

Informative-Use of Public Property

When filling out the College Township Application for Use of Public Property; Please type or print legible.

IF YOUR GROUP IS PROPOSING TO USE or CROSS or CLOSE a PennDOT Right of Way/ Highway you must contact PennDOT to determine if your event will require a PennDOT permit.

(Traffic Control Specialist – PennDOT District 2-0 ph: 814-205-1188)

Please note that PennDOT's Application for permit must have the Township Approval **PRIOR** to submission to PennDOT ...and PennDOT requires submissions 8-Weeks PRIOR to the event.

Therefore, events proposing use of a State Highway; Applications **MUST** be submitted to the Township **12-Weeks PRIOR** to the proposed start date.

Non-PennDOT event application (Township Roadways Only): Please submit applications **30 days prior** (4-weeks) to a proposed event.

Checklist of Typical Documents That Are Required for Use of Public Property

Each event is unique, so additional documentation or attachments may be required.

The following documentation should be gathered for submission to the Public Works Director to start the review process for Use of Public Property:

- Be sure to **complete** and **sign** the (*) application. (Both Signature boxes are required)
- (*)Contact information for Event Director (phone and address)
- (*)Name of the event / Type of Event
- (*) Start time and anticipated ending time of event
- Map of event area and all proposed routes to be used ~ Event Start ~ Event End. Provide a detailed written description of the event. Please be sure to note intentions for crossing/closing roadways and provide details for traffic and pedestrian safety control.
- If emergency services are being provided for staffing the crossings and/or closing of a street or highway, the applicant must provide a statement of acknowledgement from emergency provider. **In addition**, applicant must provide written responsibility of any services that may be billable.
- Copy of notification provided to all affected residents who live along the proposed routes.
- Certificate of liability insurance ***naming College Township as Additional Insured***
- Proof of non-profit status (if applicable)
- Copy of brochure/handouts (if applicable)
- **When use of crossing monitors**, written acknowledgement from entity (i/e Police Department or Fire Department is required.
- **Written statement of financial responsibility**, from the applicant / group, for all billable services that may be incurred during the event.
- If utilizing private property, a letter of permission from property owner is required. (Note that events proposed on Penn State University property, must contact University Relations at [814] 863-1030)
- Remember that if State highway routes are involved, you must contact PennDOT. The contact information is at the top of this checklist. A copy of the PennDOT Application is available on collegetownship.govoffice.com

Use of temporary signage and/or temporary structures may require zoning permits from College Township Zoning Department: (814) 231-3021.

Use of concessions may require a health license from the State College Borough Health Department: (814) 234-7191.

COLLEGE TOWNSHIP

1481 E College Avenue * State College PA 16801 * Phone: 814-231-3021 * Fax 814-231-3020

APPLICATION FOR USE OF PUBLIC PROPERTY*(Type or Print Clearly)*

Name of Sponsor: _____

Address of Sponsor: _____

Email: _____

Phone No(s): _____ work

Phone No(s): _____ home

Type of Activity Planned:

Day(s) & Date(s) of Activity: _____ Rain Date(if applicable): _____

From: _____ To: _____
_____ AM/PM _____ AM/PMIs the Sponsor a recognized, Non-Profit Organization?
 YES NOWill you be providing food and/or drink to the public?
 YES NO (If yes, you must be in compliance
with the regulations of State College Health Department.)

Number of people anticipated with the event _____

Name of Contact: _____

Address of Contact: _____

Email: _____

Phone No(s): _____ work

Phone No(s): _____ home

Name of Contact: _____

Address of Contact: _____

Email: _____

Phone No(s): _____ work

Phone No(s): _____ home

If this activity is to benefit a charitable organization,
name the recipient(s): _____Will this activity involve the sale of any goods, products,
or services? YES NO (If yes, have you acquired
a temporary retailer dealer permit?)**Location of Activity:** (ATTACH LISTING IF SPACE IS NEEDED)

On _____ street(s)

*(If multiple Streets and/or Sidewalks are involved, show route on a MAP and attach.)*On sidewalks only? YES NOOn bike path? YES NO

On other public property (give address): _____

Proposed Activity: _____

If any part of this activity is to take place on other public property
(i/e Bike Path, parks, etc.) or on private property, have the official OR
owner sign here, indicating their approval of the activity:X _____
Official/Owner's Signature PhoneStreet crossings? YES NO

Crossings Monitored by: _____

Streets closed? YES NO

If yes, Street will be closed by:

 Applicant Municipality forces Other: _____Barricades, Cones and/or Signs required? YES NO

Barricades, Cones and/or Signs will be supplied by:

 Applicant Municipal forces Other: _____

Applicant recognizes and agrees that College Township requires the proposed activity to be conducted in such a manner as to promote harmony in the area, insure domestic tranquility and be within the limits established by existing ordinances. By signature below, applicant AGREES to insure the general clean-up of the area used, immediately removing all litter at the completion of the scheduled activity. Applicant AGREES to protect, defend, indemnify and hold College Township and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising out of or relating to claims or causes of action of every kind and character in connection with or arising directly or indirectly from this special activity. Applicant defense for and defend and such claims, etc. at applicant's sole expense and AGREES to bear all other cost and expenses related thereto, even if such claims are groundless, false or fraudulent.

X _____
SIGNATURE OF SPONSOR DATE

Routing for Approval: (Municipal Office Use ONLY)If any part of this activity is to take place on State Highway,
SCPD officer sign here: _____ Date _____

Administrative: _____ Initials _____ Date _____

Chief of Police: _____

Director of Public Works: _____

Municipal Manager: _____

Approved application Township to email County 911 Center: 911SUPERVISOR@centrecountypa.gov

Initials of local officials on this College Township Application for Use of Public Property DOES NOT constitute or acknowledge any required approvals from PennDOT, The Pennsylvania State University or any adjoining Municipality to College Township.

X _____
SIGNATURE OF APPLICANT DATE

Any change in this application, whether approved at all levels or not, must be resubmitted and routed through the same channels as if it were a new application.