

**\$20.00 Permit Processing Fee
Please Include with Application**

**THE 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 more than 15 days prior to the event.

Applicant's Name: _____ Date Submitted: _____

Organization: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Office phone: _____ Cell phone (or Home): _____

Fax: _____ Email: _____

Event Information

This event is a: _____ Parade _____ Athletic event (Run/Walk/Bike)
_____ *Special Waiver (Noise Code 527) _____ Other (describe) _____

Event name: _____

Requested location: _____ Requested event date: _____

Event starting time: _____ Event ending time: _____

Expected attendance: _____

Event Route: **Run/Walk/Bike** *(Please write out route & include map showing route)*

Parade Route: *See attached map for the parade route & staging/dispersal areas.*

Time units will begin assembly _____ Time parade will begin _____

Number of vehicles involved _____ Number of persons on foot _____

Signature of applicant _____

Any event requiring the marking of streets to designated routes for Walk/Run/Bike events **must be** Coordinated with the Public Works Department before any street is marked. PH: (304) 284-7412

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

***Special Waiver Conditions:** _____

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 this
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.

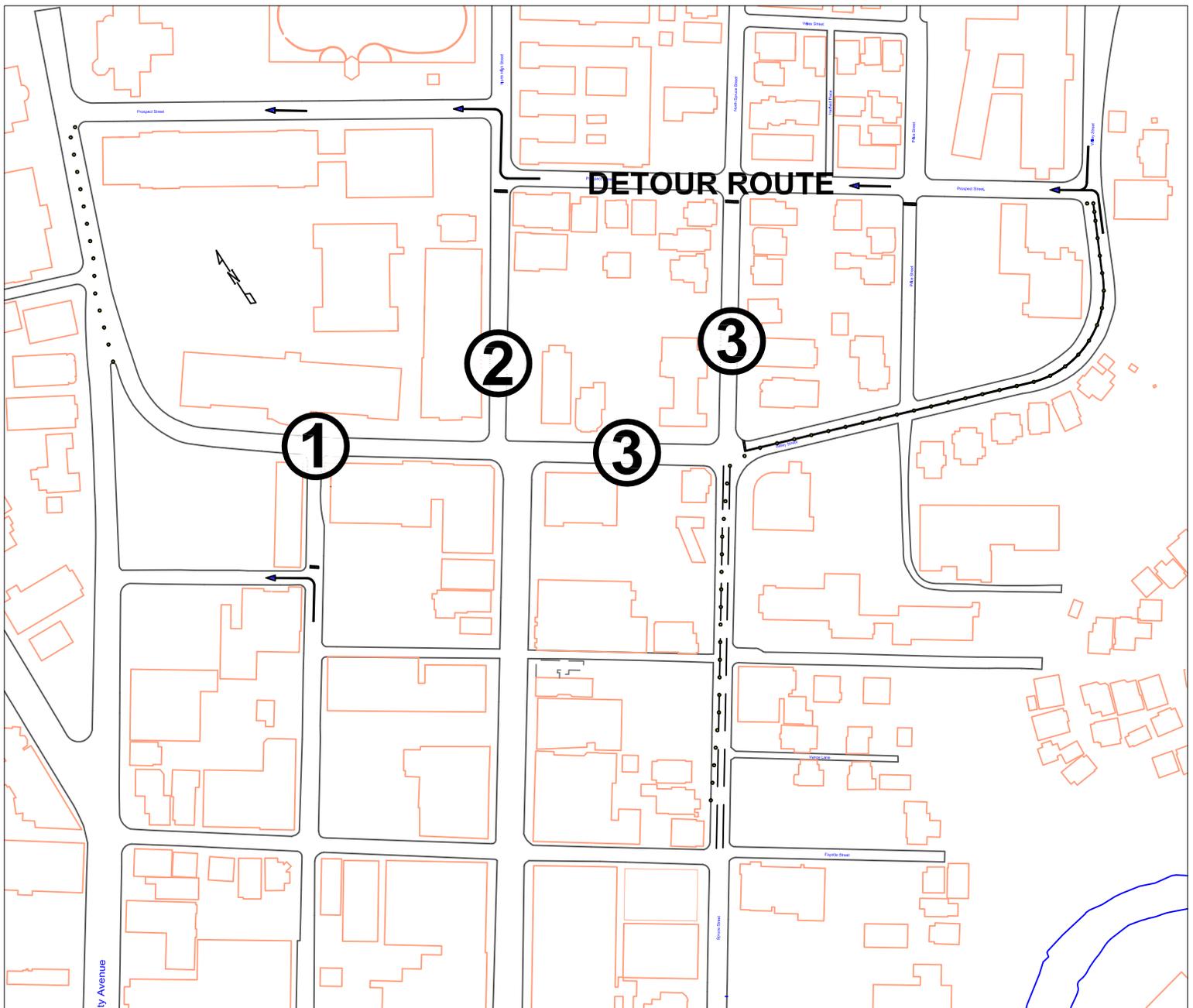
Authorized Signature – MPD SSU

Date

Staging Areas

1. Foot units form on Willey Street between University Ave and High Street. (Bands, Scout Troops, etc.)
2. Cars, pick-up trucks, vehicles, motorcycles, etc. form on North High Street between Willey and Prospect.
3. Large vehicles, floats, vehicles with trailers, etc. to form on Willey Street between High and Price Street and Spruce Street between Willey and Prospect Street. Price Street from Willey to Prospect Street to be overflow if needed.

