

APPLICATION FOR RECREATIONAL STREET USE PERMIT

(City of Lubbock Code of Ordinances, Article 20.10.034-.041)

A non-refundable application fee of \$50.00 must accompany this application.

A late fee of \$20 will be applied to applications not submitted at least 10 day prior to the event date

City of Lubbock Barricade Rental Fee: \$15 minimum (\$1.00 for sawhorses; \$1.25 for barrels).

Type of Event: (check one) _____ Block Party _____ Bike-a-thon

_____ Parade _____ Walk-a-thon _____ Jog-a-thon

Will alcohol be served? _____ Yes _____ No

Applicant's Name: _____

Applicant's Address: _____

Phone Numbers: Cell: _____ Home / Work: _____

Name of Organization: _____

Address of Organization: _____

Contact Person for Organization: _____

Contact Person's Address: _____ Zip: _____

Phone Numbers: Cell: _____ Home / Work: _____

E-mail Address: _____

Day of Event: _____

Time Event Begins: _____ Time Event Ends: _____

Does event occur in a City park? _____ Which park? _____

Where will the recreational street-use event take place? _____

****Please include a detailed map showing the area which will be affected****

Description and background of the event: _____

Indicate which intersection(s) will be affected by the event: _____

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Number of persons expected to participate (approximate): _____

Number of animals expected to participate (approximate): _____

Number of vehicles expected to participate (approximate): _____

Number of bicycles expected to participate (approximate): _____

Please have all residents living on the block(s) affected by the barricaded intersections sign the petition (attached).

Sponsors of parades of more than two (2) hours, or of demonstrations or recreational street uses involving more than one hundred (100) participants shall be required to provide security for such event on the basis of one police officer or private security officer for each 100 persons or 25 vehicles expected to attend. In the event that the sponsors desire to use private security officers, they shall be required to furnish written evidence from a state certified security agency that arrangements have been made to furnish such security officers at the above ratio prior to issuance of a permit. Sponsors may elect to use City police officers for such service upon concurrence of the Chief of Police and payment of such service prior to issuance of a permit.

Lubbock Police Department Officers: _____
(Applicant's responsibility to contact LPD at 775-2972 or 775-2875)

Private Security: _____

Include a letter on company letterhead signed by the Security Company which provides the following information:

- a. Date, time, and place of event
- b. Anticipated number of persons attending
- c. Number of security officers that they plan to provide
(should be 1 per 100 anticipated participants)
- d. Also state that should participation exceed the estimate, one security officer will be provided for every 100 actual participants.

I hereby declare that the information given in this application is true and correct to the best of my knowledge.

Applicant

Date



I, _____, authorize the Office of the City Secretary to charge my _____ card for \$ _____, via the card information listed below:

CREDIT CARD NUMBER	
CREDIT CARD TYPE (Visa or Master Card)	
AUTHORIZATION CODE (3-digit number on back of card)	
EXPIRATION DATE (MM/YY)	
CARDHOLDER ADDRESS (Street, City, State and Zip)	
CARDHOLDER SIGNATURE	

City of Lubbock
Office of the City Secretary
PO Box 2000
Lubbock, TX 79457

(806) 775-2061

ARTICLE 20.10 PARADES, DEMONSTRATIONS AND RECREATIONAL STREET USE

Division 1. Generally

Sec. 20.10.001 Definitions

For the purposes of this article:

Demonstration means any gathering or procession of persons for the purpose of making known their opinion as to any event or matter, which gathering or procession will involve the use of any public street or alley without compliance with normal or usual traffic controls.

Parade means any march or procession consisting of people, animals or vehicles, or a combination thereof, except funeral processions, upon any public street or alley, which does not comply with the normal or usual traffic controls.

Recreational street use means the use of a public street or alley for purposes including, but not limited to, block parties, marathons, walkathons, bikeathons and similar recreational events, both charitable and noncharitable, which do not comply with normal or usual traffic controls.

(Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-306; Ordinance 8338, sec. 1(a), adopted 7/8/1982)

Sec. 20.10.002 Violation of terms of permit–Permittee

A person to whom a permit has been issued who intentionally violates the terms of the permit shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-309; Ordinance 8338, sec. 1(l), adopted 7/8/1982)

Sec. 20.10.003 Same–Participant in parade, etc.

A person participating in a parade, demonstration or recreational street use for which a permit has been issued who intentionally violates the terms of the permit shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-310; Ordinance 8338, sec. 1(m), adopted 7/8/1982)

Secs. 20.10.004–20.10.030 Reserved

Division 2. Permit

Sec. 20.10.031 Required

A person or organization promoting or sponsoring a parade, demonstration or recreational street use involving the proposed use of a public street without compliance with normal or usual traffic controls shall apply for and obtain a permit for such activity from the City of Lubbock. (1959 Code, sec. 18-3; Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-322; Ordinance 8338, sec. 1(b), adopted 7/8/1982)

Sec. 20.10.032 Failure to obtain

A person who promotes or sponsors a parade, demonstration or recreational street use that involves the use of a public street or alley, which parade, demonstration or recreational street use occurs without a permit having been issued therefor by the City of Lubbock, shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-307; Ordinance 8338, sec. 1(k), adopted 7/8/1982)

Sec. 20.10.033 Participant in violation when no permit issued

A person who participates in a parade, demonstration or recreational street use on a public street or alley when no permit for such activity has been issued, and said person has knowledge of that fact, shall be guilty of a misdemeanor. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-308; Ordinance 8338, sec. 1(m), adopted 7/8/1982)

Sec. 20.10.034 Application

The application must be made on a form provided by the city manager's office and must be filed with the city manager or his designated representative not less than ten (10) nor more than sixty (60) days before the proposed date of the parade, demonstration or recreational street use, and must:

