Johnstown Schedule of Fees & Service Charges. The event organizer is also responsible for lost or damaged municipal property and will sign an indemnification/hold harmless agreement with Johnstown, Ohio as part of the attached event application.

In order to protect Johnstown, Ohio and Monroe Township against any such loss the event organizers/sponsors permit holder or host establishment must furnish to Johnstown, Ohio in a form acceptable to the law director a certificate of commercial general liability insurance naming Johnstown, Ohio and Monroe Township as an insured or additional insured with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage for all damages, including but not limited to property damage, personal injury or death. The event organizers/sponsors/permit holder shall provide a copy of such insurance policy to Johnstown, Ohio at least twenty (20) calendar days prior to the event. If this does not occur, the organizer may be subject to automatic and immediate revocation of the event permit.

The completed Event Permit Application in this guidebook may be mailed or dropped in person to:

Johnstown, Ohio Manager
599 S. Main Street
Johnstown, Ohio 43031

Those with further event questions may call 740-967-3177 for assistance.

Definition of an Event

"Events" in Johnstown are festivals, parades, performances, competitions, or other organized public events in which public rights of way or public property will be used or significantly impacted as a result of the event; and which, due to reasonable public safety concerns, foreseeably require the involvement of public personnel and equipment dedicated to assisting in the event.

General Types of Events

There are three general types of special events:

- Community Special Events: Those special events for which the main purpose is to benefit the local community, and for which no individual receives a monetary gain for coordination of the event. The Fireman's Festival Parade and Festival, Christmas Parade, and Cupola Cruise-In are all examples of special events that are put on for benefit of the Johnstown community where no individual financially benefits.
- Community Partner Special Events: Those special events for which the main purpose is to benefit a community partner. Pelotonia, GOBA and Change Gears Bike Ride are examples of a community partner special event where no individual financially benefits.
- Professional Special Events: Those special events for which the main purpose is to produce a financial benefit for an individual or an organization. There may be a charity which benefits, as well, or an individual person financially benefits from the event.

Event Permit Requirements & Exceptions

No person shall engage, participate in, aid, form or start an event unless a permit is obtained from Johnstown. This section shall not apply to the following:

- Funeral processions supervised by a licensed mortuary
- Picketing as permitted by Johnstown ordinance
- Other occasions already approved by Johnstown Council or Manager

Event Application Process

Step One: Community Event Permit Application & Guidebook

- Complete and return the Johnstown Event Permit Application at least 30 days prior to the event. Use this Guidebook as a reference to complete the application.
- The Manager will review an event permit application only after all forms are completed, including all supporting documentation.

Step Two: Payment for Johnstown Fees & Services

- If the event organizer requests Johnstown services or if the Manager has determined that Johnstown staff services are necessary to hold a safe and successful event, the event organizer will be invoiced for those services at the conclusion of the event. Fees, services, permits and use of Johnstown staff and/or equipment will be billed as defined in the Johnstown Schedule of Fees & Service Charges.
- Event organizers may be required to pay for any associated permits and fees resulting from the event. Payment for these fees, if applicable, is required prior to the event.
- Aside from any fees, an estimate for Johnstown services and equipment costs will be provided to the event organizer after the initial meeting occurs with the Manager. This estimate could be affected by weather, changes made by the event organizer, crowd size or other factors.
- After the event, Johnstown staff will send the event organizer invoice(s) outlining the cost of the services and equipment provided by Johnstown staff. Payment is due upon receipt. Special duty police used for this event may be invoiced separately.

Fees

NOTE: The rates below for each function are subject to change according to the Johnstown Schedule of Fees & Service Charges. Event organizers may be invoiced a different amount

depending upon fee schedule updates but the rates shown will help organizers better estimate event costs.

- Fees

If necessary, this application shall be submitted 30 days prior to the event with all applicable fees and two (2) sets of drawings indicating the location of all tents, generators, bleachers or stages on the site (Site Plan).

The application shall be approved by the Manager prior to erecting any tents, generators, bleachers or stages for your event. The applicant shall maintain the approved permit, drawings/plans, and building card at the event site starting on the first day of assembly.

