

**APPLICATION TO CLOSE:  
CITY STREET, ALLEY, PARKING LOT**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TYPE OF AGENCY: \_\_\_\_\_ Private \_\_\_\_\_ Public

Area to be closed: \_\_\_\_\_

\_\_\_\_\_

Purpose or Reason: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Times: \_\_\_\_\_ to \_\_\_\_\_

Activities Planned: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Crowd Control Measures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Certificate of Insurance Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

Company: \_\_\_\_\_

The applicant certifies that the above information is true and correct and accepts responsibility for its accuracy.

**HOLD HARMLESS LIABILITY STATEMENT**

The Applicant agrees that the City of Maquoketa, Iowa and the employees of the City of Maquoketa, Iowa shall not be held responsible or liable for injury, damage or loss in any case whatsoever, either willfully or negligently to the applicant's merchandise, property or personnel, releases the City of Maquoketa expressly from any type of liability. The applicant also agrees to provide liability insurance coverage in the amount of \$500,000 to cover any such claims that may arise from the proposed event and such have the City names or an "additional insured" on such insurance coverage.

Signature of Applicant: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\* \* \* \* \*

The above application was \_\_\_\_\_ Approved or \_\_\_\_\_ Denied by the Maquoketa City Council on \_\_\_\_\_.

\_\_\_\_\_  
City Manager

**City of Maquoketa, Iowa Police  
Regarding the Request to Close Streets, Alleys, and Parking Lots**

The purpose of this policy statement is to state the City's policy regarding requests to temporarily close City streets, alleys, or parking lots.

Requests to close any street, alley or public parking lot that are filed by and governmental or quasi-public agency shall be reviewed by the Chief of Police and City Manager. When granting such requests, the Chief of Police and City Manager shall take into consideration the location, time, liability insurance coverage, crowd control measures, and the public safety. If the Chief of Police and City Manager decline such request, the agency may appeal the decision the Maquoketa City Council. This policy shall apply to events sponsored by the Maquoketa Area Chamber of Commerce and the Jackson County Fair Association.

Private individuals or private businesses may file requests for the closing of any street, alley or public parking lot with the City Manager. The City Manager shall provide an application form for such requests and shall forward all such request to the Maquoketa City Council for approval or denial. Application forms shall be filed with the City Manager the Thursday prior to regularly scheduled council meeting in order to be considered by the City Council. The City Council will be provided with a copy of all such applications with the agenda and packet of information. The City Council may grant or deny such applicants or may grant conditional approval if revisions are made to the application.