



CITY OF LEE'S SUMMIT PERMIT APPLICATION TO RESERVE CITY HALL PLAZA SPACE/FACILITY

NOTE: Please submit application to ron.johnson@cityofLS.net or to the Development Center front counter

Name of Event: _____ Organization: _____

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

Name of Applicant: _____ Email: _____

Address: _____ Phone: _____

Owners of Entity: _____ Email: _____

Emergency Name/Contact Phone Number: _____

NOTE: Applicant must submit a Certificate of Insurance with this application showing proof of general liability insurance coverage meeting the City's minimum liability coverage requirements.

Application is hereby made to reserve the City Hall plaza space as follows:

1. Purpose or objective: _____

2. Number of attendees: _____

3. Specific location desired: _____

4. Describe any sale or ordering for sale of any goods or services (Applicant must submit a Lee's Summit business license with this application, if applicable): _____

5. Specific provisions required (*subject to Fees): Electrical Service*: _____ Water Service*: _____

6. The City of Lee's Summit does not provide the following products or services for the event described above.

Please click on (or check) each box below that you will be providing for your event and describe your plan, quantity, location, installation dates and removal dates:

☐ Trash Removal: _____

☐ Stage or Platform: _____

☐ Tent structures: _____

☐ Security: _____

☐ Barricades: _____

☐ ADA Accommodations: _____

☐ Unique Parking Needs: _____

☐ Security: _____

☐ Other (please explain): _____

Mandatory City Hall Plaza Space/Facility 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 Central Building Services Division.
5. All structures constructed on the premises must be self-supporting. Penetration of pavements, sidewalks and streets are strictly prohibited.
6. Applicant/Owner of Entity agrees to reimburse the City for any damages or costs incurred by the City as a result of this use.
7. Applicant/Owner of Entity agrees to remove all litter and debris resulting from this use.
8. Applicant must submit a Business license if any sale or ordering for sale of any goods or services.
9. Applicant must submit a Certificate of Insurance with this application showing proof of general liability insurance coverage meeting the City's minimum Liability coverage requirements.
10. 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.
11. All applicable laws, rules and regulations, including the code of Ordinances of the City of Lee's Summit will be strictly enforced.
12. No sound amplification will be allowed during normal business hours at City Hall or while any Council, Board, Authority or Commission is meeting.
13. Vehicles of any kind are not allowed on sidewalks or brick pavers.
14. 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 occasion's 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 would interfere with the ability of the City to conduct business.
 - 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 Julie Cook Date: _____
 Applicant's signature (indicates concurrence with guidelines)

For City use only:

☐ APPROVED
 ☐ APPROVED CONDITIONALLY: _____
 ☐ DISAPPROVED: _____

Date: _____ Signed: _____
 Ron Johnson, CBS Supervisor