



# LEE'S SUMMIT MISSOURI

## PERMIT APPLICATION TO RESERVE CITY HALL PLAZA SPACE/FACILITY

DATE: 7/29/2019 Organization: Downtown Lee's Summit Main Street

Address: 13 SE Third St. Lee's Summit, MO 64063

Name of Applicant: Ashley Nowell Contact Phone #: 816-246-6598

Emergency Name/Contact #: Donnie Rodgers, Jr.

Application is hereby made to reserve certain public spaces or facilities at the City Hall building as follows:

1. Purpose or Objective: Downtown Lee's Summit Main Street is hosting three outdoor movie nights this summer. Each movie night will feature a classic movie loved by all ages. Attendees will be encouraged to bring blankets, chairs, and picnics to enjoy the evening.
  2. Date (s) | Time | Duration: Thurs, Aug 8 - 8:30-10:30 pm; Thurs, Sept 12 - 8-10 pm; Thurs, Oct 10 - 7-9 pm
  3. Number of persons expected to participate in this event: 150-300
  4. Specific Location Desired: City Hall Plaza
  5. Specific provisions required: Electrical Service\*: yes Water Service\*: NA  
Construction: \_\_\_\_\_ Stage or Platform: \_\_\_\_\_ Tent structures Other (please explain): \_\_\_\_\_  
We will be setting up a screen, projector, and sound system.
- Sale or ordering for sale of any goods or services (please explain): sponsors will have giveaway items
- Unique Parking Needs (please explain): \_\_\_\_\_
- ADA Accommodations (please describe): \_\_\_\_\_
- Barricades: (explain plan, quantity, location): \_\_\_\_\_
- Other (please explain): \_\_\_\_\_

\* Subject to Fees

## Mandatory City Hall & Plaza Space Use Guidelines

1. Applicant agrees to not interfere with pedestrian traffic circulating throughout the facility.
2. Safe and unimpeded access to and from City Hall must be available at all times.
3. Interference with vehicular traffic, including parking, is not allowed.
4. Construction and installation for structures of any kind is limited to the Green Street and adjacent sidewalk. Exceptions may be allowed with approval of the City Architect.
5. All structures constructed on the premises must be self-supporting. Penetration of pavements, sidewalks and streets are strictly prohibited.
6. Applicant agrees to reimburse the City for any damages or costs incurred by the City as a result of this use.
7. Applicant agrees to remove all litter and debris resulting from this use.
8. Conditional Approval requires applicant to submit a Certificate of Insurance showing general liability insurance coverage meeting the City's minimum Liability coverage requirements, if: 1) the activity proposed by applicant involves the sale or ordering for sale of any goods or services or 2) Any construction activity.
9. Reservations are granted on a first come, first serve basis; provided, however, that traditional activities and activities organized and conducted by the City will be given preference in scheduling and reserving use of the space or facility. Simultaneous occurring events will not be allowed.
10. All applicable laws, rules and regulations, including the code of Ordinances of the City ordinances will be strictly enforced.
11. No sound amplification will be allowed during normal business hours at City Hall or while any Council, Board, Authority or Commission is meeting.
12. Vehicles of any kind are not allowed on the sidewalks or brick pavers.
13. An application may be denied for any of the following:
  - a. The application is not fully completed and executed.
  - b. The application contains a material falsehood or misrepresentation.
  - c. The applicant is legally incompetent to sue or be sued.
  - d. The applicant has on prior occasions damaged City property and has not paid in full for such damage or has other outstanding or unpaid debts to the City.
  - e. The proposed use or activity is inconsistent with the uses of the space or facility.
  - f. The use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or other users of the space or facility.
  - g. The proposed use or activity intended by the applicant would interfere with the ability of the City to conduct business at the City Hall Building.
  - h. The applicant has not or cannot comply with the applicable licensure requirements, ordinances or regulations concerning the sale or offering for sale of any goods or services.
  - i. The use or activity intended by the applicant is prohibited by law, rules or regulations, including the Code of Ordinances for the City.

x Ashley Nowell

Applicant's signature (indicates concurrence with Guidelines)

\_\_\_\_\_ APPROVED \_\_\_\_\_ APPROVED CONDITIONALLY \_\_\_\_\_ DISAPPROVED

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Stephen D. Aldridge, RA City Architect