

INSTRUCTIONS

1. The applicant must complete all required information on the upper portion of the permit in a neat and legible fashion.
2. A Boise Police Department representative will offer direction and/or assistance with the location or route of the event.
3. It is the responsibility of the applicant to secure a licensed and bonded escort and/or security service. It is also the applicant's responsibility to ensure that there are adequate escort vehicles and security guards. Escort and security services are required at a reasonable time prior to the start of the event until a time when all traffic obstructions have been removed and spectators have been safely dispersed.
4. The applicant will provide liability insurance and attach a copy of the policy to this application. **Boise City and Ada County Highway District must be listed as Additional Named Insured Parties.**
5. Once the permit is complete, including contracted escort and security services and the insurance policy, it must be submitted to the Chief of Police (through his representative) for review and approval. This permit should be mailed or faxed to:

Sgt. Kyle Christensen
Boise Police Department
333 N Sailfish Place
Boise, ID 83704
Fax: 208-570-6469

6. Applicants should take into consideration application processing time and start the application process at least 45 days prior to the desired date of the planned event. Applications received less than 45 days prior may not be approved. Any questions about this permit process can be directed to the Boise Police Department Special Events Sergeant at (208) 570-6321.

NOTE: FAILURE TO FULFILL THE REQUIREMENT OF OBTAINING AN AUTHORIZED CITIZEN'S USE PERMIT PRIOR TO SCHEDULED EVENT IS PROHIBITED BY CITY CODE.

**BOISE POLICE DEPARTMENT
CITIZENS USE PERMIT
(See instructions on reverse side)**

I, _____ hereby request a Citizens Use Permit for the purpose stated below, within the limits of Boise City, Ada County, Idaho.

Organization: _____ Business Phone: _____ Other Phone: _____ FAX #: _____

Contact person(at event): _____ Mailing Address: _____

EVENT NAME _____
(Parade, Demonstration, Street closure, Runs, Walk-a-thon, etc.)

Location (Provide Map): _____ Date: _____ Time (From:) _____ (To) _____

Said use to consist of approximately the number of following persons: _____ vehicles: _____

floats: _____ unlicensed vehicles: _____ other entries: _____ volunteers: _____

Floats may require inspection by the Boise Fire Department.

INSURANCE:

We hereby agree to replace the premises satisfactorily to the original condition prior to the event at our expense. We shall not hold the Ada County Highway District, the City of Boise or the State of Idaho responsible of any damages or expenses caused by, or in connection with, the use of said property. We also acknowledge that the cost of returning premises to original condition will be ours and not the Ada County Highway District, the City of Boise or the State of Idaho.

A liability policy (attach to application) must be in effect prior to approval of this permit and cannot be less than \$1,000,000 combined single limit. **Boise City and Ada County Highway District must be listed as Additional Named Insured Parties.** Insurance requirements may be increased upon demand by the Boise City Legal Department, Risk Manager, or the Ada County Highway District.

ADDITIONAL REQUIREMENTS:

ESCORT SERVICES / PRIVATE SECURITY:

The following declaration of intent to furnish escort services or private security must be signed by a representative of the licensed escort or security service before this application is returned to the Boise Police Department for the signature of the Chief of Police (Escort/Security Officers are required from the time the event starts until all traffic obstructions have been cleared and spectators have been safely disbursed).

I, _____ of (Escort/Security Service) _____ have entered into an agreement with (Applicant) _____ to furnish the _____ Escort/Security personnel and/or _____ vehicles to the above mentioned applicant for which this application was made Said function is to occur on (Date) _____ (Time) _____

Signed by _____

APPLICANT ASSURANCES:

I have read and do fully understand the requirements and responsibilities set forth by this permit.

Applicant Signature: _____ **Date:** _____

Chief of Police _____ by (Representative) _____

Transportation Manager, ACHD _____

District 3, Idaho Transportation Department Representative _____

City Legal: Approved _____ Disapproved _____ City Risk Manager: Approved _____ Disapproved _____