



RAPID CITY POLICE DEPARTMENT

Community. Service. Integrity.

Karl Jegeris, Chief of Police

SPECIAL EVENT APPLICATION

SECTION A.

(Type or print legibly)

Date of application:	Contact phone #:	Organization:	Applicant's name:		
Event name:			Date of event:		
Purpose of event:					
Location of event :					
Map attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		Alternate routes available? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact email address:		
Exact location of formation area:		Approximate Formation Time:	Event Start Time:	Event End Time:	Total number of participants in event:
Do you anticipate any security needs? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the event plan to serve alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a parade? (If yes skip to section B) <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION B. (PARADES ONLY)

Will businesses be affected by street closures? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have affected businesses been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No By whom:	Will event require clearing of streets? (Towing Cars) <input type="checkbox"/> Yes <input type="checkbox"/> No	How many floats do you anticipate in your parade? (Note: Over 70 floats requires City Council Approval)
Does your parade require closing or blocking a State Highway? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must have a corresponding state permit prior to submitting an event permit. Copy of state permit attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Event route (list all streets and areas route is expected to cover):			

SECTION C.

Will you require any City Resources? <input type="checkbox"/> Yes (if yes please list) <input type="checkbox"/> No	FIRE DEPARTMENT: 10 Main Street: 394-4180	STREET DEPARTMENT: 605 Steele Street: 394-4152	PARKS DEPARTMENT: 125 Waterloo Street: 394-5225
	Person Contacted:	Person Contacted:	Person Contacted:

OFFICE USE ONLY

Council Approval Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Post Orders : <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Department Reviewed: By: Date:	Sent to Legal/Finance: Date:	Legal/Finance meeting: Date:	Council Meeting Date: Date:	Council Approved: Date:
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PLEASE SEE NEXT PAGE FOR A LISTING OF APPLICABLE CITY ORDINANCES

*** 12.20.010 Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- **EVENT.** Any assembly, block party, demonstration, rally, or gathering of a group of 10 or more persons, animals, vehicles, or a combination thereof, having a common purpose, design or goal, upon any public street, sidewalk, alley or other public thoroughfare, which assembly substantially inhibits the usual flow of pedestrians or vehicular travel or which occupies any public area, other than a parade.
- **PARADE.** Any scheduled walk, demonstration, procession, march or motorcade consisting of persons, animals, vehicles, or a combination thereof having a common purpose, design, designation or goal, upon any public street, sidewalk, alley, or other public thoroughfare, which does not comply with normal and usual traffic regulations and controls. (Ord. 5793 (part), 2012)

12.20.020 Permit—Required—Application.

A. No person shall conduct, manage or participate in any parade or event unless a permit has been issued in accordance with this chapter. The provisions of this chapter shall not apply to or affect funeral processions.

B. A permit must be applied for in writing on a form obtained from the Police Department and shall be filed at least 15 days prior to the commencement of any parade or event. Late applications may be accepted at the discretion of the Police Chief or his or her designee under unusual circumstances beyond the control of the applicant. The application shall set forth the following information:

1. Name, address and telephone number of any individual, group, association, firm or corporation requesting the permit, and the applicable title or office of the person so applying;
2. The name, address and telephone number of the person(s) responsible for the organization, coordination and conduct of the proposed activity;
3. Time and date of commencement and termination of the proposed activity, and its nature and purpose;
4. The location, assembly area and/or route;
5. The anticipated maximum number of persons, vehicles, bands, floats and other units of persons, horses or other animals to participate; and
6. Such other reasonably relevant information as the Chief of Police may request for investigation of the application. (Ord. 5793 (part), 2012)

12.20.030 Permit—Issuance—Required findings.

A. **Parade permit.** The Chief of Police or his or her designee shall issue a parade permit as provided for herein when, from a consideration of the application and from such other information as may otherwise be obtained, he or she finds that:

1. The proposed activity will not substantially interrupt the safe and orderly movement of contiguous traffic;
2. The proposed activity will not require the diversion of so great a number of police officers of the city to properly police the activity and the areas contiguous thereto as to prevent normal police protection to the city;
3. The proposed activity will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to

be occupied by the activity and other areas contiguous thereto;

4. Any concentration of persons, animals, units, floats or vehicles at assembly points of the proposed activity will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to the assembly areas;

5. The proposed activity is scheduled to be held, or to move from its point of origin to its point of termination, expeditiously and without unreasonable delay;

6. Other similar scheduled activities for which permits have been issued will not conflict with the permit application; and

7. Adequacy of applicant supervision for the proposed activity.

B. **Event permit.** The Chief of Police or his or her designee shall issue an event permit as provided for herein when, from a consideration of the application and from such other information as may be otherwise obtained, he or she finds that the criteria for a parade permit as listed in subsection A. above are met and the applicant is a civic, fraternal, social, religious, educational, or other non-profit organization with a charitable purpose.

(Ord. 5793 (part), 2012)

12.20.050 Permit—Issuance—Large parades.

For any parade which will contain any combination of more than 70 vehicles, floats, bands or other units composed of persons, horses or other animals, the applicant must obtain permission of the Common Council prior to issuance of a parade permit.

(Ord. 5793 (part), 2012)

12.20.060 Permit—Contents.

The permits required by this chapter shall include all information in the application and shall be signed by the Chief of Police or his or her designee with a signed copy kept with the application on file in the office of the Chief of Police.

(Ord. 5793 (part), 2012)

12.20.070 Permit—Denial—Appeal procedure.

Any person aggrieved shall have the right to file a written appeal of the denial of a permit to the Common Council not later than 7 days after notice of denial. The reason for the denial shall be provided in writing.

(Ord. 5793 (part), 2012)

12.20.080 Deviation from permit.

No person organizing, conducting, coordinating or participating in any activity for which a permit has been granted under the provisions of this chapter shall deviate from or alter any of the terms or contents of the permit without the express permission of the Chief of Police or his or her designee.

(Ord. 5793 (part), 2012)

12.20.090 Permit—Revocation.

Any permit issued under the provisions of this chapter may be revoked by the Chief of Police or his or her designee for the violation by the permittee of any applicable provisions of the permit, state law or city ordinance.

(Ord. 5793 (part), 2012)

*Taken from City of Rapid City, South Dakota Code of Ordinances – For a full listing of Ordinances please visit <http://www.amlegal.com/library/sd/rapidcity.shtml>