

**CITY OF CROSSVILLE, TENNESSEE
TEMPORARY STREET CLOSING POLICY**

SECTION 1: Definitions.

“Run/Walk/Race” means any timed event which occurs upon private or public property that will affect the ordinary use of the alleys, streets, or rights-of-ways for a defined distance.

“Static Display” means any event which occurs upon private or public property that will affect the ordinary use of the public property, alleys, streets, rights-of-ways, or sidewalks. This includes festivals, cruise-ins, music events, and block parties. Private social gatherings which will not require the use of City streets other than for lawful parking are not included.

SECTION 2: Permit required; Exceptions.

- (a) No person shall engage in, participate in, aid, form or start any run/walk/race or static display in the City limits of Crossville without the approval of the Crossville City Council.
- (b) This chapter shall not apply to governmental agencies acting within the scope of its functions.

SECTION 3: Application for Permit.

A person seeking issuance of a permit shall file a request with the City Clerk not less than 45 days before the date on which it is proposed to conduct the run/walk/race or static display.

SECTION 4: Standards for Issuance of Permit.

The City Council shall issue a permit as provided when, after consideration of the application and from such other information as may otherwise be obtained, they find that:

- (a) The event will not require the diversion of so great a number of so many public employees that allowing the event would unreasonably deny service to the remainder of the City.

- (b) The location of the outdoor festival will not cause undue hardship to adjacent businesses or residents.
- (c) There are no other permits applications for the same time and location that have been or will be granted, unless the parties have agreed to work in conjunction with each other.
- (d) There are no other permit applications that have been or will be granted for other locations that would reduce police resources or other public employees, in combination with the second application, to such an extent that the welfare and safety of persons and property would be adversely affected.
- (e) The application contains incomplete or false information or the applicant fails to comply with the terms of this policy.
- (f) The applicant has not previously held an event and demonstrated an inability or unwillingness to conduct a event pursuant to the terms and conditions of this policy.

SECTION 5: Contents of Permit Application.

Each outdoor festival permit application shall state the following information:

- (a) The name, address and telephone number of the person or group seeking to conduct the event;
- (b) The date when the event is to be conducted;
- (c) Starting time and hours of operation of the event;
- (d) A detailed description of the location of the event with a site map showing the area of the event;
- (e) A description of any outdoor public property to be affected and a description of any rights-of-way to be closed to the public;
- (f) Written authorization to utilize any public property for such event;
- (g) A schedule of proposed events;
- (h) A description of any recording equipment, sound amplification equipment or other devices to be used in connection with the event;

SECTION 6. Fees.

- (a) Run/Walk/Race Events
 - a. The City shall approve two standard routes for run/walk/race events on Northside Drive and Cook Road. If event organizers choose one of those two routes, there shall be no charge.
 - b. Any event utilizing other routes will be charged a fee to be determined by the City Manager based on the estimated costs for

labor by City workers. This fee shall be established prior to approval of the event by City Council.

- c. Requests received prior to the adoption of this policy shall be grandfathered and no charges shall be made.
- (b) Static Displays
 - a. The City shall approve an acceptable location for static displays that will require the least amount of labor by the City to cordon off the area. There will be no charge for events in that area.
 - b. Any event utilizing a different location will be charged a fee to be determined by the City Manager based on the estimated costs for labor by City workers. This fee shall be established prior to approval of the event by City Council.
 - c. Requests received prior to the adoption of this policy shall be grandfathered and no charges shall be made.
- (c) Exceptions. Events sponsored by the City or other events commemorating a holiday, special event, or special circumstance may be granted a waiver by the City Council after receiving a recommendation from the City Manager.

SECTION 7. Other Requirements.

- a) Permittee shall personally notify all businesses in the affected area of the event concerning the date and times, at least 30 days prior to event.
- b) For events in the downtown area, a contact name and mobile phone number shall be provided to the City Clerk, County Mayor, offices in the Milo Lemert Building, Chamber of Commerce, and Downtown Crossville, Inc.
- c) Whenever possible, permittees are encouraged to give priority to local vendors.

SECTION 8. Sanitation and Cleanup.

- (a) For events scheduled for more than two hours of street closure, permittee shall make arrangements for adequate restroom facilities either through permanent facilities and/or temporary facilities.
- (b) For events scheduled for more than two hours, permittee shall provide adequate waste receptacles throughout the event area.

ADOPTED, this ____ day of _____, 20____.

Mayor

ATTEST:

City Clerk