

**GARDEN CITY POLICE DEPARTMENT
CITIZENS USE PERMIT
(SEE INSTRUCTIONS ON REVERSE SIDE)**

I, _____ hereby request a Citizens Use Permit for the purpose stated below, within the limits of Garden City, Ada County, Idaho.

Organization: _____ Business Phone: _____ Other Phone _____ Fax: # _____

Contact person (at event): _____ Mailing Address: _____

EVENT NAME _____
(Parade, Demonstration, Street closure, Runs, Walk-a-thon, etc.)

Location (Provide Map): _____ Date: _____ Time (From) _____ (To) _____
Said use to consist of approximately the number of following persons: _____ vehicles: _____
Floats: _____ unlicensed vehicles: _____ other entries: _____ volunteers: _____
Floats may require inspection by North Ada County Fire and Rescue.

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INSURANCE:

We hereby agree to replace the premises satisfactorily to the original condition prior to the event at our expense. We shall not hold the Ada County Highway District, the City of Garden City or the State of Idaho responsible of any damages or expenses caused by, or in connection with, the use of said property. We also acknowledge that the cost of returning premises to original condition will be ours and not the Ada County Highway District, the City of Garden City or the State of Idaho.

A liability policy (attach to application) must be in effect prior to approval of this permit and cannot be less than \$1,000,000 combined single limit. **Garden City and Ada County Highway District must be listed as Additional Named Insured Parties.** Insurance requirements may be increased upon demand by the Garden City Risk Manager, or the Ada County Highway District.

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ADDITIONAL REQUIREMENTS:

ESCORT SERVICES / PRIVATE SECURITY:

The following declaration of intent to furnish escort services or private security must be signed by a representative of the licensed escort or security service before this application is returned to the Garden City Police Department for the signature of the Chief of Police (Escort/Security Officers are required from the time the event starts until all traffic obstructions have been cleared and spectators have been safely disbursed).

I, _____ of (Escort/Security Service) _____ have entered into an agreement with (Applicant) _____ to furnish the _____ Escort/Security personnel and/or _____ vehicles to the above mentioned applicant for which this application was made. Said function is to occur on (Date) _____ (Time) _____.

Signed by: _____

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APPLICANT ASSURANCES:

I have read and do fully understand the requirements and responsibilities set forth by this permit.

Applicant Signature: _____ **Date:** _____

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Chief of Police _____ by (Designee) _____

Transportation Manager, ACHD _____

District 3, Idaho Transportation Department Representative _____

City Risk Manager: Approved _____ Disapproved _____

INSTRUCTIONS

1. The applicant must complete all required information on the upper portion of the permit in a neat and legible fashion.
2. A Garden City Police Department representative will offer direction and /or assistance with the location or route of the event.
3. It is the responsibility of the applicant to secure a licensed and bonded escort and/or security service. It is also the applicant's responsibility to ensure that there are adequate escort vehicles and security guards. Escort and security services are required at a reasonable time prior to the start of the event until a time when all traffic obstructions have been removed and spectators have been safely dispersed.
4. The applicant will provide liability insurance and attach a copy of the policy to this application. Garden City and Ada County highway District must be listed as Additional Named Insured Parties.
5. Once the permit is complete, including contracted escort and security services and the insurance policy, it must be submitted to the Chief of Police (through his designee) for review and approval. This permit should be mailed to:

Chief of Police
Garden City Police Department
301 E. 50th Street
Garden City, Idaho 83714

6. Applicants should take into consideration application processing time and start the application process at least 30 days prior to the desired date of the planned event. Applications received less than 30 days prior may not be approved.