

SCHOOL PARADE/WALK PERMIT ON CITY STREETS/SIDEWALKS

Application and Fee must be provided 30 days prior to the event.

PARADE WALK OTHER _____

Sponsor/Group Name _____

Contact Person _____

Address _____

Phone(s) _____

Student/School Event? _____ Contact person at the school _____

Date of Event	Rain Date:
Starting Time	Estimate Ending Time:
Beginning Location	
Ending Location	
Estimated number of people	
Number of vehicles/floats	Other participants:

A MAP SHOWING THE ROUTE OF THE EVENT MUST BE ATTACHED TO THIS APPLICATION FORM.

VEHICULAR TRAFFIC

Vehicle/Float	Driver's Names	Addresses	Drivers License Number

(Use separate sheet of paper if necessary and attach to this application)

BARRICADES REQUIRED - LIST LOCATIONS

PARKING METERS BLOCKED - LIST LOCATIONS

PROPERTIES ADJACENT TO ROUTE THAT WILL BE BLOCKED - LIST LOCATIONS

All vehicle drivers must produce a valid driver's license for Police Office inspection immediately prior to the start of the event.

The Applicant will pay 50% of City's estimated cost for City services prior to event. Any overpayment will be refunded and any amount owed will be invoiced to the applicant after the event.

Signature of Applicant _____ Date _____

Approvals:

Traffic Safety Sergeant	Date
Police Chief	Date
City Manager	Date
Other Department(s)	Date
City Commission	Date

Applications are available at www.ci.royal-oak.mi.us or City Clerk's Office
 Return application and fee to Clerk's Office, 211 Williams, Royal Oak MI 48068
 Cash or Check only

FEE: \$20 DATE PAID: _____ CHECK # _____ CASH CLERK _____ MAP

PRE-PAYMENT BY APPLICANT: \$ _____ DATE PAID _____

1. Parade officials shall obtain permission for their parade from the Chief of Police.
2. Parade officials shall make an appointment with the Police Department Traffic Safety Division at least two (2) weeks prior to the parade. This will be to discuss the parade route, time, length, and all details of the escort.
3. Parade officials shall meet with officers at the start of the parade/escort route to work out any last minute details.
4. All floats will be at the parade site at least 30 minutes prior to their departure time for final inspection by a police officer.
5. All vehicles and trailers used must be in safe operating condition.
6. All drivers must have a valid Michigan driver's license in their possession. No driver shall have consumed alcoholic beverages, or have same in vehicle.
7. No person may ride on the actual float or stand in an open pickup truck without handrails or safety lines, approved by the Police Department.
8. Vehicles or floats over eight (8) feet wide will not be permitted on the road after the parade route is completed.
9. Parade vehicles will be identified numerically. A list of these vehicles will be given to the Police Department. No other vehicles will be permitted in the parade.
10. Vehicles will drive with their headlights on.
11. All parade vehicles will stay within the approved parade route, escorted by police vehicles.
12. Parade vehicles and personnel will maintain an orderly file and not encroach on oncoming traffic.
13. A schedule check shall be made by parade officials with SMART and GTWRR regarding crossing of their railroad tracks to avoid scheduling conflicts.

By Order of Chief of Police Theodore H. Quisenberry
ROYAL OAK POLICE DEPARTMENT