



SPECIAL USE OF PUBLIC WAYS LICENSE

Dear Applicant,

City Ordinance authorizes the Mayor to approve special uses of public ways. For parades, special events, street closings or banner display over a city right-of-way; a Special Use of Public Ways License must be obtained in advance through the License and Permits Department of the City of Lima. In order to obtain this license, you must submit the following:

1. A letter stating the sponsoring group(s) name, the specific use for the occasion (block party, parade, etc.), date, time, location, route (if applicable), and number of people expected to attend.
2. A completed application submitted to the License and Permit Building Department
3. A signed and notarized indemnity agreement (see attached).
4. If the anticipated number of people attending is expected to be 300 or more; then you must also submit proof of liability insurance naming the "City of Lima" as the Certificate Holder.
5. Block parties must also provide a copy of the invitation or flyer that is being sent to all of the neighbors on the block. ***No block parties allowed on July 4th***
6. For sponsors of Rotary Riverwalk events: marking of pavement with spray paint is prohibited but chalk may be used on pavement. There are mile marker posts available to be used for the Riverwalk events which may be picked up from 8:00 am – 5:00 pm at the City of Lima Parks Department located at 900 S Collett St for a \$25.00 deposit.
7. Non-profit organizations must provide a copy of your non-profit or tax exempt status.
8. License can be immediately revoked if conditions specified are not met.
9. Fees are as follows:

a. City Residents	\$10.00
b. Non-Resident individuals	\$25.00
c. Non-profits principally located inside the City of Lima	\$10.00
d. Non-profits principally located outside the City of Lima	\$25.00
e. For-profits principally located inside the City of Lima	\$50.00
f. For-profits principally located outside the City of Lima	\$100.00
g. A refundable litter control bond	\$100.00

Submit the required documents at least two weeks in advance to the License and Permits Department at 50 Town Square or BuildingDept@cityhall.lima.oh.us for processing.



CITY OF LIMA
PARADE, SPECIAL EVENT, STREET CLOSING, BANNER APPLICATION

Name of Sponsoring Group _____

Contact Person _____ Email: _____

Event Address _____

Sponsor's Address _____

Daytime phone _____ Evening phone _____

Parade _____ Special Event _____ Street Closing _____ Banner _____

(Attach map or description of staging area, complete route and pickup points for areas under request)

Date of parade or event: _____ Beginning Time: _____ Ending Time: _____

*Barricade request details: _____

_____ Proof of sufficient liability insurance (\$250,000-\$500,000) listing the City of Lima as an additional insured and indemnification of the City of Lima for potential loss due to bodily injury or property damage is attached.

_____ As parade chairman, I will notify all parade participants that no candy or other items may be thrown from a moving vehicle or from parade participants. These items may only be handed out by walkers along the curb. I understand I may be fined \$100 per vehicle if items are thrown from a moving vehicle.

_____ I acknowledge that all affected residents and businesses have been advised of the street closings for block parties and invited to the proposed event.

_____ I grant permission to have my race information posted on the City of Lima website.

Applicant Signature: _____ **Date:** _____

*******(For City Use Only)*******

REVIEWED BY:	Signatures:	Date:
Public Works Director	_____	_____
Deputy Director – Streets	_____	_____
Deputy Director – Parks	_____	_____
Police Chief	_____	_____
Fire Chief	_____	_____

AUTHORIZED BY: _____ **Date:** _____

INDEMNITY AGREEMENT

In consideration of the City of Lima, Ohio, granting permission to use City property for the _____ in which _____ agrees
(Event) (Applicant/Organization Name)

to indemnify and hold and save the City harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage, or expense of whatsoever kind and nature including attorney fees which the City shall or may at any time sustain or incur by reason in connection of the project or which the City may sustain or incur in connection with any litigation, investigation, or other expenditures incident to or arising out of the project.

In witness whereof this instrument is executed by the signed applicants on this _____ day of _____, 20_____.

Applicant Signature

Notary Public – State of Ohio

Please check all that apply		
<u>Individuals</u>	<u>Non-Profits</u>	<u>For-Profits</u>
___ In City	___ In City	___ In City
___ Out of City	___ Out of City	___ Out of City
___ Litter Control Bond Posted	___ Non-Profit certificate Attached	