

Application for Use of Public Property Checklist

Note: If the event is to occur along a State Road or if participants are to cross a State Road please submit items to the City at least ten (10) weeks prior to the dates listed below, as it will require TWO (2) Council meetings for approval.

Please consider the following rules for requests, outlined in Resolution No. 2021-23 before submitting your request:

Council considers the requests for the use of parks, streets, or other city-owned properties under the jurisdiction of the City Council in the following order of precedence:

1. Individual Resident
2. Resident Businesses
3. Resident Nonprofits
4. Nonresident Individual
5. Nonresident Nonprofit

For organizations located within the City of Lock Haven, the following tasks must be completed to receive a permit for use of public property:

- Contact the City of Lock Haven Director of Community Life at 570-893-5612 or kcampbell@lockhavenpa.gov, eight (8) weeks prior to the event to notify City Council and City staff of your intent to hold an event on public property. Please describe the dates and general nature of the event.
- Eight (8) weeks prior to event, submit a completed “Application for Use of Public Property (Special Event) Form” including the following items
 - A Certificate of Insurance showing (a) public liability insurance for bodily injury and property damage in the amount of one million dollars (\$1,000,000) per person and one million dollars (\$1,000,000) per occurrence to cover any loss that might occur as a result of the permitted use of that might otherwise arise out of or be connected with the event;(b) occurrence-based coverage; and (c) The City of Lock Haven named as additional insured
 - If event is taking place at Zindel Park or on the levee, Certificate of Insurance must also list the following as additional insured:
 - Lock Haven City Authority
 - The Nature Conservancy (only necessary for Zindel Park)
 - A map of the area to be used for the event with the area/order of route listed and highlighted
 - If using a State Road, a copy of the approved TE-300 Special Event Permit must be submitted prior to the event (application must be submitted ten (10) weeks prior to event)
 - Requests requiring the closure of a street (city or state) will require two (2) council meetings for approval, to ample time to notify the public of the intent to close a road
 - If closing the street will potentially affect business owners in the downtown, submit a copy of letter notifying business owners (sample letter provided) and any letters of support from neighbors and business owners

For individuals, businesses, and nonprofits not meeting the criteria for individual resident, resident business, or resident nonprofit as defined in the Resolution, the following rules apply to requests to City Council:

- Applicant must show that the municipality to which the applicant is a resident has received the same application for service or permit request, and that the municipality to which the applicant is a resident has denied the request from the applicant.
- The applicant must show that the request serves a county-wide purpose by gaining endorsement from the majority of Clinton County Commissioners at a regular or special meeting of the board of commissioners and provide a letter from the Chief Clerk of Clinton County notifying the city of the commissioners’ endorsement of the request
- If approval is granted for the use of a park, street, or other city owned property and a cost is incurred by the city, then the applicant must provide written assurance of its intent to cover all costs to make the city taxpayers whole upon being invoiced for those costs.



City of Lock Haven
Application for Use of Public Property
(Processions, Assemblages, and Special Activities Form)

Applicant's Name: _____ Applicant's Organization: _____

Applicant/Organization _____ Phone: _____
 Address: _____

Email: _____

Other Contacts: _____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

Date of Activity: _____ Start Time: _____ End Time: _____

Rain Date (if applicable) _____ Start Time: _____ End Time: _____

Type of Activity: _____ No. of Participants Expected: _____

Location Requested: _____

Please describe your proposed activity in detail: (add additional sheets if necessary)

Does your activity require a street closure: No Yes

If yes, select the type of road to be closed: (for more information see map and list provided)

- State Road(s) Only* (Additional Permit Required: PennDOT TE-300 Form)
- Local Road(s) Only
- State Road(s) and Local Road(s)* (Additional Permit Required: PennDOT TE-300 Form)

*Event organizers will be required to provide a copy of the approved PennDOT permit to the City **prior** to the event.

Listed in order of route, what street(s) would you like closed for this activity? (Add additional sheets, if needed)

How long will the street closure be in effect? (Date/Time) From: _____ To: _____

Will you need barricades and/or signs? No Yes

Will you need assistance closing the street? No Yes

Are you planning to use sidewalks only? No Yes

Will you cross any state roads? No Yes (if yes, submit copy of TE-300 Form)

PLEASE NOTE: Sponsor is held responsible for the replacement value of and/or repairs of missing cones, barricades, signs, or message boards that are needed/required to close a street.

Will this event require use of other services? No Yes (i.e., electricity, public works, police, parking, fire)

If yes, please describe what additional services are required:

PLEASE NOTE: Sponsor may be asked to reimburse the city for the cost of extra utility services.

Will you be providing food or drink to the public? No Yes

Will this event require Open-Container Approval? No Yes

If yes, applicant will also need to submit the following with this application:

- Open-Container Permit Application (attached)
- Name of Caterer that has off-site PLCB license: _____
- Copy of license from Caterer
- Copy of Sidewalk Café permit (if applicable)

Will this event be taking place on City Authority property? No Yes
(Zindel Park, Corman Amphitheater, or Riverwalk)

If yes, applicant will need to submit the following with this application:

- Signed liability waiver
- Certificate of Liability Insurance with additional insured listed accordingly:

For the Corman Amphitheater or Riverwalk:

- City of Lock Haven
- Lock Haven Area Flood Protection Authority (LHAFPA)

For Zindel Park:

- City of Lock Haven
- Lock Haven City Authority
- The Nature Conservancy

Applicant recognizes and agrees that the use of area designated will be strictly limited to the dates and hours requested. The applicant agrees to hold the City of Lock Haven harmless from and indemnify the City against any loss or damage of any kind including costs and attorney fees incident to or resulting in any way from any claim, action, demand, or judgement brought against the City or recovered against the City by any and all persons on account of any damages or injuries, either personal or property damage, without limitation, caused directly or indirectly as a result of the said site. All requests are on a first come, first served basis.

NOTE: Proof of insurance may be required, depending on size and type of activity.

Applicant's Signature: _____

Date: _____

Additional information (if needed):

OFFICE USE ONLY:

Date of Council Action: _____ Additional Materials Required? _____ Received? _____
Certificate of Insurance lists all additional insured? _____

ROUTING FOR APPROVAL:

Police Chief: _____ Director of Public Works: _____ Code Enforcement: _____ Council: _____

Conditions (if any) are as follows: _____

Applicant notified of Approval on: _____

SAMPLE LETTER OF NOTIFICATION TO BUSINESSES

PLEASE NOTE: This is for the applicant’s use, this is **not** to be turned in to the city. This can be used as an example for applicants of what to send to businesses/property owners to notify them of a street closure.

Dear Business/Property Owner:

As noted below, we are planning to hold a special activity/event in the near future. As part of the City of Lock Haven’s Public Property Use Application, we are required to notify affected business/property owners of the planned street use and/or closure(s) for our activity.

Event:	
Event Date:	
Streets:	
Hours of planned use/closure:	

It is our intention to provide a safe and enjoyable experience for all participants, and to cause as little interruption to your business as possible.

If you have any questions/concerns regarding the event, I can be reached at _____.

Sincerely,