City of Moorhead

STREET CLOSING POLICY

The following information sets forth the guidelines for the conduct of a street closing for the purposes of a parade, walk/run/ride, assembly, or other special event.

Street Closing Permit Required

A permit is required by the City of Moorhead for any event that requires closure of a road, is likely to impede traffic, or does not comply with normal traffic regulations.

NO Street Closing Permit Required

The following types of events do not require a street closing permit under this policy.

Neighborhood Block Club Gatherings
Street closure requests for the purposes of a Neighborhood Block Club are handled by the Moorhead Police Department. Please contact the Community Policing Coordinator at 218.299.5143 for further information.

Use of Walk/Run/Bike Paths
Paths constructed for non-traffic use in and around Moorhead City parks are encouraged whenever possible. Please contact Moorhead Parks & Recreation at 218.299.5340 for further information.

Application for Permit

It is strongly encouraged that event organizers submit applications as early as possible in order for City staff to review the application and provide sufficient time for applicants to fulfill all conditions of the permit. Applications for a permit must be submitted at least 30 days in advance of the event.

The City may request event modifications or restrictions to protect public peace and safety, including event or route area, hours of operation, security provisions, fencing and barricades, public notification, indemnification, sanitary facilities, waste collection, or sound amplification restrictions. If deemed necessary by the City event security, emergency medical services, and/or traffic control measures will be incorporated into the event at the expense of the applicant.

Review of Application

Representatives from City departments including Police, Fire, Parks, Transit, Operations, and Engineering will consider the following factors in reviewing an application for a street closing:

- Extent to which the event may create traffic, crowd control, safety, or other concerns.

- Extent to which the applicant is able to provide assurance that sufficient numbers and quality of paid or volunteer staff will be available to manage the event.
- The inconvenience that may be experienced by the public or local business entities.
- The interference with emergency or other public safety equipment or operations that may be caused by the event and the extent to which such inconvenience or expense may be outweighed by the benefit to the community by holding the event.
- The extent to which the event will tax the resources of the city or other public entities.
- Whether the event is to benefit a nonprofit community service organization or constitutes a community service.
- The extent to which previous similar events have succeeded in complying with the appropriate requirements and applicable law.
- Whether or not the applicant has supplied truthful, accurate information during the application process.

Issuance of Permit

As a condition for issuing a permit the City requires that the following conditions be met:

Coordination/Contracted Services

Applicants may be required to pay a service charge to cover costs the City will incur in connection with activities for which a permit is granted, including costs for coordination and event planning, support personnel, equipment, and related items. Fees for these services will be assessed to the applicant at an average rate of $50 per hour for each contracted City employee (fees may vary). Fees will be outlined well in advance of the scheduled event.

Event Route or Area

At least two of the three bridges connecting Moorhead and Fargo must remain open. This measure is to ensure that emergency and public safety vehicles from Moorhead, Fargo, and the surrounding area are able to quickly and safely access these corridors.

Hours of Operation

Applicants are strongly discouraged to schedule street closures beyond two hours as they may cause significant hardship to residents and businesses. Applicants may request a waiver if the closure will extend longer than two hours; however, the City may require the applicant to contract a City staff member to regulate certain intersections/streets to allow local traffic to access their residence or business.

Applicants will be expected to avoid the following intersections/streets during the times prescribed below in order for Metro Area Transit (MATBUS) to maintain necessary service routes. Applicant is encouraged to consult the following website for MATBUS route maps (www.matbus.com).

Intersections/Streets to Avoid:

- Marriott Transfer Point – 11th St. S between and including 24th and 28th Avenues
- 14th St. S between and including 24th and 28th Avenues
- Intersections along 12th Ave. S between and including 8th and 20th Streets

MATBUS Hours:

Day Service (Routes 1-5):

- Weekdays: 6:15 a.m. to 6:45 p.m.
- Weekends: 7:15 a.m. to 6:45 p.m.

Evening Service (Routes 7-8):

- Weekdays: 6:45 p.m. to 10:15 p.m.
- Weekends: 6:45 p.m. to 10:15 p.m.

Applicants may contract a City staff member to regulate the above mentioned intersections or streets if it is too difficult to avoid these areas during the outlined times. The staff member will prioritize MATBUS passage during the event in order to accommodate transit service. Fees for these services will be assessed to the applicant.

