



## **Administrative Policy-Special Event and Temporary Road Closure**

### **Purpose**

Establish a consistent process for requesting, reviewing, approving, and administering temporary closures of City streets, alleys, and public rights-of-way for special events, parades, festivals, construction activities, and community events while protecting public safety.

### **Applicability**

Applies to any person, organization, business, nonprofit, or governmental entity requesting exclusive use of a City street, alley, or right-of-way.

### **Application Requirements**

Applications must be submitted at least 30 calendar days before the event and include: completed application, event description, site/route map, traffic control plan, emergency access plan, vendor/solicitor information, alcohol plan (if applicable), insurance (if required), and business acknowledgements. Incomplete applications will not be processed.

### **Review Process**

1. Complete application and all requirements.
2. Public Works review.
3. Police Department review.
4. Submit application to City Hall for review and put on City Council Agenda (deadline for agenda is the Friday before the Council meeting at 10:00am. For Friday holiday closures the deadline is Thursday at 10:00 am)
5. City Council approval. (Meets 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month, following Tuesday if Monday is a holiday)
6. Staff notifications to Dispatch, Fire, Police, Public Works, EMS (if needed), and other affected agencies.

### **Alcohol**

Events involving alcohol shall submit an Alcohol Management Plan, Security Plan, applicable licensing, and proof of insurance when required.

### **Insurance and Indemnification**

The City may require liability insurance naming the City of Sidney as an Additional Insured. Applicants shall indemnify and hold harmless the City to the extent allowed by law.

### **Applicant Responsibilities**

Complete application, including acknowledgement from affected businesses and approval from public works and police departments. Follow approved plans, maintain emergency access, provide cleanup, repair damages, comply with all laws and approval conditions.

### **Parade Requirements**

Parade routes require approval. If the parade route closes or affects MDT Applicants shall estimate floats and distinguish any special participation in the float that will require additional clean-up or planning for (i.e. animals, oversized equipment for street lighting).

The City of Sidney is an equal opportunity employer and provider.

Candy, toys, promotional items, or any other objects SHALL NOT be thrown from moving vehicles or floats. Items may only be handed directly to spectators by participants walking alongside the parade.

Planned parade stops (such as dance routines or ceremonies) must be identified in advance with locations and estimated durations. Animal entries require a cleanup plan. Drivers must be licensed and follow Police instructions.

### **Special Event Conditions**

The City may establish closure hours, require pedestrian access to businesses, determine barricade placement, require portable restrooms, require event coordination meetings, require compliance with health department rules, regulate temporary signs and electrical connections, and require cleanup by a specified deadline.

### **Montana Department of Transportation (MDT) Permit Requirements**

If any portion of the proposed event, parade, road closure, or related activity occurs on, crosses, or otherwise affects a roadway under the jurisdiction of the Montana Department of Transportation (MDT), the applicant shall obtain all required permits and approvals from MDT.

A copy of the approved MDT permit shall be submitted to the City of Sidney before the application will be considered complete and prior to City Council approval.

Issuance of a City of Sidney Road Closure Permit or Special Event Permit does not constitute authorization to use or close an MDT-controlled roadway. It is the applicant's responsibility to comply with all applicable MDT requirements, conditions, and permit provisions.

Failure to obtain required MDT approval may result in denial or revocation of the City's permit.

### **Revocation**

The City may revoke an approval if public safety is compromised, approval conditions are violated, or conditions materially change.

### **Exemptions**

City maintenance, emergency utility work and emergency response closures are exempt from this policy.

### **Policy Review**

This policy shall be reviewed yearly, prior to the budget process, by the City Council and City administration to ensure continued compliance with Montana law and best practices in municipal financial management.