



## Neighborhood Block Party Program Guidelines & Application *Rev. March 2023*

*Hosting a neighborhood party? Want to close your street? Read the following to apply for the Neighborhood Block Party Program.*

<b>PURPOSE</b>	The purpose of the program is to promote neighborhood relationships and increase community safety.
<b>SCOPE</b>	Block parties must be open to all residents of the neighborhood or specific streets. Block parties are not intended to support specific religious, political or special, individual interest themes.
<b>DEFINITIONS</b>	
<b>Block Party</b>	A party organized by residents of a neighborhood, limited to a city block, in which the street is closed off and participants eat, socialize, entertain, etc. Per City Code 3.2.403, a block party falls under the definition of a special event.
<b>Block Party Representative</b>	A single resident or officer of the affiliated Homeowners Association (HOA)/Neighborhood Association that resides within the block requesting the party that is the main point of contact for all matters regarding the block party.
<b>City of Colorado Springs</b>	Approving authority for closing the street where the permit is issued per City Code 3.2.402.
<b>CONO</b>	Nonprofit organization partner that focuses on neighborhood engagement and assists in barricade rental after approval from the City of Colorado Springs, and provides coaching and assistance in your block party planning, <a href="http://www.cscono.org">www.cscono.org</a>

### GENERAL

- Applications are considered on a first come, first serve basis
- Applications must be received at least 10 business days before desired party date
- Parties may be held any day year-round between the hours of 9:00am and 10:00pm for a maximum of 10 hours in duration.
- No more than (3) permits will be issued per block in a given calendar year.
- If the date of the permitted block party is changed then a new "Block Party Signatures" page is required, email approval will be accepted for only date change signature pages.
- The \$27.00 rental fee will either be paid directly to CONO if they are sponsoring the block party.

Please read the Neighborhood Block Party Program guidelines on the following pages. Submit completed and supplemental (if applicable) paperwork to:

**CITY OF COLORADO SPRINGS**  
Parks, Recreation & Cultural Services  
Office of Special Events  
1401 Recreation Way  
Colorado Springs, CO 80905-1024  
Phone: (719) 385-5940  
[events@coloradosprings.gov](mailto:events@coloradosprings.gov)



## BLOCK PARTY APPLICATION

### APPLICATION CHECKLIST

- Signature Sheet     Notarized Indemnification Clause     Receipt for Barricade Rental/CONO Barricade Confirmation     Drawing of Block Party Layout  
 Copy of Neighborhood Notification is required (signs, flyers, social media post, etc.)

### CONTACT INFORMATION

**Block Party Representative\*:**

**Street Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact on Event Day:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Block Party Location (Address/Intersection):**

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

### AFFIDAVIT OF APPLICATION:

I certify that I am a resident of the neighborhood in which this block party will be held and that I am at least 21 years of age. I have notified all the residents who will be affected by the street closure and there are no conflicts. In addition, I certify that the information submitted for this application is true and accurate.

I understand that I must comply with all provisions in accordance with the Neighborhood Block Party Program Guidelines for which this Revocable Permit, granted by the City of Colorado Springs, is issued. Failure to comply with the requirements and conditions will void the block party permit. This permit may be revoked at the discretion of any Colorado Springs Police or Fire officer. I understand that I am also required to comply with the Use and Occupancy of Public Property in the Code of the City of Colorado Springs, as amended, including the agreement to indemnify the City of Colorado Springs.

**Print Name of Applicant/Block Party Representative:**

**Signature:** \_\_\_\_\_

**Date:**

**CITY OF COLORADO SPRINGS**  
Office of Special Events  
1401 Recreation Way, Colorado Springs, CO 80905-1024  
(719) 385-5940 · events@coloradosprings.gov

# BLOCK PARTY SIGNATURES

Use additional sheets as needed to include all resident signatures.

BLOCK PARTY DATE:

80% of the residents impacted by the street closure must sign, with a majority indicating that they are in favor of the party and street closure.

	<b>Name</b>	<b>Address</b>	<b>In Favor?</b>		<b>Date</b>
1.			Yes	No	
2.			Yes	No	
3.			Yes	No	
4.			Yes	No	
5.			Yes	No	
6.			Yes	No	
7.			Yes	No	
8.			Yes	No	
9.			Yes	No	
10.			Yes	No	
11.			Yes	No	
12.			Yes	No	
13.			Yes	No	
14.			Yes	No	
15.			Yes	No	
16.			Yes	No	
17.			Yes	No	
18.			Yes	No	
19.			Yes	No	
20.			Yes	No	
21.			Yes	No	
22.			Yes	No	
23.			Yes	No	
24.			Yes	No	
25.			Yes	No	
26.			Yes	No	
27.			Yes	No	
28.			Yes	No	
29.			Yes	No	
30.			Yes	No	
31.			Yes	No	
32.			Yes	No	
33.			Yes	No	
34.			Yes	No	
35.			Yes	No	

