

Application for Parade Permit

City Clerk's Office
520 3rd Street, Suite 230
Brookings, SD 57006
(605) 692-6281 phone; (605) 692-6907 fax
bfoster@cityofbrookings.org



Applicant Information

Name of applicant: _____ Address: _____

If the parade is sponsored by an organization,

Name of organization: _____ Phone: _____

Address: _____ Email: _____

Name of event: _____

Date of parade: _____ Assembly time: _____

Parade start time: _____ Parade end time: _____

Staging/assembly area (provide cross street): _____

Specific route to be traveled (provide description and complete map at the back of the application):

Is a portion of a city street or alley being closed? Yes ** No

**If yes, please also complete a Street or Alley Closure Permit for Events Form.

Police escort requested? Yes ** No

**If yes, please contact the Police Department at (605) 692-2113 to make arrangements.

Are barricades needed? Yes ** No

**If yes, please contact the Street Department at (605) 692-2016 to make arrangements.
Equipment provided only for public events, not private events.

Is this an athletic event? Yes No

Do entrants pay a fee? Yes No

Approximate number of participating:

_____ Animals _____ Bicycles _____ Pedestrians
_____ Cars _____ Motorcycles _____ Trucks
_____ Tractors

Applicant and/or Group or Organization EMERGENCY Contact Numbers		
Contact Numbers During Event – minimum of two (2) * required		
Name	Telephone	Cell Phone
1.		
2.		
3.		

Additional permits or fees are required for: _____

BY APPROVAL OF THIS PERMIT, THE CITY OF BROOKINGS ASSUMES NO LIABILITY FOR ANY DAMAGES OR INJURIES SUFFERED BY PARTICIPANTS IN THE ACTIVITY DESCRIBED ABOVE.

I have read and fully understand the attached rules and regulations (Fire & Police Department Rules; Street Department Rules; Noise Ordinance; Code of Ordinances, Chapter 82, Article XII regarding candy, toys and other objects) applying to the approval of this permit.

Dated: _____ By: _____

Applicant is required to sign the attached "Release, Hold Harmless and Indemnification Agreement."
An insurance certificate showing evidence of liability coverage is required.

Requirements for processing application:

- Application
- Insurance certificate
- Map
- Signed Release, Hold Harmless and Indemnification Agreement

INTERNAL USE ONLY

Reviewed & Approved By: (all signatures required)

Fire Dept:	_____	Date:_____
Police Dept:	_____	Date:_____
Street Dept:	_____	Date:_____
Solid Waste Dept:	_____	Date:_____
Risk Management:	_____	Date:_____
City Clerk:	_____	Date:_____
City Manager:	_____	Date:_____

Other Restrictions imposed by City: _____

- Send Original to Applicant
Filed with City Clerk
Email Signed copies to: Fire Police Street Human Resources

BY APPROVAL OF THIS PERMIT, THE CITY OF BROOKINGS ASSUMES NO LIABILITY FOR ANY DAMAGES OR INJURIES SUFFERED BY PARTICIPANTS IN THE ACTIVITY DESCRIBED ABOVE.

Return completed application to:
Brookings City Clerk – 520 3rd Street, Suite 230 -- Brookings, SD 57006
(605) 692-6281 -- bfoster@cityofbrookings.org

Hold Harmless / Indemnification Agreement

City of Brookings, South Dakota

For and in consideration of the City of Brookings issuing a permit for a parade, I _____ (Applicant) hereby agree to hold the City of Brookings, its Agents and Employees, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of my participation in any and/or all event(s) during the _____ (name of parade) held on _____, in Brookings, South Dakota; and further agrees to indemnify the City of Brookings, its Agents and Employees, against any loss as a result of claims of persons or entities arising from the conducting of said parade.

In witness whereof, the above named, intending to be legally bound, has executed this Hold Harmless / Indemnification Agreement on this _____ day of _____, 20__.

