



Administrative Regulations

Number AR8-13
Issue 2

Subject: Policy and Procedures Relating to the Use of Public Street and Public Property for filming and special events permits.

I. PURPOSE

To define the policies and procedures governing issuance of permits for use of City streets or other public property for the following purposes:

- Parades
- Block Parties
- 10K Races
- Walk-a-thons/Skate-a-thons
- Filming Activities
- Local Special Events

II. SCOPE

This regulation is being distributed to all City departments directly responsible to the City Manager, as well as semi-autonomous departments and elected offices, for informational purposes.

III. POLICIES AND PROCEDURES

Municipal Code Section 6290.1 requires the issuance of a permit to persons/groups desiring to use City streets or other public property for such events as parades, block parties, 10K races, walk-a-thons/skate-a-thons, filming activities and other local special events. This code section establishes uniform procedures, a fee structure and the criteria by which each application is evaluated. The intent of the ordinance is to ensure public safety when events requiring use of City streets or other public property are held; and to support events which, directly or indirectly, promote or publicize the City, while at the same time minimize potential City liability.

Each sponsoring group desiring to hold an event which requires use of the City streets shall apply to the City Manager's office for a permit. The sponsoring group shall complete an application form (copy attached) available in the City Manager's Office. The completed application, when returned, shall be accompanied by payment of the application fee established by the City Council by resolution or ordinance. The purpose of the nonrefundable fee is to reimburse the City for its actual costs in processing the application.

The applicant must provide the City Manager's office with sufficient advance notice of the planned event to allow adequate time for the required investigation before a permit can be issued. The ordinance regulating activities which require use of the City streets or public property mandates the following periods of advance notice:

- A minimum of twenty (20) days for such events as parades, 10K runs, walk-a-thong and skate-a-thong. Each application for this type of event must be accompanied by a map outlining the route of the proposed event.

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- A minimum of ten (10) days for block parties. Each application for a block party must be accompanied by a petition signed by ALL of the residents in the block affected by the proposed party.

The City Manager's office will forward the completed application to the concerned City departments: Police and Public Works; Parks and Recreation, if parks are involved in the request; and Tidelands, if the beach or shoreline areas are proposed for use. The processing fee will be deposited in accordance with the City's established procedures.

When the investigating departments have completed their respective investigations, they shall return the application form to the City Manager's office, indicating on that form whether the application is recommended for approval or denial. If the application is recommended for approval, subject to any special requirements, the reporting departments must also list such conditions on the form. If the application is recommended for denial, the reporting departments must indicate the reasons for denial on the form.

Upon receipt of the departmental recommendations, the City Manager's office will issue or deny the permit.

The permit issued for use of City streets or public property is subject to the following conditions:

- (1) The street will be posted, coned or barricaded by the sponsoring group in a manner which clearly warns all vehicular traffic of the street closure, while still allowing access to emergency vehicles. The Chief of Police and the City Traffic Engineer must approve the manner in which this is done.
- (2) The premises (street, parkway, sidewalk, alley or other public property) must be cleared of any debris, signs, cones or barricades immediately after the event has been held.
- (3) The sponsoring group will hold the City harmless from any liability arising from the event. The sponsor must accept full responsibility for actions occurring at the event, including mishaps or injuries. The City may require evidence of insurance coverage, if deemed appropriate.
- (4) The sponsoring group will be responsible for all costs, which the City may be obligated to incur in connection with the event, whether for personnel or equipment. Such costs will be billed directly by the departments called upon to render the special services; and will be paid by the sponsor to those departments.
- (5) The use of fireworks will not be allowed during the event.
- (6) The consumption of alcoholic beverages in public will not be allowed unless specifically authorized by City Council.
- (7) The sponsoring groups will not allow live bands or amplified speakers to be used during the event unless specifically authorized by the City Manager's office, based on permission by the Health Department's Noise Specialist Officer in compliance with the Noise Control Ordinance.

The same procedures apply to applications from the producers of movies, TV shows and/or commercials, who desire to conduct filming activities on streets or public property. However, the processing of applications for filming permits will be handled by the Tidelands Agency; and when completed and signed by the film representative, will be submitted to the City Manager's office for signed authorization. Payment of fees shall be in accordance with a schedule adopted by the City Council by resolution.

Forms:

[Application for Permit:Use of City Streets or Public Property](#)