



CITIZENS' GUIDE TO USE OF PUBLIC PROPERTY

What?	City Permission Required?	Fee	Insurance and Indemnification Required?	Where/How to Apply	Deadline to Apply	City Code Section	Misc.
Parade	<ul style="list-style-type: none"> Yes, if >25 people on sidewalk, streets, or City Plaza Yes, if >100 in park 	No fee	<ul style="list-style-type: none"> Required in some instances Insurance can be waived in some instances 	<ul style="list-style-type: none"> Application on City's website City Manager Parks and Recreation Dept. 	3 working days prior to event	10-1-1 to 10-1-4	For more detailed information, including information on insurance, see "Parades and Public Assemblies Information Sheet"
Public Assembly	<ul style="list-style-type: none"> Yes, if >25 people on sidewalk, street Yes, if >100 people in park 	No fee, except to reserve park and recreation facilities (fees on City website)	<ul style="list-style-type: none"> Required in some instances Insurance can be waived in some instances 	<ul style="list-style-type: none"> Application on City's website City Manager Parks and Recreation Dept. 	3 working days prior to event	10-1-1 to 10-1-4	For more detailed information, including information on insurance, see "Parades and Public Assemblies Information Sheet"
Farmers Market	Yes	<ul style="list-style-type: none"> \$9.50/stall/day \$195/stall for every Wed. \$202.50/stall for every Sat. \$397.50/stall for every Wed. and Sat. 	<ul style="list-style-type: none"> Insurance is not required Indemnification agreement is required 	<ul style="list-style-type: none"> Parks and Recreation Dept. 	1 day prior to event	10-11	<ul style="list-style-type: none"> See Farmers Market Rules for additional information Vendors will be required to sign "Compliance Agreement"
Ambulatory Vendor	Yes	\$10/day or \$100/season	Yes, but can be waived in some instances	<ul style="list-style-type: none"> Application on City's website City Manager 	5 working days prior to event	10-5-8	Limited to City Plaza
Mobile Vendor	Yes	\$750 + electricity	Yes	<ul style="list-style-type: none"> Application on City's website City Manager 	By Jan. 31	10-3-5	<ul style="list-style-type: none"> Max. of 6 permits in City Plaza Max. of 2 permits in 100, 200, and 300 block Iowa Avenue
Temporary Use of Sidewalk (e.g., Sidewalk Days)	Yes	No fee	Yes	<ul style="list-style-type: none"> Application on City's website City Manager 	5 days prior to event	10-3-2 to 10-3-4	Max. of 2 permits/year and max. of 3 days/ permit
Placement of non-commercial objects in City Plaza	Yes	No fee	No	<ul style="list-style-type: none"> City Manager 	No deadline	10-5-8G	Max. of 30 days/year
Use of City Streets (e.g., block party)	Yes	No fee	<ul style="list-style-type: none"> Required in some instances Insurance can be waived in some instances 	<ul style="list-style-type: none"> Application on City's website City Manager 	3 working days prior to event	10-1-1 to 10-1-4	For detailed information, including insurance requirements, see "Parades and Public Assemblies Info. Sheet" and the "Street Use Planning Guide"

All necessary application forms are available for download at www.icgov.org/publicuse

Contact Information:

City Manager's Office	356-5010	8:00 a.m. to 5:00 p.m. Mondays through Fridays
Parks and Recreation Dept.	356-5110	8:00 a.m. to 5:00 p.m. Mondays through Fridays

Information and applications available at: www.icgov.org/publicuse

Selected Definitions:

- **AMBULATORY VENDOR:** A person selling goods or services, including arts and crafts, while moving through [City Plaza] and operating without the use of a mobile vending cart and with a minimum of equipment such as a person selling balloons or a portrait artist.
- **AMBULATORY VENDOR PERMIT:** Written authorization by the City for use [of City Plaza],..., by an ambulatory vendor as provided in [Section 10-5-9 of the City Code].
- **MOBILE VENDING CART:** A nonmotorized structure on wheels that is easily moved and is used for vending.
- **MOBILE VENDOR:** Operator of mobile vending cart.
- **MOBILE VENDOR PERMIT:** Written authorization by the City for use of public property, including public right of way, by a mobile vendor as provided in [Section 10-3 of the City Code].
- **PARADE:** A march or procession of more than twenty-five (25) persons, vehicles or other forms of transportation, such as bicycles, or combination thereof, in or upon the public right of way or in a park that necessitates or results in the exclusion, in whole or in part, of use of the public right of way or the park by others.
- **PARADE/PUBLIC ASSEMBLY PERMIT:** Written authorization by the City for use of public property, including the public right of way, as provided in [Title 10 of the City Code].
- **PUBLIC ASSEMBLY:** Any meeting, demonstration, picket line, rally or gathering of more than twenty-five (25) persons on the public right of way or one-hundred (100) persons in a park for a common purpose as a result of prior planning that interferes with the normal flow or regulation of pedestrian or vehicular traffic on the public right of way or in a park or occupies any area in the public right of way or in a park.