**CITY OF COLORADO SPRINGS  
INDEMNIFICATION CLAUSE  
FOR THE NEIGHBORHOOD BLOCK PARTY PROGRAM**

I AGREE TO INDEMNIFY THE CITY OF COLORADO SPRINGS (CITY) IN ACCORDANCE WITH PART 2 OF ARTICLE 2 OF CHAPTER 3 OF THE CODE OF THE CITY OF COLORADO SPRINGS REGULATIONS,, WHICH STATES:

The permittee shall be responsible for any and all damages to property or injury to persons arising out of the exercise of the permit or the construction, installation or maintenance of any device or structure. The permittee shall indemnify and save harmless the City and all its officers, agents and employees from all suits, actions or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the exercise of the permit, any act or omission of the permittee, the permittee's agents or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. The permittee shall defend against any suit, action or claim and pay any judgment, with costs, which may be obtained against the City, its officers, employees or agents growing out of the injury or damage.

IN ADDITION, I AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS THE CITY FROM ALL THIRD-PARTY CLAIMS, SUITS, ACTIONS AND DAMAGES, INCLUDING ENFORCEMENT OR OTHER ADMINISTRATIVE PROCEEDINGS BROUGHT BY A STATE OR FEDERAL AGENCY, AND INCLUDING COURT COSTS AND REASONABLE ATTORNEY'S FEES ARISING FROM ANY USES OF CITY PROPERTY.

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SIGNATURE OF AUTHORIZED BLOCK PARTY REPRESENTATIVE (BLOCK PARTY REPRESENTATIVE)

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NAME - PRINTED

**WITNESSED BY:**

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NOTARY PUBLIC

**MY COMMISSION EXPIRES:**

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DATE

\*CONO has a volunteer coordinator and notary on staff, contact [events@csono.org](mailto:events@csono.org).

# Neighborhood Block Party Program Guidelines

## GENERAL SAFETY

The City of Colorado Springs actively supports and encourages safe neighborhood block parties. Gathering on any street has its risks. To minimize those risks, a city ordinance requires temporary traffic control devices (Type I barricades and sawhorses) at both ends of the street or at the open end of a cul-de-sac.

The Block Party Representative is responsible for ensuring that a local barricade company is contracted with and that adequate approved barricades are provided at all intersections of roadways to include alleys, which intersect with the closed street. The Block Party Representative is responsible for promoting good safety practices and enforcing the Program Guidelines. These include:

- Barricades are installed per City standards.
- Persons or property shall not be on the street prior to the placement of the barricades.
- Barricades will remain in place for the duration of the party.
- Barricades may be relocated to the curb once the street is clear from debris and obstructions.
- Do not hang banners, signs, decorations, etc., on barricades.
- Vehicles will not be parked on either side of the barricades.
- Vehicles may not be used as barricades.
- Objects (tables, chairs, canopies, grills, etc) may be moved onto a street when/where parking is normally permitted along the street.
- Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
- Anything stretched across the roadway (string lights, banners, wires, ropes, etc.) must be kept no less than 13' 6" above the roadway.
- All participants shall comply with city ordinances and state laws governing noise, alcohol, and fireworks. Contact the Colorado Springs Police Department (444-7704) for a Noise Hardship Permit if live music is planned and sound amplification devices will be used. Questions regarding permissible noise levels can be found under Colorado Springs Municipal Code § 9.8.104.
- Alcohol consumption in public is prohibited. It shall be unlawful to drink any alcoholic beverage upon any street, alley, avenue, park, vacant lot, or ground, or upon any public stairway or hall, or in any other public place.
- All sidewalks along the closed street will be kept open and clear of obstructions.
- All generators must be kept away and out of the general movement of the residents and 25-feet away from any LPG tank.
- If there is an emergency, residents must relocate barriers at all intersections (except alleys) in anticipation of emergency responders. Additionally, selected residents will wait for emergency responders' arrival and direct them to the location of the emergency.

## COOKING SAFETY

The Colorado Springs Fire Department fully anticipates the use of grills and such for the cooking of food during the parties. Grills are typically fueled by LPG or solid fuels such as wood and/or charcoal. Both fuel types present some safety concerns in which the Block Party Representative must address.