- (1) Contain the name, address and telephone number of the applicant, if an individual;
- (2) If the applicant is an organization, contain the name, address and telephone number of the organization and the person acting for the organization and responsible for the parade, demonstration or recreational street use;
- (3) Indicate the proposed date of the parade, demonstration or recreational street use and the time of beginning and the approximate time that it will end;
- (4) If the application is for a parade, indicate the proposed starting point, route and termination point;

- (5) If the application is for a demonstration, indicate the public streets to be affected;
- (6) If the application is for a recreational street use, indicate the nature of the street use, the public street or streets to be affected, or, if applicable, the starting point, route and termination point;
- (7) Indicate the approximate number of persons and the kinds and approximate number of animals or vehicles expected to participate; and
- (8) Be signed by the applicant or by the person named as acting for an applicant organization for the purposes of working out details affecting traffic and pedestrian safety.

(Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-323; Ordinance 8338, sec. 1(c), adopted 7/8/1982)

Sec. 20.10.035 Routing

If the application is for a parade or demonstration, the route shall be so planned as to not pass through intersections with a traffic volume of more than thirty thousand (30,000) vehicles per day during the hours of 7:30 a.m. to 9:00 a.m., 12:00 noon to 1:00 p.m. or 4:30 p.m. to 6:00 p.m. on weekdays. A current listing of such intersections shall be kept on hand at the city manager's office and any applicant shall be notified immediately if his proposed route conflicts with this requirement. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-324; Ordinance 8338, sec. 1(e), adopted 7/8/1982)

Sec. 20.10.036 Security

Sponsors of parades of more than two (2) hours, or of demonstrations or recreational street uses involving more than one hundred (100) participants, shall be required to provide security for such event upon the basis of one police officer or private security officer for each one hundred (100) persons or twenty-five (25) vehicles expected to attend. In the event that the sponsors desire to use private security officers, they shall be required to furnish written evidence from a state-certified security agency that arrangements have been made to furnish such security officers at the above ratio prior to issuance of a permit. Sponsors may elect to use city police officers for such service upon concurrence of the chief of police and payment for such service prior to issuance of a permit. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-325; Ordinance 8338, sec. 1(d), adopted 7/8/1982; Ordinance 10120, sec. 1, adopted 11/19/1998)

Sec. 20.10.037 Fee; costs of security

A nonrefundable permit fee of fifteen dollars (\$15.00) shall be tendered with each application for a permit for a parade, demonstration or recreational street use. If the proposed event is a parade or recreational street use proposed to be conducted for

charitable purposes or for commercial profit, then the sponsors shall additionally be required to present written evidence that certified private security officers will be in attendance or to pay for the cost of security coverage by city police officers, which shall be the off-duty pay rate for a Lubbock Police Department patrolman for the number of hours such officer(s) shall be required. Such security shall be provided in accordance with the ratio specified in [section 20.10.036](#). (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-326; Ordinance 8338, sec. 1(f), adopted 7/8/1982)

Sec. 20.10.038 Amendment of application; issuance

The city manager or his designated representative shall consider each application individually and shall issue a permit to an applicant whose application complies with [sections 20.10.031](#) and [20.10.034](#) through [20.10.037](#) of this article within two (2) working days after the date the completed application is filed. The applicant and the city manager or his designated representative may agree in writing to extend the time limit. At any time prior to a decision by the city manager or his designated representative, the applicant may amend the application and the city manager or his designated representative shall make a decision on the application as amended within two (2) working days after the date of the amendment. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-327; Ordinance 8338, sec. 1(g), adopted 7/8/1982)

Sec. 20.10.039 Grounds for denial

The city manager or his designated representative may deny a permit under this article only under the following circumstances:

- (1) The applicant has failed to supply the information required in [section 20.10.034](#) of this article, or, if applicable, the statement required by [section 20.10.036](#) of this article;
- (2) The applicant refuses to amend the route or time so as to comply with the provisions of [section 20.10.035](#) of this article;
- (3) The applicant has not paid the permit fee required by [section 20.10.037](#) of this article; or
- (4) There is another parade, demonstration or recreational street use already scheduled for the same time and place.

(Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-328; Ordinance 8338, sec. 1(h), adopted 7/8/1982)

Sec. 20.10.040 Late application

In an emergency and for good cause stated in the application, a person or organization may file an application less than ten (10) days before the proposed date of the parade,

demonstration or recreational street use. Good cause shall be deemed to be satisfied by a notarized statement that the failure to timely file was due to a cause beyond the knowledge or control of the applicant, which cause shall be stated in such statement. Except for the time of filing, late applications must meet all requirements of [sections 20.10.031](#) and [20.10.034](#) through [20.10.037](#). (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-329; Ordinance 8338, sec. 1(i), adopted 7/8/1982)

Sec. 20.10.041 Appeal of denial

An applicant who is denied a permit may appeal such denial to the City of Lubbock Permit and License Appeal Board for hearing in accordance with provisions of [article 2.03, division 3, section 2.03.071 et seq.](#), of this code, except that in the case of appeals pursuant to this section, the permit and license appeal board shall hear such appeal as soon as possible and within not more than three (3) working days of notification to the office of the city manager. Further, a decision in said matter shall be made by the permit and license appeal board within twenty-four (24) hours of the close of said appeal hearing. The city agrees to expedite judicial determination of the matter in the event the applicant is dissatisfied with the decision of the permit and license appeal board. (Ordinance 8160, sec. 1, adopted 3/12/1981; 1983 Code, sec. 16-330; Ordinance 8338, sec. 1(j), adopted 7/8/1982)