- Security and Safety Service Fees

Johnstown staff will identify general security issues to consider at your community event. Police officers may be required for traffic control on public roadways to address safety concerns. A private security company may be hired for events on private property. The Johnstown Police Department will work with event organizers to determine their specific security needs.

The event organizer will receive an estimate in advance for each potential scenario. For events requiring five (5) or fewer officers, organizers will normally be charged the current special duty officer rate, with a minimum of three (3) hours billed per officer. It may be necessary for the Johnstown Police Department to utilize county sheriff deputies or Ohio State Patrol officers in the coordination of police/security services during events.

If more than five (5) police officers are required for a special event due to its size and/or complexity, the organization sponsoring the event will be invoiced by Johnstown Police at a rate of time and one half (at full-seniority officer's rate) for all police staffing hours worked for the event. Other fees and services may apply.

In addition, the following cancellation policy is included in our event estimates:

If less than 24 hours before the event, organizer will be responsible for paying for two (2) hours of pay for each scheduled officer

If less than three (3) hours before the event, organizer will be responsible for paying for three (3) hours of pay for each scheduled officer

Special Duty Rates for Police Services:

The event organizer will receive an estimate in advance for each potential scenario. Event organizers will normally be charged the following special duty rates for Police services where five (5) or fewer officers are needed for the event:

- \$50.00 per hour for each officer, with a minimum of 3 hours billed per officer (less than six (6) officers).
- Officers used for traffic detail will be paid at a rate of \$50.00 per hour with a 3 hour minimum.
- \$15.00 per hour per police cruiser.

Public Service Department Related Fees

Special Duty Rates for Public Service Department Personnel:

\$30.00 per hour for each Public Service personnel during normal working hours

\$45.00 per hour for each Public Service personnel after normal working hours

\$22.00 per hour for Public Service Department Truck and Trailer

If Public Service Department personnel are required to work during the event, Service Department equipment will be provided at no cost. When Public Service Department personnel are not working the event, the following rental costs will be collected:

Please note that any damaged or destroyed equipment will be charged to the event organizer at the current replacement rate.

Fireworks Permit Fee - See Monroe Township Fire Dept.

Event Permit Criteria

The Manager shall issue a permit for a proposed event based upon the following conditions:

- The Event Permit Application was completed and returned within the required time frame (30 days prior to the event).
- The Johnstown, Ohio will not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age or disability against any person seeking a special event.
- The Johnstown, Ohio will consider the health, welfare and safety of the Johnstown community.
- Any proposed use of public property, right-of-way or facilities will not interfere with normal use of the property, right-of-way or facility by Johnstown or the general use of the public.
- Conducting the proposed event will not require the diversion of so great a number of other Johnstown employees that adequate staff is not available to complete routine daily assignments.
- The event is not being held for the primary purpose of advertising products, goods, or services.
- The event site or route will not cause too great a disturbance to surrounding residents and businesses.
- The concentration of persons, equipment, vehicles or animals at the event or assembly sites will not substantially interfere with adequate fire and police protection of, or emergency medical service to, areas near such sites.
- The date or location of the event is not in direct conflict with an existing event.
- The conduct of the event is reasonably not likely to result in violence to persons or property, causing serious harm to the public.

- Other projects or events have not already been scheduled within a window of two consecutive weekends.
- The potential impact that the event may have on staffing and the ability to provide the necessary municipal services, while at the same time conducting the daily responsibilities of the respective municipal department. The Manager has the right to decline an event permit application based upon limited staffing, limited sites, or an undue burden being placed on residents. An event may also be declined based upon the number of events already scheduled.
- The impacts of construction projects contiguous to the event known at the time of application.
- All event-related forms are completed and all necessary information and supporting documents have been turned in to Johnstown, Ohio. This includes all requirements for risk and liability insurance.
- Bike/leisure trails may not be closed nor have any access restricted by the proposed event.

The Manager or designee will normally act upon the submitted Event Permit Application within two weeks (ten business days) to schedule a meeting date with the applicant. After the meeting, if the application is denied, the applicant will receive written or email notification of the reasons for the denial.

