



APPLICATION FOR PERMIT FOR PRIVATE USE OF PUBLIC STREETS (RIGHTS-OF-WAY) AND PARKING LOTS

Applicant Name: Marshall Adult Community Center

Applicant Address: 107 S 4th Street

Contact Person: Katie Brusven Phone/Cell#: (507)537-6109

Address of Request: 107 S 4th Street, Marshall MN

Reason for Request: Summer Kickoff event at the ACC for senior citizens (Music/lunch)

Start Date of Request: May 19, 2026 Start Time: 6:00 am am/pm

End Date of Request: May 19, 2026 End Time: 6:00 pm am/pm

Brief Description of Area Requested for Private Use/Closure (attach map): Parking lot immediately adjacent to the ACC between the islands, along with partial row as shown on attached map.

Does the request involve Mn/DOT Right-of-Way? Yes [] No [x]

The Applicant agrees to assume entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise and to all property, arising out of, resulting from or in any manner connected with the operation of the event.

The Applicant agrees to indemnify the City, its agents and employees from all such claims including, without limiting the generality of the foregoing claims for which the City may be or may be claimed to be liable, and legal fees and disbursements paid or incurred to enforce the provisions this paragraph.

The Applicant will be responsible for any damage done to the public property as a result of the event activities, damages payable upon receipt of invoice.

It is the responsibility of the Applicant to install and maintain the appropriate traffic control devices during the closure period. Traffic control devices shall be in conformance with the Minnesota Manual on Uniform Traffic Control Devices, MUTCD.

- If the event or private use area occurs within Mn/DOT right-of-way:
1. Participants and event officials will obey all Minnesota Laws pertaining to the use of Highway Rights of Way.
2. The event officials will notify the Minnesota State Patrol of the proposed event and will provide law enforcement officers to control and/or detour trunk highway traffic affected by the event.

3/12/2026 Date

Katie Brusven Signature of Applicant

CLICK TO SEND TO PUBLIC WORKS

RECOMMENDATION

Minnesota State Statutes 169.04 states in part that any parade or assemblage on Trunk Highways requires the consent of the Commissioner of Highways (or his delegate). In order to validate this permit, the City must obtain consent from the Commissioner of Highways prior to approval of this permit (a copy of which is attached).

RECOMMENDATION: _____

Special Provisions: _____

Director of Public Works/City Engineer

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**PERMIT FOR
PRIVATE USE OF PUBLIC STREETS (RIGHTS-OF-WAY)
AND PARKING LOTS**

According to Section 62-6 of the Code of Ordinances, permit granted by the Common Council of the City of Marshall this _____ day of _____, 20_____.