Applicant's Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

Notary Public

My commission expires: _____

STREET DEPARTMENT EQUIPMENT CHECKOUT FORM

Name of Organization: _____

Person Requesting: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____








Date Needed: _____ Expected Return Date: _____

Date Picked Up: _____ Date Returned: _____

I have received the following equipment from the City of Brookings Street Department. I understand that I am responsible for any loss, theft or damage occurring while I am in possession of this equipment. I understand I will be responsible for the cost of replacement (purchase cost listed below) and/or cost of repairs if needed. **Failure to return equipment or reimburse the City of Brookings Street Department for any needed repairs or replacement may result in loss of future equipment checkout privileges.**

I have read and agree with the above statement.

Signature: _____ Date: _____

Equipment <i>Equipment provided only for public events (not for private events)</i>	Estimated Value	Quantity Requested	Quantity Returned
28" Cone-Reflective 	\$23.99		
18" Cone-Reflective 	\$16.99		
28" Cone-Non Reflective 	\$16.99		
18" Cone-Non Reflective 	\$10.99		
Type 1 Barricade 	\$160.00		
Type 2 Barricade 	\$60.00		
Type 3 Barricade 	\$300.00		
Type of Sign:			
Type of Sign:			
Other:			

Parade Rules & Regulations

Brookings, SD

The following rules and regulations for the safety of everyone must be strictly adhered to:

Fire and Police Department Rules

1. Barricades must be easily removable.
2. An unobstructed ten-foot (10') lane running in a straight line must remain available at all times.
3. There must be an unobstructed access to buildings with the closure area.
4. All hydrants are to be kept free from any obstruction.
5. No platforms, bandstands, booths, etc. are allowed that cannot be dismantled or moved instantly.
6. No interference or hazing will be tolerated by anyone in the area to any Fire and Police Department personnel in performance of their duties.
7. There must be no interference with the free flow of Fire and Police Department vehicles.

Street Department Rules

1. There shall not be any activity allowed that will cause damage to the street surface, curbs and gutter, sidewalks, or other public and private property within the rights-of-way.
2. There shall not be deposited any material on the streets which will cause damage to the street surface, curbs and gutters, sidewalks, or any other public and private property within the rights-of-way.
3. The applicant shall be responsible for the collection, cleanup and removal of any and all debris left within the rights-of-way. Applicants who leave the street in a condition which requires cleanup of debris will be charged for the cost of cleanup.
4. When a road section is closed to traffic, barricades must be erected at the points of closure. They may extend completely across a roadway and its shoulders or from curb to curb. Since provision must be made to access of equipment and authorized vehicles, the barricades should be movable but discourage public entry. Where access is provided through the barricades, responsibility should be assigned to a person to assure proper closure.
5. All signs or barricades intended to be used during hours of darkness shall be reflective or illuminated.

Noise Ordinance

Sec. 58-165. Loud and raucous noise.

- (a) *Prohibited generally.* It shall be unlawful for any person to willfully make or cause or allow to be made or allow to be continued any loud and raucous noise. For purposes of this subsection (a), the term "loud and raucous noise" shall mean any sound that, because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards are expected during nighttime hours. The term includes the kinds of noise generated by the activities enumerated in subsection (c) of this section, except as provided in subsection (d) of this section. The term shall be limited to loud and raucous noise heard in any occupied residential unit which is not the source of the noise or upon the yard or driveway of such occupied residential unit, upon the public sidewalks and streets, school or public building or upon the grounds thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise, measured in a straight line from the radio, loudspeaker, voice or other noise source.
- (b) *Prohibited noise resulting from a gathering of people.* No person in possession and present in any premises shall make or cause or allow to be made or allow to be continued any loud and raucous noise resulting from a gathering of people. For purposes of this subsection (b), the term "loud and raucous noise" resulting from a gathering of people shall mean any sound that, because of its volume level, duration and character, annoys, disturbs, injures or endangers the comfort, health, peace or safety of reasonable persons of ordinary sensibilities within the limits of the city. Quieter standards are expected during nighttime hours. The term includes the kinds of noise generated by the activities enumerated in subsection (c) of this section, except as provided in subsection (d) of this section. The term shall be limited to loud and raucous noise heard in any occupied residential unit which is not the source of the noise or upon the yard or driveway of such occupied residential unit, upon the public sidewalks and streets, in any

