



The City of Johnston welcomes your event and wants to be of assistance to you. To support your event, complete this form and return it to the Parks and Recreation office at least 60 days prior to the event.

### **FEES AND CHARGES**

Charges will be billed for events that require staff to work outside their regular working hours and for any non-city sponsored function.

- There is a \$45.00 per hour charge (with a 3-hour minimum) for each fire department personnel or public works employee needed for the event.
- There is a \$35.00 per hour charge (with a 3-hour minimum) for each police officer needed for the event.
- Cones and barricades will be provided free of charge. It is the event organizers responsibility to arrange pick up/delivery and return of equipment.
- There is no charge for staff to place “no parking” signs along the road if it is done during regular business hours. The event organizers must pay for the signs, which must be approved by the city.

### **RULES AND REGULATIONS**

- The city requires proof of general liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, with the City of Johnston named as an additional insured. The certificate must accompany this application.
- All volunteers involved in traffic control must wear an orange safety vest or bright colored clothing.
- Any signage or course markings must be removed immediately after the event.
- Painted pavement markings are not permitted.
- Notice to neighbors may be required. Notice must be approved by the city and distributed by event organizers.
- If alcohol is to be served, please contact the appropriate person(s).

**CITY OF JOHNSTON**  
**SPECIAL EVENT APPLICATION**  
www.cityofjohnston.com



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Parks and Recreation · 6400 NW Beaver Dr. · Johnston, IA 50131 · 515-727-8091

Today's Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Contact phone number on day of event: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Contact phone number on day of event: \_\_\_\_\_

Type of Event:

Walk/Run     Bicycle Ride     Festival in park     Other \_\_\_\_\_

Date of Event: \_\_\_\_\_                      Time of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Briefly describe the event and the public facilities required (attach a map/site of the facilities to be used): \_\_\_\_\_

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Describe the assistance you are requesting from the City of Johnston: \_\_\_\_\_

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Number of police officers needed: \_\_\_\_\_

What locations are the officers needed and what responsibilities will they have?

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Number of public works employees needed: \_\_\_\_\_

What locations are the employees needed and what responsibilities will they have?

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Number of barricades needed: \_\_\_\_\_      Number of cones needed: \_\_\_\_\_

Describe the staging area and parking for the event: \_\_\_\_\_

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Describe how emergency measures and first aid needs will be handled: \_\_\_\_\_

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Describe restroom accommodations: \_\_\_\_\_

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Signature of Event Organizer/Date: \_\_\_\_\_

Have you attached?

Site Plan/Course Map

Proof of Insurance

Mail completed application to:

City of Johnston

6400 Beaver Drive

PO Box 410

Johnston, IA 50131-0410

Copies will be forwarded to the following:

Administration

Police Department

Public Works Department

Fire Department

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**POLICE DEPARTMENT REVIEW**

The Johnston Police Department has reviewed the special event application for:

\_\_\_\_\_

(name of event)

In order for the event to be approved, the police department will require the following number of officers performing the noted duties:

Number of Staff	Duties	Hours Required
	Total Staff Hours Required	
	Total Cost for Staff	

Other considerations/needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Johnston Police Department /Date: \_\_\_\_\_

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**PUBLIC WORKS/PARKS DEPARTMENT REVIEW**

The Johnston Public Works Department has reviewed the special event application for:

\_\_\_\_\_

(name of event)

In order for the event to be approved, the police department will require the following number of officers performing the noted duties:

Number of Staff	Duties	Hours Required
	Total Hours Required	
	Total Cost for Staff	

Other considerations/needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Public Works Department /Date: \_\_\_\_\_

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**FIRE DEPARTMENT REVIEW**

The Johnston Fire Department has reviewed the special event application for:

\_\_\_\_\_ (name of event)

In order for the event to be approved, the police department will require the following number of officers performing the noted duties:

Number of Staff	Duties	Hours Required
	Total Hours Required	
	Total Cost for Staff	

Other considerations/needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Fire Department /Date: \_\_\_\_\_