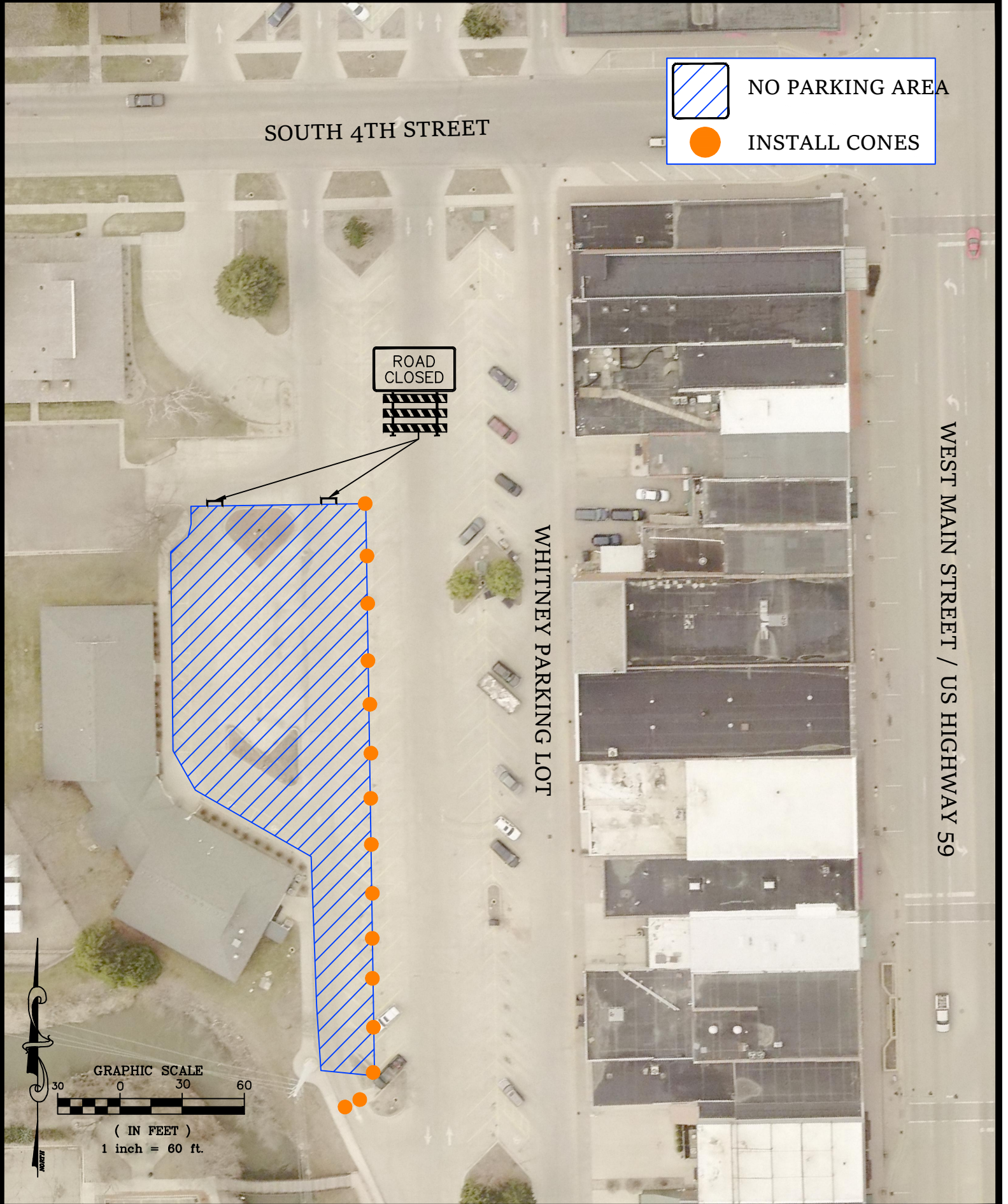
ATTEST:


City Clerk

Mayor of the City of Marshall, MN

Attachments

Copies to: Director of Public Safety James Marshall
Minnesota Department of Transportation



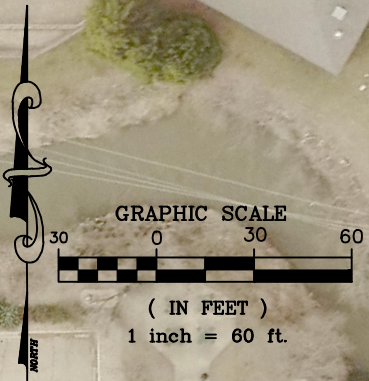
	NO PARKING AREA
	INSTALL CONES

ROAD
CLOSED

WHITNEY PARKING LOT

WEST MAIN STREET / US HIGHWAY 59

SOUTH 4TH STREET



ENGINEERING DEPARTMENT
344 WEST MAIN STREET
MARSHALL, MINNESOTA
56258

EXHIBIT A
ADULT COMMUNITY CENTER
PARKING LOT ACTIVITY

CITY PROJECT NO.
NA
STATE AID PROJECT NO.
NA

DATE
03/05/2026
SHEET NO.
1 OF 1