public park, in any school or public building or upon the grounds thereof while in use, upon any parking lot open to members of the public as invitees or licensees, and in any event from a location not less than 50 feet from the source of the noise, measured in a straight line from the radio, loudspeaker, voice or other noise source.

(c) *Enumeration.* The following acts, subject to the exceptions provided in subsection (d) of this section, are declared to be public nuisances in violation of subsections (a) and (b) of this section, namely:

(1) *Radios, amplifiers, phonographs, and other devices for producing or reproducing sound.* The using, operating or permitting to be played, used or operated any radio, amplifier, musical instrument, tape player, compact disc, compact tape or phonograph or other device for the producing or reproducing of sound in such manner as to cause loud and raucous noise.

(2) *Yelling, shouting, and prolonged sounds by people.* Yelling, shouting, whistling or singing, or any prolonged sounds made by people at any time or place so as to create a loud and raucous **noise between the hours of 9:00 p.m. and 7:00 a.m. on any day of the week.**

(d) *Exceptions.* The term "loud and raucous noise" does not include noise or sound generated by the following:

(1) Cries for emergency assistance and warning calls.

(2) Radios, sirens, horns and bells on police, fire and other emergency response vehicles.

(3) Activities on or in municipal and school athletic facilities and on or in publicly owned property and facilities, provided that such activities have been authorized by the owner of such property or facilities or its agent.

(4) Fire alarms and security alarms, prior to the giving of notice and a reasonable opportunity for the owner or tenant in possession of the premises served by any such alarm to turn off the alarm.

(e) *Construction; severability.* It is the intent of the city council that this section be construed to secure for the people freedom from unwanted loud and raucous noise as described in this section without violating any of the rights secured by the Constitution to the people. If any provision of this section should ever be determined invalid for any reason, it is the intent of the city council that the remaining provisions continue in effect to the extent that they can be enforced notwithstanding such determination, and, therefore, this section is declared severable.

(Code 1996, § 25-29)

State law references: Unreasonable noise, SDCL 22-13-1.

**Brookings, South Dakota, Code of Ordinances, Part II,
Chapter 82 - Traffic and Vehicles, Article XII - Parades**

Sec. 82-821. - Definitions

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

Float means a vehicle with a platform to carry an exhibit during a parade.

Parade means any procession, march or assembly wherein the participants travel by foot, vehicle or animal in or upon any street or public right-of-way within the city and which does not comply with normal and usual traffic regulations and controls.

Parade observer means any person who is not a parade participant and who is located within 30 feet of the street or public right-of-way during a parade.

Parade organizer means the sponsor of the parade or an authorized representative of the sponsor of the parade.

Parade participant means any person who travels by foot, vehicle or animal in any parade.

Vehicle means any automobile, truck, tractor, implement, motorcycle, bicycle, skateboard, scooter or any other means of transportation, whether motorized or not motorized.

Sec. 82-822. - Safety regulations for parade participants and observers.

The following regulations shall apply to all parades:

- (1) It shall be unlawful for any parade participant to throw, toss or distribute candy, toys or other objects from a float or vehicle in a parade to parade observers or others during a parade.
- (2) Candy, toys or other objects may be handed or gently tossed by parade participants to parade observers, provided that the parade participant distributing candy, toys or other objects stays within five feet of the curb.
- (3) It shall be unlawful for any parade observer to impede or interfere with the progress of any parade or marching band or to cause a parade participant to stop a parade vehicle during a parade.
- (4) It shall be unlawful for any parade observer to throw or toss any object toward a parade participant during a parade.