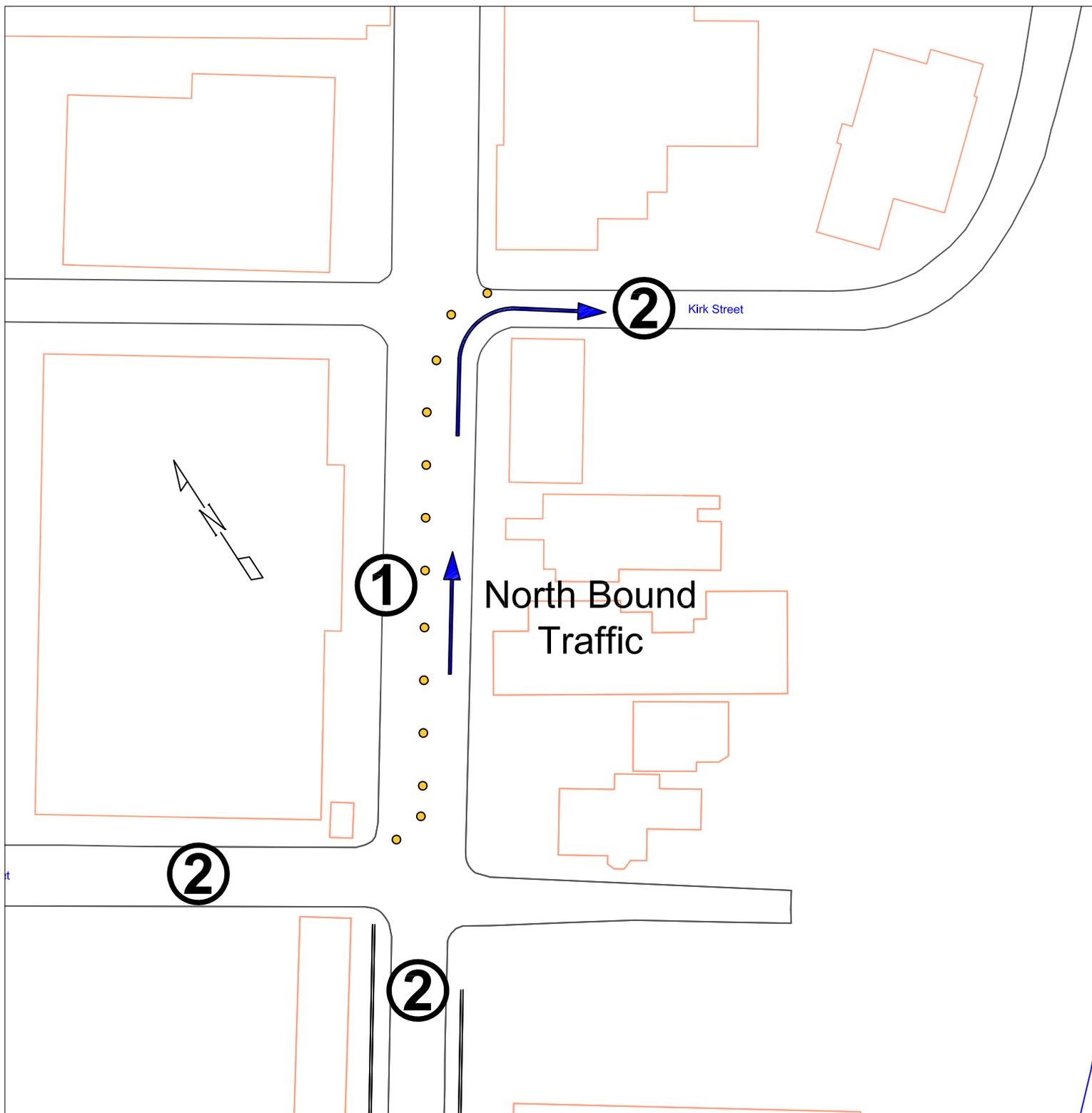
Prospect Street will remain open for traffic detour. Foot units are preferred to walk to staging from Downtown. Foot unit participants that must be dropped off should be dropped at the intersection of University Ave. and Willey Street or North High and Prospect Street.



Dispersal Area

1. Foot units to continue on High Street and disperse in front of the Harley Staggers Federal building. (Feel free to utilize the sidewalk area.) Foot units DO NOT turn onto Kirk Street.
2. Vehicular Units may turn onto Kirk Street OR continue down High Street and disperse via Foundry Street or South High Bridge.

North Bound traffic will continue up High to Kirk and MUST turn onto Kirk/Spruce.



DETOUR ROUTE

Staging Areas

1. Foot units form on Willey Street between University Ave and High Street. (Bands, Scout Troops, etc.)
 2. Cars, pick-up trucks, vehicles, motorcycles, etc. form on North High Street between Willey and Prospect.
 3. Large vehicles, floats, vehicles with trailers, etc. to form on Willey Street between High and Price Street and Spruce Street between Willey to Prospect Street to be overflow if needed.
- Prospect Street will remain open for traffic detour. Foot units are preferred to walk to staging from Downtown. Foot unit participants that must be dropped off should be dropped at the intersection of University Ave. and Willey Street or North High and Prospect Street.

Dispersal Area

North Bound Traffic

1. Foot units to continue on High Street and disperse in front of the Harley Stagers Federal building. (Feel free to utilize the sidewalk area.) Foot units DO NOT turn onto Kirk Street.
 2. Vehicular Units may turn onto Kirk Street OR continue down High Street and disperse via Foundry Street or South High Bridge.
- North Bound traffic will continue up High to Kirk and MUST turn onto Kirk/Spruce.

