

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

Date of Block Party: \_\_\_\_\_

City Hall  
1133 – 66<sup>th</sup> Street  
Windsor Heights, IA 50311

Re: Neighborhood Block Party Request for Street Closing

We request permission to block off \_\_\_\_\_ Street between  
\_\_\_\_\_ Street and \_\_\_\_\_ Street between \_\_\_\_\_ AM/PM and  
\_\_\_\_\_ AM/PM on \_\_\_\_\_, for purposes of a neighborhood block party.  
We have received a copy of the guidelines for neighborhood block parties and understand  
the conditions.

Thank you very much for your consideration.

I have read and  
Understand the  
Guidelines on page 2

Name and Signature

Address

Initial Below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Approved by:

Date:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_

\_\_\_\_\_  
Police Chief

\_\_\_\_\_

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_

# NEIGHBORHOOD BLOCK PARTIES

## Guidelines

The City Administrator shall prepare a resolution for consideration by the City Council to permit the closing of a street for the purpose of a neighborhood block party if the following circumstances are met:

1. One or more residents of Windsor Heights present a written petition requesting such an event.
2. The event will be hosted by at least three owners of property on a particular street.
3. The residents hosting the event agree to the following:
  - a) To obey all state and municipal laws relating to use or consumption of alcoholic liquor, beer, or wine;
  - b) To obtain and return barricades of the type and number required by the Director of Public Works for the event;
  - c) To utilize no immobile obstacles that would limit or slow access of emergency vehicles; and
  - d) To allow continued access by any property owner to his or her property during the event.
4. The event is to be held only on weekends or holidays between the hours of 10:00 a.m. and 9:00 p.m.
5. The event will create neither undue problems for local traffic nor undue risk to the safety and welfare of nearby residents.
6. The street requested to be closed is classified as a local residential street.
7. The participating residents are responsible for any damage to City equipment and/or facilities caused by the party.