$20.00 Permit Processing Fee
(Please include with application.)

CITY OF MORGANTOWN
SPECIAL EVENT /WAIVER APPLICATION

Applicant and Information: *Applicant is the contact person or event organizer for the event submitted.*

APPLICATION MUST BE SUBMITTED AT LEAST 15 DAYS PRIOR TO THE EVENT.

Applicant Name: _____ ***Date Submitted:*** _____

Organization: _____

Mailing Address: _____

City: _____ ***State:*** _____ ***Zip Code:*** _____

Phone Number of Applicant: _____ ***Email:*** _____

EVENT INFORMATION:

This event is a:
- ☐ ***Parade***
- ☐ ***Athletic Event (Run/Walk/Bike)***
- ☐ ***Special Waiver to Noise Code (Article 527)***
- ☐ ***Other (please describe)***
- ☐ ***Alcohol Present (Sold/Distributed)***

Event Name: _____ ***Event Date:*** _____

Event Location/Route (if applicable: _____

_____

_____

Event Starting Time: _____ ***Event Ending Time:*** _____

Expected Attendance at Event: _____

Parade Route (if applicable): _____

_____

Assembly Time: _____ ***Time Parade Will Begin:*** _____

Number of Vehicles Involved: _____ ***Number of Persons on Foot:*** _____

Signature of Applicant: _____

***Special Waiver**

Specific reason for activity: _____

_____

Entertainment: _____
(Please provide names of bands. No bands will be allowed in family residential districts.)

Time: From _____ To: _____ (**Note**: Waiver will expire at 10 p.m. Sunday through Thursday and at 12:00 a.m. (midnight) on Friday and Saturday.)

Note: No permanent barricades may be erected and access must not be denied to emergency vehicles.

Morgantown Police Department

All yard debris, garbage, beer cans or cups must be removed (area cleaned) by noon the following day. A Morgantown police officer will inspect your property to insure it is litter free.

Morgantown Fire Department

No fires or burning materials without written permission from the MFD. No overcrowding of apartments or spaces. Building occupants are responsible for any tampering of fire protection systems.

I, _____, certify that all residents of properties within 400 feet were contacted (this includes other residence in the building, buildings to the side, rear, and front or across the street), advised of the event and permission was given.

Residents Contacted: (Attach an additional sheet, if necessary)

Name Address

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Landlord/Agent Signature _____ Date: _____

Zoning District _____

(For Office Use Only)

Signature and Verification of $20.00 Permit Processing Fee Rec'd (Finance Dept. Staff)

_____ Date: _____

Approved	Denied Date		Signature	
_____	_____	____	_____	**Police Chief**

(Number of officers needed _____ Hours _____ Total Man Hours _____)

_____	_____	____	_____	**Fire Chief**
_____	_____	____	_____	**Public Works**
_____	_____	____	_____	**Finance**
_____	_____	____	_____	**City Manager**

***Special Waiver Conditions:** _____

_____

_____

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Police Department Authorization

I, the undersigned officer of the MPD have met with _____
(Name of Applicant)
a representative for _____ and have approved the details of
(Name of Organization)

event to the satisfaction of the Morgantown Police Department. Application must now be submitted to the Finance Department for payment of fee and instructions for completion.

_____ _____
Authorized Signature - MPD SSU Date

*If any part of this event takes place on WVU Property, the attached form will need to be completed and approved BEFORE the City begins processing.

WVU EVENT REQUEST Form

TO BE COMPLETED ONLY IF EVENT INVOLVES WVU CAMPUS PROPERTY (INCLUDING GREEN SPACE, PARKING LOTS AND ROADWAYS CONTROLLED BY WVU).

I, _____, have applied for a Special Event Permit through the City of Morgantown for the following:

Name of Event: _____ Sponsor Org: _____

Location of Event: _____

(Include a map or description of route if event is a walk/run or parade/march)

Date of Event: _____ Start Time: _____ End Time: _____

WVU PROPERTY LOCATIONS: ***(check all that apply, if area is controlled by WVU)***

Staging location: _____ (parking lot, green space, roadway)
Route includes roadway usage: _____ (crossings of included)
Ending location: _____ (parking lot, green space, roadway)
Police/Security Requested: _____ (security/traffic direction)

Ensure detailed explanation is included describing event planning/expectation

Since the location of this event falls partially or totally on WVU campus property, it is necessary to have the signature/approval of the authorized persons from WVU: University Police Department approval, WVU Parking Authority approval. If using green space (such as Mountain Lair Plaza, Woodburn Circle, Front of Lair, etc.) authorization must be obtained for those areas (UPD can be consulted to determine point of contact). For pre-staging/cleanup see WVU Grnds & Labor. Services may include fee, when WVU resources are required (Police, staging, clean up, event support, etc.).

Event Sponsors are responsible for Emergency Planning (weather, etc.) and Medical Support.

_____

WVU Police Department Approval
(304) 293-2677

_____

WVU Green Space/Department Approval
(WVU outside Location(s) controlling authority)

_____

WVU Parking Authority Approval
(304) 293-5502

_____

WVU Grounds and Labor Approval
(304) 293-6022

Return to: University Police Department, Sgt. Pat Bonafield, pat.bonafield@mail.wvu.edu , or Fax: 304-293-2589. Phone: 304-293-3136. http://police.wvu.edu