



Application for Exclusive Use of Streets  
and/or Public Property  
and/or Request for City Services

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Representative/Applicant's Name: \_\_\_\_\_

Applicant's Phone Number(s) (Cell/Mobile Preferred): \_\_\_\_\_

Applicant's Email (if available): \_\_\_\_\_

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

Contact Information for Sponsoring Organization (if different than applicant): \_\_\_\_\_

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

*Return completed applications and supplemental materials to the Tourism Director, 3<sup>rd</sup> Floor of City Hall, 101 N. 2nd St., Guthrie, Oklahoma, 73044, by fax at (405) 282-0213, or by [email to vraines@cityofguthrie.com](mailto:vraines@cityofguthrie.com). Questions? Call (405) 282-0197. Please allow 5-7 business days for the processing of all applications and permit requests.*

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

Event Location(s): \_\_\_\_\_

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*Please note: The City of Guthrie cannot grant closure of state highways. Closure of State Highways must be arranged through the Oklahoma Department of Transportation – Division 4 by calling 580-336-7340.*

Date(s) and Times of Event: \_\_\_\_\_

Date(s) and Times of Closure (if different): \_\_\_\_\_

- Does your Event involve serving or sales of beer, wine or liquor? If so, please complete and return the **Special Event Permit Application**.

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

Event Date: \_\_\_\_\_

Estimated Attendance\*: \_\_\_\_\_

*\*To ensure adequate sanitation, events with an anticipated attendance of over 500 people may be required to supply porta-potties before event approval is issued. The City of Guthrie does not supply or rent porta-potties.*

**Requested City Services:** Please check the box next to the services you need, then give as much detail as possible about how many/much, when, and where services are needed. Attach additional pages if necessary. **\*\*City reserves the right to recover costs for event services.\*\***

- Police Services (patrol, traffic control, etc.) - Describe what kind, where, and when:

\_\_\_\_\_  
\_\_\_\_\_

- Fire/EMS Services (standby EMS, etc.) - Describe what kind, where, and when:

\_\_\_\_\_  
\_\_\_\_\_

- Streets (barricades\*, cones, etc.) - Describe what kind, how many, where, and when:

\_\_\_\_\_  
\_\_\_\_\_

*\*Please refer to the [City of Guthrie Barricade Policy](#) (attached) if requesting barricades. Barricades are required if activity/event involves pedestrians or spectators and will impact roadways/traffic.*

- Mowing/Trimming- Describe specifics including where, and when:

\_\_\_\_\_  
\_\_\_\_\_

- Trash Cans (Do Not select if Applicant will provide own cans) - Describe how many, where, and when:

\_\_\_\_\_  
\_\_\_\_\_

- Water- Describe where and when or what will be hooked up to water:

\_\_\_\_\_  
\_\_\_\_\_

- Electricity (Do Not select if using a generator) – Describe where, when, and amperage needed, or what equipment your event will feature that needs access to electricity:

\_\_\_\_\_  
\_\_\_\_\_

**The Following are Required for your Application to be Processed**

- 1. **Proof of Notification of Affected Businesses/Persons:** Applicant is required to contact all persons, businesses, etc. affected by the proposed closure or use. Complete and return [Worksheet A](#) as proof of notification with your application.
  - o Select this bullet if this requirement is not applicable to your event.
- 2. **Proof of Liability Insurance:** Attach proof of insurance for a general liability policy effective for the date(s) indicated in the amount of \$500,000 in bodily injury liability per occurrence and \$500,000 in property damage per occurrence or a combined limit of \$1,000,000 per occurrence. ***The City of Guthrie MUST be named as Additional Insured.***
- 3. **Map:** Attach a map to indicate area(s) used, street closures, barricade/cone placements, electric hookups, water hookups, etc.
- 4. **Clean Up:** Applicant must perform a general cleanup of the area used, including picking up all litter, trash, and loose debris.

**5. Hold Harmless Agreement:**

(Name of sponsoring organization) \_\_\_\_\_ agrees to indemnify and hold harmless the City of Guthrie and Guthrie Public Works Authority from any and all liability, loss or damage the City of Guthrie may suffer as a result of claims, demands, costs or judgments against it arising from (name event and describe activities):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition, (Name of sponsoring organization) \_\_\_\_\_  
Agrees to provide the City of Guthrie a Certificate of Insurance naming the City of Guthrie as an Additional Insured in the amount of not less than maximum exposure of the City of Guthrie under the Oklahoma Governmental Tort Claims Act.

***By signing, I attest I have supplied all information requested and agree to the requirements defined in this application. Failure to fully complete an application may lead to denial of City services or requested use.***

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

-----**Internal Use Only**-----

<b>Application Received:</b> _____	<b>Proof of Notifications?</b> Y / N
<b>Received By:</b> _____	<b>Map?</b> Y / N <b>Liability Ins.?</b> Y / N
<b>Funding Requested?</b> Y / N	<b>Cleanup?</b> Y / N <b>Hold Harmless?</b> Y / N

## Worksheet A: Notification of Street Closure/Use of Public Property

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

To ensure the safety of participants and pedestrians during the event, it will be necessary to close the following streets and/or areas:

\_\_\_\_\_  
\_\_\_\_\_

from \_\_\_\_\_ am/pm on \_\_\_\_\_ until \_\_\_\_\_ am/pm on \_\_\_\_\_.

The City's intent is to have 100% approval.

Business Name	Owner, Manager or Equivalent	Signature	Date	Approve	Disapprove

Please attach additional signatures if necessary.

## Barricade Policy: Street Closure/Use of Public Property

1. **Purpose:** The City of Guthrie provides services to its citizens in a consistent manner and does not “give away” services for the profit of businesses and contractors.
2. **Policy:** It is the policy of the City of Guthrie to lend its barricades to the citizens of Guthrie only for non-profit activities such as events that affect the city as a whole, block parties, school activities, and church activities.

It is the policy of the City of Guthrie to require a **48 hour minimum notice** for the use of barricades for these events and activities. A request form must be submitted to the City Manager’s office. There will be not charge for the use of barricades. The City will deliver the barricades to the requested site and retrieve the barricades following the event. The requesting organization is responsible for setting the barricades into position prior to the event and removing them when the event is over.

The request must be submitted through the proper channels. The City reserves the right to deny a request that is not submitted under the guidelines of this policy.

It is the policy of the City of Guthrie **not** to lend its barricades to businesses, contractors, or individuals. Businesses, contractors and individuals are required to obtain barricades and other job site safety equipment through a company that provides those items.

The City may require removal or rearrangement of the barricades, if in the City’s sole opinion (a) barricade(s) is/are improperly installed or located or creates a dangerous condition for the public or participants of the event for which the barricades are in use.

**-----Internal Use Only: Comments & Approvals-----**

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

Event Date(s): \_\_\_\_\_

**Department Approval**

**Comments:**

- Police
- Fire
- Public Works
  - Director
  - Streets
- Finance/City Clerk
- Planning/Zoning
- Tourism
- Library

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

\_\_\_\_\_  
**Date**

*Notification of Approval Sent to Applicant:*

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

Time: \_\_\_\_\_