

GUIDELINES for a Right of Way Special Event Permit

We're excited you want to host a community special event!

Start by checking out [Bloomington Parks and Recreation facility rentals](#). They offer outdoor and indoor spaces for concerts, festivals, runs/walks, fitness classes, sports, and more. You can also find more information on how to apply for a [Parks Special Event Permit here](#).

If you can't find a suitable facility, and need to use a public street or sidewalk, you'll need to apply for a RightofWay Special Event Permit. **This application should be submitted at least 90 days before your event.** You can't promote your event (like announcing dates or location) until it's approved by the Board of Public Works.

Before applying, review the guidelines below to ensure your event is accessible, safe, and community-friendly.

Key Information to Provide in Your Application:

- Event organizer contact details
- Key event partners
- Event description
- Public right of ways you are requesting to use/close
- Site Plan (visual map showing event footprint and locations for portable toilets, tents, tables, vendors, trash & recycling bins, signs, banners, stages, etc.)
- Maintenance of Traffic Plan (visual map showing road closures, barricade types and locations, and traffic control signs and locations)
- Timeline of event including set up, teardown, bollard removal/install times, delivery and fill time for orange water barricades, etc.
- Emergency Action Plan
- Waste Management Plan

- Noise Permit and event entertainment
- Notification to affected businesses/residents
- Parade Permit for run/walk/parade
- Certificate of Liability Insurance (due 2 weeks before the event)

Public Safety Considerations:

- If you plan to close a street, think about how it will affect traffic, emergency services, businesses, and residents including police or fire stations, hospitals, churches, and schools.
- Only certified officers through the State of Indiana can manage traffic control. You can contact Bloomington Police (Captain Mick Williams) or Indiana University Police (Captain Will Keaton) for off-duty officers, who work at a cost. Private security can't control traffic, but can manage crowds.
- Ensure all food and alcohol vendors have the proper permits and licenses and that the event meets applicable Indiana State Board of Health requirements pertaining to portable toilets.
- Check with the Indiana Department of Homeland Security to see if your event needs an Amusement and Entertainment Permit.

Event Organizer's Responsibilities:

- **Submitting the Application:** You are responsible for submitting your application with all necessary details and documents.
- **Updating the Application:** You are responsible for updating your application based on feedback.
- **Attend Work Session:** You are responsible for attending a Work Session where the Board of Public Works will review your application.
- **Notification to affected businesses/residents**
- **Event Setup and Teardown:** You are responsible for coordinating and managing the event setup and teardown, including coordinating your vendors for type III barricades, traffic control signs, portable toilets, tents, tables, trash & recycling bins, entertainment infrastructure, etc.

- **Maintenance of Traffic, Emergency, and Waste Plans:** You are responsible for ensuring all event plans are followed as approved by the Board of Public Works.
- **Placing Orange Water Barricades:** You must place the orange water barricades at the designated locations before the set fill time. Once filled, they must remain filled and cannot be moved until the event has ended.
- **Emptying Orange Water Barricades:** You are responsible for emptying the orange water barricades once the event is over and moving back into drop-off location.
- **Managing Event on Kirkwood:** If your event is on Kirkwood during the seasonal closure, you are responsible for removing and reinstalling the bollards (tools provided by the City).
- **Other Permits and Licenses:** Ensure all proper permits and licenses are secured through the County or State for your event.
- **Submitting Insurance:** You must submit a Certificate of Liability Insurance at least 2 weeks before your event, listing the City of Bloomington as additional insured with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 total.

City's Responsibilities:

- **Reviewing the Application:** The Department of Public Works will review your application and may ask follow-up questions.
- **Coordinating with Other Departments:** The application will be reviewed by other City Departments like Public Safety and Bloomington Transit.
- **Issuing the Permit:** If approved, the City will send you a signed Resolution, which serves as your Special Event and Noise Permit.
- **Posting "No Parking" Signs:** The Parking Services Division will post "No Parking" signs at reserved parking spots for the event.
- **Providing Orange Water Barricades:** The Parking Services Division will deliver orange water barricades to the agreed locations at the agreed time.
- **Filling Orange Water Barricades:** The Fire Department will fill the orange water barricades at the scheduled time.