No applicant has the right to exclusivity for any proposed event (this includes race or bike routes), and no applicant has the right to expect that their event will be approved in future years on the basis that an event was previously approved. Community special events and community partner special events that are viewed by Johnstown as beneficial to the community may be given preference for scheduling purposes the following year.

If the proposed event requires changes to traffic flow or temporary street closures, the Manager reserves the right to modify the event course based upon known construction in the vicinity of the event. If such a change is required, Johnstown will provide notice to the event permit holder as soon as possible. Applicants are greatly discouraged from promoting any proposed event to the public until it has been approved. If applicant chooses to promote proposed event in any way, they must assume all risk that the proposed event may not be approved, or that the event application may be revoked if the applicant does not meet all responsibilities.

If the permit application is tentatively approved, the applicant must still meet the requirements set forth in this policy, and satisfactorily address all other issues as communicated by Johnstown, Ohio to move forward with the proposed event.

Neither the applicant nor any event sponsors may assert that Johnstown, Ohio sanctions, endorses, or sponsors the proposed event simply because the event application is approved.

Johnstown, Ohio has the right to deny future special event applications from an applicant if the applicant has failed to meet its obligations, financial or otherwise, for a past Johnstown event.

Revocation of an Event Permit (Prior to Event Occurrence)

An Event Permit may be revoked at the discretion of the Manager upon consultation with the appropriate public safety forces when the health or safety of the public is threatened by an emergency, disorder or other unforeseen condition which has arisen.

Revocation of an Event Permit (During Event Occurrence)

An Event Permit may be revoked during an event. If an Event Permit is revoked, the event must be cancelled and activities must be terminated immediately. The Manager or designee has the responsibility to recommend the revocation of a permit for reasons of health, inclement weather, or public safety. Revocation will be determined by the Chief of Police after consultation with the Manager.

Event Organizer Compliance with Other Laws

The granting of an event permit required by this policy shall not eliminate:

- Requirements for any business license or any other permits which may be necessitated by any other federal, state or local statutes, ordinances, rules or regulations.
- Compliance with any other applicable federal, state or local statutes, ordinances, rules or regulations including all applicable noise ordinances.

Enforcement of Other Laws

Nothing contained in this document shall prohibit the authority of any law enforcement officer to cite or arrest a person engaged in any act or activity granted under this policy, if the conduct of such person violates the laws of the state, or ordinances of Johnstown, Ohio, or unreasonably obstructs the public streets and sidewalks of Johnstown, Ohio, or if such person engaged in acts that cause or would tend to cause a breach of the peace.

First Aid and Emergency Services

The event organizer is responsible for making arrangements for first aid and emergency services to be provided on-site, if necessary. Monroe Township Fire Department can provide on-site first aid services for a pre-determined fee. The event organizer is to call the Monroe Township Fire Department directly at (740) 967-2976 to coordinate these services. All event staff/volunteers using cellular phones should be provided with the direct-dial phone number to Monroe Township Fire Department in case an EMS squad is needed at the scene.

Parades, Processions, Bike and Foot Races

Requests for road closures for the use of parades, processions, bike and foot races, etc., must be indicated on the Event Permit Application and accompanied by a detailed suggested route map. The Chief of Police or designee will have final approval of the route.

The Event Permit may be refused or cancelled if:

1. The time, place, size or conduct of the parade, bike or foot race, including the assembly areas and route would unreasonably interfere with the public convenience and safe use of the streets and highways.
2. The parade, bike or foot race would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection to the community.

3. The parade, bike or foot race route or staging areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of Johnstown.
4. The parade, bike or foot race would unreasonably interfere with another event for which a permit has been issued.
5. The information contained in the application is found to be false, misleading or incomplete in any material detail.
6. An emergency such as a fire or storm would prevent the proper conduct of the parade, bike or foot race.

Traffic Control and Road Closures

Approval for use of Johnstown streets, alleys, sidewalks and parking lots is generally provided via the Manager or designee. A parking plan for use of public and/or private lots should be included along with the days/times they are needed. If a shuttle will be used, indicate the route, and pick-up/drop off points. For Johnstown staff to allow for a road closure, the following must be considered:

- Resident/business impact
- Detour routes
- Signage
- Notification
- Set up of barricades/directional signage
- Traffic control
- Safety

Road Closures/Lane Restrictions

The event organizer is responsible for maintaining a minimum 12 foot wide fire and emergency lane through all areas. Police officers may be required on-site to help with traffic control. Temporary “no-parking” signs, traffic cones, road barricades, etc., to secure the road closure will be made available by Johnstown staff, as set forth by the Johnstown Schedule of Fees & Service Charges. All road closure and lane restriction signs will be set up and removed by Johnstown staff.

