



Application for Reservation of a Town Way

(Use this form to reserve a road or park for a block party, road race, parade, or other parking requests.)

Information contained on this form is public information.

Name of Applicant/Organization: _____

Address of Applicant/Organization: _____

Contact name & Title: _____

Phone Number: _____ Email: _____

Event/Reservation Begins: _____ Event/Reservation Ends: _____
Date Time Date Time

Address or Location of Event: _____

For road race or parade, please include the route with starting and ending locations. Applicant must provide a detailed map of entire route

Name of Event: _____

Type of Event:

- Reserve parking spaces for construction, repair, demolition, moving van, painting, or cleaning
- Parade, road race, or block party
- Partial road closure Full road closure

(Reservations or closures may require the hiring of detailed police officers.)

Number of people anticipated in connection with the event: _____

Clean-up plan: _____

Will food service, bathroom facilities, and or tents be utilized? _____

What, if any, type of equipment will be in the Public Way: _____

Equipment/Vehicle Location: Sidewalk Road Curb Lane Traffic Lane Bike Lane

How many feet of lane usage is required or what are the metered parking space number(s) you are seeking to reserve? _____

(The applicant agrees that the use of sound equipment will be reduced or eliminated upon the request of the Amherst Police Department.)

I have read the attached Rules and Orders Regulating Paved Areas and agree to abide by them.

Applicant Signature: _____

Date: _____

OFFICE USE ONLY

Approved _____
Chief of Police Date:

Additional Police Required: _____

Approved _____
Town Manager Date

Additional Comments _____

Application for Reservation of a Town Way CHECKLIST

RESERVATION PROCEDURES

Town Manager's Office:	Town Manager's Office, 413- 259-3002
<ul style="list-style-type: none"> • Complete the application for Reservation of a Town Way and return to the Town Manager's Office, 4 Boltwood Avenue, Amherst, MA 01002. At least 4 Weeks in advance. • A Certificate of Insurance with the requirements attached must be presented with the application. 	
Police Detail:	Amherst Police Department, 413-259-3000
<ul style="list-style-type: none"> • A meeting with the Police Chief may be requested, and under specific circumstances, a police detail may be required. • Before issuance of permit any police details must be paid for in full. Contact the Police Department for more information. 	
Food and Temporary Bathroom Facilities:	Inspections Department, 413-259-3030
<ul style="list-style-type: none"> • A minimum of two weeks prior to the event, contact Health Sanitarian to determine number of facilities required. The guidelines for bathroom facilities at public events are as follows: For every two-hundred (200) females, (1) toilet facility; and for every five-hundred (500) males, (1) toilet facility. • A minimum of two weeks prior to event, secure any permits required for food handling, food sales, etc. • Pay inspection fee. 	
Tents/Staging and Electrical Usage:	Town of Amherst Inspection Services, 413-259-3030
<ul style="list-style-type: none"> • A minimum of two weeks prior to the event, contact Inspection Services to determine if inspection and a permit is required for a tent or temporary staging. • If erecting a tent or temporary staging, contact "Dig Safe" at 1-888-344-7233 	
Waste Collection and Removal	Public Works Department, 259-3050
<ul style="list-style-type: none"> • A minimum of two weeks prior to the event, contact Public Works to make arrangements for trash and recycling pickup, use of equipment, etc. 	
Reservation of Kendrick/Sweetser/ Town Common/Parks:	
To reserve Kendrick or Sweetser Park, contact the	Town Manager's Office, 413-259-3002
To reserve the Town Common, contact	Public Works Department, 413-259-3050
To reserve Mill River or Groff Park Recreation Areas	Leisure Service and Supplemental Education (LSSE), 413-259-3065

RULES AND ORDERS REGULATING THE USE OF A TOWN WAY

A parade, block party or any other road closure may be held on a Town Way after approval from the Town Manager who shall issue the approved reservation unless the parade, block party or other road closure, conflicts with another reservation, or unless the parade, block party or other road closure interferes with the vehicular traffic as to present a safety hazard. The Town Manager shall design an alternative parade route which shall adequately achieve the purposes of the event.

Section 1. General Policies

Permission for reservation of a Town Way may be granted to groups or private individuals. Approval of a display or event does not imply endorsement by the Town Council or the Town. Permission will be granted for events held during daylight hours, special requests for evening operation will be considered individually.

Wires, equipment, signs, tents or other structures, or any other miscellaneous items, etc., will not be hung from trees.

Temporary displays or structures may require approval by the Building Commissioner. Food sales may require obtaining a permit from the Town's Board of Health.

Section 2. General Usage Policy

A permit to reserve a Town Way does not allow the permit holder to prevent anyone from entering onto Town Way. A fee shall not be required for anyone to enter onto the Town Way. Individuals or for-profit businesses or organizations may not hold events which are for the purpose of profit. The Town shall require an organization to present a copy of their non-profit status as approved by the Federal Government or the Commonwealth.

Section 3. Application for Reservation of a Town Way

Applications for Reservation of a Town Way must be approved by the Town Manager and the Chief of Police. Applications will be available on line or at the Town Manager's Office and may include, but not necessarily be limited to, the following information:

- Name of group or individual
- Contact person(s) and phone number(s)
- **For events only:** The applicant must designate a person or persons responsible for the event who will be at the entire event. If several people will take shifts, these people and their times must be noted on the application form.
- Nature and purpose of display or event
- Date(s) desired
- Area of Common (i.e., North, South or all, and/or paved area)
- Time(s) of operation
- Clean-up plan

Section 4. Prohibited Practices

- In accordance with Town By-laws, absolutely no alcoholic beverages will be allowed to be served or consumed on any Town Way.
- Reservation of a Town Way by private groups or private individuals for private gain is not allowed.

- Live entertainment will be considered on an individual basis. The number of instruments, amplification, time of day, and other impacts on neighbors and other individuals will be among issues to be considered.
- Town facility users are prohibited from dispensing prepared food to customers in disposable food service containers made from expanded polystyrene (EPS), commonly referred to as Styrofoam®.

Section 5. Clean-up Fee

If the Town's Department of Public Works is needed to restore any portion of the reserved area to the condition prior to usage, the individual or organization responsible will be billed for these services.

Section 7. Indemnification

The Town will be held harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of Amherst, its agents or servants under this permit and if judgment is entered against the Town of Amherst, said judgment will be paid by said applicant together with all interest thereon.

The Town reserves the right to review and approve/disapprove each application on a case-by-case basis and to disallow any activity that it may deem as inappropriate with the intended use and purpose of a Town Way, or which may cause harm to the inhabitants of the Town.

A Certificate of Insurance shall be required from those who reserve a Town Way.

The Town of Amherst and its officer[s] and employees will not be liable or responsible for any injury, accident, loss or damage to any person or to any property of any person arising out of the use of the reservation of a Town Way.

The Town of Amherst shall have no responsibility, liability or obligation with respect to the safety or security of any personal property placed or located on, or at the Town Way, it being acknowledged and understood that the safety and security of any such property is solely the user's responsibility and risk.

Section 9. Insurance Requirements:

Users will provide the Town of Amherst with a commercial general liability policy with limits of \$2,000,000 or more for events expecting less than 200 people. For events expecting more than 200 people, the liability policy limits must be a minimum of \$5,000,000.

The Town of Amherst shall be named as an additional insured.

A Certificate of Insurance with the foregoing requirements must be presented with the application.

Section 10. Trash Collection and Disposal

It is the responsibility of any organization or individual that reserves the use of a Town Way (grass or paved areas) to insure that all refuse generated by the event is collected and disposed of properly by the organization.

These rules and orders shall become effective August 1, 1993.