

**PARADE/ASSEMBLY/PARTY/DEMONSTRATION
PERMIT APPLICATION INSTRUCTIONS:**

Follow the instructions on the application.

When completed you may use one of the following methods to submit your application:

**Mail to: University of Northern Colorado Police Department
 501 20th Street
 Campus Box 27
 Greeley, Colorado 80639**

**In person: UNC Police Department
 Gray Hall
 (on Central Campus, just east of Gunter Hall and south of Kepner Hall)**

Fax: (970) 351-4286

Please pay attention to the due dates on the application.

If you have questions call the UNC Police Department at (970) 351-2245

**PARADE/ASSEMBLY/PARTY/DEMONSTRATION
PERMIT APPLICATION**

Application for a permit to hold or conduct a meeting, assembly, party, or demonstration on the property of the State of Colorado controlled by the University of Northern Colorado, or any property leased, rented, or otherwise controlled by the University

This application must be completed fully, signed before a Notary Public, and returned to the University of Northern Colorado Police Department at least twenty (20) working days before the scheduled event.

PLEASE TYPE OR PRINT IN BLACK INK

Name of Applicant _____
Last First Middle Initial

Address _____
Street City State Zip Phone

Name of Organization _____

Address _____ Phone _____

Authorized Head of Organization _____

Event Chairperson _____

Purpose of Event _____

Type of Event _____

Date of Event _____ Hours: From _____ to _____

Location of Event (Route of Parade) _____

Number of Persons Participating (approximate) _____

Number and Types of Vehicles _____

Assembly Area _____ Time _____

Dispersal Area _____ Time _____

If the event will occupy any streets, sidewalks, or other property of the City of Greeley, have you secured a City Permit? _____

Name(s) of Speakers _____

SOUND AMPLIFICATION PERMIT

What Type of Amplification? _____

Describe Clean-up Arrangements _____

Section 15.132(b) Code of Ordinances
City of Greeley

1. No sound amplifying equipment shall be used prior to 9:00 A.M. and after the 10:00 P.M. out of doors, or indoors with the sound projecting out-of-doors;
2. No sound amplifying equipment shall be used within 500 feet of a session of City Council or of a legally constituted court;
3. No sound amplifying equipment shall be used at a sound level, which causes sufficient disturbance to residents of the neighborhood, that they request police assistance in stopping the sound amplification process. Upon notification to the applicant or his representative by a police officer, the sound level must be appreciably reduced to terminate receipt of resident complaints. Refusal to comply with such a request will immediately void this permit.

I hereby certify that I have read the above ordinance; further, I will produce a copy of this document to any official of the City of Greeley or any official of the University of Northern Colorado upon demand. I further have read and am familiar with the rules and regulations of the University of Northern Colorado and agree to abide by the above ordinance, rules and regulations. I also understand that the University Police Department may impose, in writing, any other reasonable stipulations as deemed necessary.

Signed _____ Notary _____

Date _____ Date _____

Commission Expiration

Notary Seal

Approved/Denied _____
Director, University Center

Approved/Denied _____
Chief, University Police

A permit regarding the application of the reverse hereof is hereby (approved) (denied) with the following specifications:

Chief, Greeley Police

Date and Time

Operations Commander

APPEAL (TO CITY MANAGER)

Appeal received (date and time) _____ by _____

APPEAL ACTION (BY CITY MANAGER)

City Manager

Date and Time

**PARADE/ASSEMBLY/PARTY/DEMONSTRATION
SECURITY PLAN**

Please describe in detail the plans for security, sanitation, and safety at your event. If appropriate, draw a diagram on the back of this sheet or on a separate piece of paper. Label the locations of the following, as well as describing them on this sheet.

SECURITY

Who is providing security for this event? _____

How many security personnel will be employed? _____

How will the security personnel be identified? _____

Explain the responsibilities of the security personnel. _____

SANITATION

Who is providing sanitation facilities for the event? _____

What type of sanitation facilities will be provided? _____

How many toilets will be provided? _____

Who is responsible for clean up after the event? _____

Describe your clean-up plan or arrangements. _____

SAFETY

Will first aid be available at your event? _____

Who will be responsible for administering first aid at your event? _____

Will you have a designated first aid station? _____ If so, how will it be identified?

Describe any special communication plans to be used at your event. _____

Explain how you will be able to contact the University Police in the event of an emergency. _____