In order for an event organizer to request that a Johnstown road be closed or lane be restricted, the organizer must indicate its intention on the Event Permit Application. The following requirements must be met to ensure a road closure:

- A list of the roads to be closed and corresponding intersections;
- A legible map of the closure areas and/or event site including placement of volunteers and personnel (please note that event personnel are required to wear safety vests or brightly colored apparel if they will be working on or near a public roadway);
- Proposed times and dates of the closure and reopening;
- Any request for removal of on-street parking; and

Phalen Street and Pratt Street Closure Requests

In addition to all requirements listed in the Road Closures/Lane Restrictions section, those who request to close Phalen Street must also disclose:

- Expected event attendance;
- Duration of the closure request and actual hours of closure;

- Potential benefit of event to local businesses, particularly those local businesses in the immediate and surrounding areas of the event; and
- Any other special or unique circumstance.

On-Street Parking Removal

If you wish to eliminate on-street parking during your event, you must indicate the request on the permit application. Temporary “no-parking” signs and traffic cones will be made available by Johnstown staff. All “no-parking” signs and traffic cones will be set up and removed by Johnstown staff.

Parking

Vehicles may not be parked or driven on sidewalks, bike paths, leisure trails or Johnstown-owned right-of-way without approval.

Sanitation

Sanitation and maintaining an orderly, safe event is the responsibility of the event organizer.

- Restrooms
The event organizer is responsible for providing and servicing portable restrooms during events when permanent facilities are not available or deemed not adequate by the Village Manager for the estimated size of your attendance. Please include provisions for people with disabilities.
- Litter Prevention
The event organizer is responsible for maintaining the event in a clean and orderly condition both during and after the event.

Storage of Items

Johnstown will not be responsible for the storage of any items related to a project or special event. Storage of any items is strictly the responsibility of the coordinating organization.

Fireworks

A Fireworks Permit must be obtained from the Monroe Township Fire Department, 24 S. Oregon Street, Johnstown, Ohio. Both the Monroe Township Fire Department and Johnstown Police Department must approve fireworks sites. Contact shall be made with the fire department to review all fire code requirements concerning firework displays. A fee may be charged for the fireworks permit. Please obtain a fireworks permit prior and attach an approved copy to the Event Permit Application.

Noise Ordinance

Noise shall be presumed unreasonable if uninvited noise is plainly audible at a receiving property, or part thereof, greater than fifty (50) feet away from the property line of the sound source. Noise exemptions may be granted by the Chief of Police on a case by case basis.

Food & Beverage

Health and licensing requirements apply to all food/beverage sales. A permit must be obtained from the Licking County Health Department only when a sale is associated with the exchange of food or beverages. Food served free of charge or free with the option to donate an unidentified amount does not require a permit or license. For further information on food and beverage guidelines, please call the Licking County Health Department at (740) 349-6535.

Beer/Wine

A Special Events Liquor Permit must be obtained from the State of Ohio Liquor Control Department at least 30 days prior to the event. For further permit information, contact the State of Ohio Liquor Control Department at 614.644.3155 or www.liquorcontrol.ohio.gov. Please attach a copy of the permit and/or the license to the Event Application.

No alcohol can be served within the Johnstown right of way or on Johnstown, Ohio owned property without the express consent of the Manager or designee. Such consent must be obtained 30 days prior to the scheduled event.

Bigelow Park (and associated parking lots) is the only public space in which beer/wine consumption is permissible. Beer/wine consumption is prohibited in all other public parks unless expressly approved by resolution of Johnstown Council.

No hard liquor is permitted. Examples of hard liquor include but are not limited to whiskey, rum, bourbon and vodka.

