

City of Norton Shores

Parade Policy

I. PURPOSE:

To establish standards and procedures for handling of parade requests, including application, review, approval/denial, and appeal.

II. DEFINITIONS (as used in this policy)

Parade- any mobile gathering by an organization or group on a public roadway.

Organization- any nonprofit group, school, church, government entity, or club.

III. POLICY

It is unlawful for any person to hold or operate a parade on or near a roadway within the corporate limits of the city without first obtaining a permit and thereafter remain in compliance with the provisions of this procedure.

IV. PROCEDURE

A. Application

1. Applicants for a Parade permit must file a request to the police department at least 30 days prior to the event.
 - a. The name, address and telephone number of the person requesting the permit;
 - b. The name, address and telephone of the organization or group of persons requesting the permit;
 - c. The date(s), time(s), and location(s) for which the right to conduct the parade;
 - d. A brief description of the nature of parade; including a parade route map, and number of vehicles and/or participants;
 - e. Evidence of insurance, with the City as one of the named insureds, in an amount sufficient to protect the city from claims for damages from personal injury [minimum of \$1,000,000], property damage or any other injury proximately caused by the event, said amount to be reasonable considering the nature, purpose, location, risk of injury or damage of the event; and,

- f. Such other information as the council shall deem pertinent in evaluating the effect such event may have on the health, safety and welfare of the residents of the city.

B. Review

1. Applications submitted will be reviewed by the Police Chief to insure that all required information has been provided.

C. Conditions

1. Any organization may only conduct one parade event per year. *Special exceptions may be granted.*
2. No more than one parade event may be approved in a given calendar week.
3. The issuance of a permit shall be conditional upon the applicant's agreement of listed covenants, which agreement shall be expressed in the application and implied in the acceptance of the permit;
4. Parade Organizations will be responsible for city costs related to this event and payment may be requested prior to the event.
5. Events sponsored by public schools, government organizations; churches and parochial schools will be exempt from costs associated with this permit.
6. Parade routes may be modified due to the time of day and/or other public safety issues.