- Cooking appliances utilizing *solid fuels* will be provided with at least one (1) 2.5-gallon pressurized water fire extinguisher for each appliance. Acceptable alternatives to this include providing a garden hose(s) able to reach all cooking appliances or adequate buckets of water on hand to extinguish a grill fire.
- Cooking appliances utilizing *gas (LPG)* or any cooking with oils (turkey fryer, etc.) will be provided with at least one (1) Class ABC extinguisher having a rating of 2A:10BC for each appliance. Most homes will have at least one of these extinguishers. **DO NOT USE WATER ON GREASE FIRES!**
- LPG cylinders up to and including 20 pounds in size may be used. Cooking appliances utilizing larger cylinders may require additional permits.
- Ash/coals from solid fuels will be completely extinguished and hand checked for coolness prior to disposal in a metal container with lid.
- Anyone using grease/oil to cook will take appropriate and adequate safety precautions to ensure adequate distance from the oil and other residents is provided to prevent injury and/or accident.

## PARTY LOCATION AND STREET CLOSURE

Although many residential streets in Colorado Springs can be closed for block parties, major roads, bus/truck routes or areas where safety is a concern will *not* be allowed. Construction activities in/around the neighborhood will also affect street closure possibilities.

Streets closed for block parties will contain residential type occupancies only. Street closures may include a single block only as well as cul-de-sacs. The street must be closed at both ends between intersections as well as at all intersecting alley locations. All intersections adjacent to the closed street must be kept free of obstructions including parked vehicles or barricades, etc.

A sketched site plan must be submitted with the application. The site plan will show the locations and names of the proposed closed street and all intersecting streets and alleys. Making of a map utilizing online maps (Google, Bing, Yahoo, etc.) or similar is acceptable. Any deviation from the approved site plan may result in the permit being revoked or denial of future block parties.

#### **NEIGHBOR NOTIFICATION**

Communication with neighbors is essential to the success of the block party. Every resident impacted by the street closure must be notified. A copy of the neighborhood notification (sign, flyer, social media post, etc.) must be included with the application packet. Include all the party details and outline the City's Guidelines in the invitation so everyone knows what to expect. Encourage feedback and provide a phone number with a point of contact.

80% of the residents impacted by the street closure must sign, with majority indicating that they are in favor of the party and street closure.

Be considerate and prepared to compromise on logistics to accommodate neighbors who may have other plans for that day, i.e. garage sale, moving day, etc. Post signs a day or two before the party to remind everyone that the street will be closed.

***The City of Colorado Springs will not mediate disagreements between neighbors about the street closure nor any aspect of the party. There must be agreement from the majority of neighbors about the street closure. Complaints about the block party may result in revocation/cancellation of the permit and may jeopardize future requests.***

#### **INDEMNIFICATION CLAUSE**

A Revocable Permit normally requires proof of liability insurance for the block party; however, the City is waiving this requirement for participants of the Neighborhood Block Party Program. In lieu of the insurance, the Block Party Representative must sign an Indemnification Clause. The signatures on the enclosed form release the City from liability while the neighborhood is on city property (street) for the purpose of the block party. This form must be notarized.

#### **REVOCABLE PERMIT**

The Code of the City of Colorado Springs requires a permit for the Use and Occupancy of Public Property. This revocable permit legally authorizes the neighborhood to use city property (street) for the purpose of the block party. These permits are reviewed and approved by the Traffic Engineer and issued by the Office of Special Events.

If granted, the Revocable Permit will allow the legal closure of the street for the block party on the day and times requested on the application. The permit will be revoked if party related activities violate city code, are illegal or unsafe, or occur on the public street earlier than the time specified on the permit. Failure to comply with the requirements and conditions will void the block party permit. The permit must be on-site and readily available during the block party and must be presented upon request to any public safety officer. This permit may be revoked at the discretion of any CSPD or CSFD officer.

#### **COMPLIANCE WITH LAWS**

The Permittee has a duty to inform themselves, and keep fully informed, and comply with, all Federal and State laws, Municipal laws and ordinances, the Chart of the City, and all rules and regulations.

#### **INSPECTION**

The block party set up is subject to inspection by the local fire station or traffic engineer. Once the application and supplemental information is received, reviewed, and approved, the Office of Special Events will forward the information to the Colorado Springs Fire Marshal, traffic engineer and Colorado Springs Police Department. These departments may check to ensure the access on the street is acceptable, barricades are installed, and other potential hazards are set up properly.

#### **AFTER THE PARTY**

The Block Party Representative is responsible for cleaning up and restoring the public right of way after the party ceases. This shall be done prior to the removal of barricades and the street is reopened. The end time indicated on the permit is the time the street is to be reopened. Not the time the party ends. Failure to clean up after any block party (within 24 hours of the end of the party) may result in denial of future block party permits.

**SUSPENSION OR REVOCATION**

A special event permit may be revoked or suspended pursuant to City Code 3.2.410 if it is determined the event is being conducted in violation of stated rules and regulations.