Signage

Please describe and indicate the location of all on-site directional and promotional signage to be used during and prior to your event on the Event Permit Application. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of the proposed event. All signage must comply with current sign code regulations which can be found in Chapter 1177 of the Johnstown Codified Ordinances. Section 1177.06, General Requirements: Special and Temporary Signs will be made available upon request.

Americans with Disabilities Act

Johnstown, Ohio is required to make its programs, services and activities accessible to qualified individuals with disabilities. In that regard, Johnstown staff suggests that you make reasonable modifications to the programs, services and activities of your event to insure accessibility to such individuals.

JOHNSTOWN, OHIO EVENT PERMIT APPLICATION

Johnstown Administrative Offices
599 S. Main Street
Johnstown, Ohio 43031
740.967.3177 (Phone)
www.johnstownohio.org

Event Name: _____

Date/Time of Event: _____

Date Application Received: _____

This completed packet must be received by the Johnstown administrative offices 30 days prior to the proposed event.

Name of Event: _____

Day/Date/ Time of Event: _____

Location of Event: _____

Responsible Organization: _____

Contact Person/Relationship to Organization _____

Address: _____

Village/City/State: _____ Zip: _____

Telephone: (W) _____ (H) _____ (M) _____

Cell Phone: _____ Fax: _____

Email: _____

Type of Event: Run/Walk Bike Race Parade Street Fair Other

If other, please describe: _____

Brief Event Description – including purpose, target audience and description.

Day/Dates/Time of Set up: _____

Day/Dates/Times of Tear down: _____

Day/Dates/Times of Rain Event: _____

Will you charge admission or participation fees? If so, what is the charge?

Estimated Attendance: Spectators: _____ Participants: _____

Prior Event Attendance: _____

Will normal operations of residents or businesses be affected by your Event? _____

****If yes,** please attach a copy of the notification letter to be approved by the Village Manager before being sent to the affected residents/businesses.

Do you require a road closure? _____ yes _____ no

If yes, what road(s)

If the event includes a parade, ride, race, run or walk, please describe route and attach a proposed map on a separate sheet of paper. Uniform detour routes and parking will be in effect at the discretion of Johnstown staff for all parades any time Phalen Street, Pratt Street or another major road is to be closed.

*Note: Police and Fire emergency vehicles must be afforded access to the above location at all times.

Requested Day/Date of Road Closure: _____

Requested Time of Road Closure: _____

Other special or unique circumstances regarding Street closure request:

Traffic Control & Parking Resources:

Please describe your traffic, parking and overflow plan:

List specific lot locations and number of parking spaces available:

Will you charge a fee for parking? Yes_____ No_____

Will you request on-street parking removal? Yes_____ No_____

Will you require barricades? Yes_____ No_____

Quantity_____

Will you require traffic cones? Yes_____ No_____

Quantity_____

Security and First Aid

Describe your internal security procedures:

Will you request Johnstown Police safety/traffic control services? Yes_____ No_____

Will there be a command post at your event? Yes_____ No_____

Will you have an on-site provider of primary first aid? Yes_____ No_____

If yes, will you request on-site Monroe Township Fire Department or other provider?

MTF_____ Other_____

Please list the provider of first aid if other than Monroe Township Fire Department:

Contact: _____ Phone: _____

Signage

Will this event require temporary No Parking signs? Yes_____ No_____ Qty._____

Directional Signage? Yes_____ No_____ Qty._____

Sandwich Boards? Yes_____ No_____ Qty._____

Please describe below and indicate the location of all on-site directional and promotional signage to be used during and prior to your event on the Permit Application. Permission to post any sign on public property must be obtained prior to the display of any signs. These signs must be removed within 24 hours of the conclusion of your event. All signage must comply with current sign code regulations which can be found in Chapter 1177 of the Codified Ordinances. Section 1177.06, General Requirements: Special and Temporary Signs will be made available upon request.

Storage of Items

Johnstown will not be responsible for the storage of any items related to a project or special event. Storage of any items is strictly the responsibility of the coordinating organization.

Sanitation

Describe your clean-up plans both during and after the event:

Portable Restrooms

Will you be providing portable restrooms? Yes_____ No_____

If yes, the location of the portable restrooms must be approved.