Security Provisions
The appropriate level of police, fire, and emergency medical services will be determined by the City based on crowd size and type of event. Fees for these services will be assessed to the applicant.

Fencing and Barricades
Traffic control device rental and placement are the sole responsibility of the applicant. All street closures require the use and placement of proper traffic control devices according to the U.S. Department of Transportation, Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD).

Clean-up
The applicant may incur fees associated with clean-up if the event area is not maintained in the same condition it was prior to the event. Any event that involves animals will incur mandatory clean-up conducted by the City. Fees for these services will be assessed to the applicant.

Public Notification
Event plans must be balanced with the interests and needs of property owners and businesses. Notice of the event must be provided to all property owners, tenants, and/or businesses within 300 feet along the affected route or area. This notice must be provided at least one week prior to the event date.

At minimum, the notification must include the following information:

- Event date/time
- Closure description
- Closure length
- Notice of grievance process (as quoted below):
  "Grievances related to this closure can be directed to the City of Moorhead, City Clerk's Office at 218.299.5304 or cityclerk@ci.moorhead.mn.us."

Applicants can personally deliver notification or utilize the U.S. Postal Service "Every Door Direct Mail" service. Further information about this service can be found at: http://www.uspseverydoor.com/. Failure to notify property owners in street closure areas will result in permit revocation.

Throughout all events, residents should be allowed access to their property and businesses should be reasonably accessible to the general public. Event organizers will be expected to make every effort to preserve customer and residential access for businesses and houses along the street closure.

Indemnification
The applicant shall agree to indemnify and hold harmless the City of Moorhead from any and all liability that may arise by virtue of the event.

- The applicant shall provide and maintain a certificate of insurance for comprehensive general liability in a minimum amount of $1,000,000 per occurrence.
- The City must be named as an "additional insured" on the policy.
- The certificate must be submitted to the City within 10 days of the event.
- The City may determine that a particular event does not present a substantial public liability or property damage exposure for the City and is authorized to waive the insurance requirement for such event or activity.

Other Requirements
As a condition for issuing a permit the City may impose additional requirements and restrictions as may be necessary to protect public health and safety.

Appeal Process
If the City denies a permit for the event or any of its components, or the applicant disagrees with the conditions placed on the permit, the applicant may submit a written appeal to the City Manager.

Permit Revocation
The City is authorized to revoke a permit in the event it is determined that:

- The applicant made any false or misleading statements in the application or during the application process.
- The applicant failed to comply with any conditions or requirements for the issuance of the permit.
- Such withdrawal is necessary for the protection of public health or safety or for the prevention of a violation of any local, state, or federal law.

Additional Permits/Licenses Required
Below you will find a list of additional permits/licenses or other conditions that may be required for your event. Please note that it is NOT necessary to have all permits approved upon

submission of this application; however, applicants must have all permits and fees paid and approved prior to the start of the event.

Authorization to use a City Park
Public events being held within a City Park require authorization and use of picnic shelters and neighborhood recreation facilities must be reserved. Please contact Moorhead Parks and Recreation at 218.299.5340 for additional information.

Event Exhibitors and Operators
Minnesota law requires that exhibitors register to collect Minnesota sales tax, provide a written statement that no taxable items are being sold, or provide a written statement indicating that they qualify for the isolated and occasional sales exemption. Further information is provided on the MN Department of Revenue website at www.taxes.state.mn.us or call 800.657.3777.

Health Department Permit
All food vendors in conjunction with special events must apply for a temporary food permit through the Minnesota Department of Health (MDH). Please contact Clay County Environmental Health at 218.299.5002 for additional information.

Sign Permit
Any person, firm or entity displaying a portable sign within the City of Moorhead must obtain a permit. A portable sign permit is granted for a period of up to 14 continuous days, with vehicles and equipment that display signage granted for a period of up to 3 consecutive days. Please contact the Building Codes Office at 218.299.5424 for additional information.

Special Event Liquor License
Any sale of alcohol within the City of Moorhead requires a special event liquor license issued by the City and in some cases an additional permit from the State of MN. Please contact the City Clerk's Office at 218.299.5304 for additional information.

Tent Permit
A fire prevention permit is required for all high hazard occupancies such as tents, canopies, and temporary membrane structures. Please contact the Moorhead Fire Department at 218.299.5298 for additional information.