Electric

Will you use electric? Yes_____ No_____ Generators? Yes_____ No_____

Outdoor extension cords must be 3-prong UL listed extension cords.

Describe electrical usage:

Water

Will you use water? Yes_____ No_____

Describe water usage:

Equipment

Will you use tents? Yes_____ No_____

Will other temporary structures be used (e.g., bleachers, stages, etc.)? Yes___ No___

If yes, please list specifics and locations:

Entertainment Activities

Will you have music? Yes_____ No_____

Will the music be outside? Yes_____ No_____

If yes, what type of music/amplification?

Time(s) of music during the Event: _____

Food & Beverage

Will food be sold at your event? Yes_____ No_____

If yes, describe: _____

If yes, each vendor must obtain a food vendor license. If they do not have a license, please contact the appropriate County Board of Health office to secure one.

Beer/Wine

Will alcohol be served at your event? Yes____ No____

If yes, please attach the Special Events Liquor Permit obtained from the State of Ohio Liquor Control Department. For further permit information, contact the State of Ohio Liquor Control Department at 614.644.3155 or www.liquorcontrol.ohio.gov.

Johnstown Hold Harmless/Indemnity Agreement/Insurance/ Indemnification/Risk Information.

Event organizers shall indemnify and hold Johnstown, Ohio, its officers, employees and elected officials harmless for any and all liability related in any way to the event which is caused by the event organization, volunteers, employees, participants and spectators. In order to protect Johnstown, Ohio and Monroe Township against any such loss the event organizers/sponsors permit holder or host establishment must furnish to Johnstown, in a form acceptable to the law director, a certificate of commercial general liability insurance naming Johnstown, Ohio and Monroe Township as an insured or additional insured with limits of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage for all damages, including but not limited to property damage, personal injury or death. The event organizers/sponsors/permit holder shall provide a copy of such insurance policy to Johnstown, Ohio at least twenty (20) calendar days prior to the event. If this does not occur, the organizer is subject to automatic and immediate revocation of the event permit.

A Hold Harmless-Indemnification Agreement is required and must be signed by an authorized representative of the sponsoring organization prior to approval of the event permit. The applicant will indemnify and hold harmless Johnstown, Ohio, Monroe Township and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the event.

Signatures:

By signing below, I certify that I have read, understand and agree to abide by all of the policies and procedures of Johnstown as they pertain to the event I am organizing, including the Hold Harmless-Indemnification Agreement. I am also responsible for ensuring that the event organization, its volunteers and employees, and event participants and spectators also abide by all of the policies described in this policy and application.

Organization Name

Event Name

Date/Time of Event

Official Event Organizer Printed Name

Signature_____ Date_____

FOR OFFICE USE ONLY

EVENT APPROVED BY

POLICE DEPARTMENT _____
Signature Date

Enforced No Parking date/hours for signs: _____ to _____

FIRE DEPARTMENT _____
Signature Date

JOHNSTOWN OFFICIAL _____
Signature Date

REQUEST FOR OFF-DUTY SPECIAL EVENT POLICE OFFICERS

Date: _____

Person Requesting: _____

Name of Organization: _____

Billing Address: _____

Phone Number: _____ Email: _____

Pricing:

Traffic Detail - \$55.00 per hour Event Detail - 50.00 per hour

ALL SPECIAL DUTY DETAILS REQUIRE A THREE (3) HOUR MINIMUM SHOW

**UP. ALL SPECIAL DUTY RATES ARE
AS STATED, UNLESS OTHERWISE APPROVED BY THE CHIEF OF POLICE.**

EVENT INFORMATION

Event Name: _____

Date(s) Requested: _____

Hours: From: _____ To: _____

Number of Officers Requested: _____ Traffic Control Officer(s)
_____ Special Duty Event Officer(s)
_____ Traffic & Event Officer(s)

Specific Location for Officers to Report to: _____

Name of Person to Report to: _____

Cell Phone Number of Person to Report to: _____

APPROVAL

Signature of Requestor: _____ Date: _____

Request Approved By Signature: _____ Date: _____

Title: _____

PAYMENT INFORMATION:

Method of Payment: Cash _____ Check _____ Invoice After Event _____

Email to Where Invoice Can Be Sent: _____