

Application for Use of Public Property Checklist

Note: If the event is to occur along a State Road or if participants are to cross a State Road please submit items to the Borough at least four weeks prior to the dates listed below.

The following tasks must be completed to receive a permit for use of public property:

- ☐ Contact the Borough of State College Department of Administration at 814-234-7110 or boro@statecollegepa.us 10-12 weeks prior to the event to notify Borough staff of your intent to hold an event on public property. Please describe the dates and general nature of the event.
- ☐ If food is to be served on public property, contact the Division of Health and Neighborhood Services (DHNS) by phone at 814-234-7191 or by e-mail at healthdept@statecollegepa.us 10 to 12 weeks prior to the event.

Note: If food is to be sold by a charitable organization on outdoors on private property, contact the Department of Finance at 814-234-4769 for more information on how to obtain a Temporary Retail Dealer's (TRD) License at least 5 days prior to your event. You will then be directed to DHNS to register your food event. All food events by charitable organizations must be registered by DHNS, independent of location.

- ☐ 8-10 weeks prior to the event, submit a completed "Application for Use of Public Property (Special Activities) Form" including the following items:
 - ☐ A Certificate of Insurance showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of one million dollars (\$1,000,000) per person and one million dollars (\$1,000,000) per occurrence to cover any loss that might occur as a result of the permitted use or that might otherwise arise out of or be connected with the event. (b) occurrence-based coverage; and (c) the Borough of State College named as an additional insured.
 - ☐ A map of the area to be used for the event with area/order of route listed and highlighted.
 - ☐ If other property is to be used, obtain a signature from the applicable official of the other government agency, university or property owner approving the event (including PennDOT for the use of State Roads).
 - ☐ If food is to be served, submit a copy of the "Registration for a Food Event on Public Property Form" signed by DHNS.
 - ☐ A completed "Application for the Use of Public Property Checklist."
 - ☐ If closing the street will potentially affect business owners in the downtown, submit signatures of approval and/or notification from all potentially affected business owners (See sample letter provided).

The following tasks must be completed to obtain a permit for use of State Roads from PennDOT:

- ☐ Submit to PennDOT a completed [TE-300 Form](#) 8-10 weeks prior to the event date including the following items:
 - ☐ A Certificate of Insurance showing: (a) and (b) as listed above and (c) the Commonwealth of Pennsylvania named as an additional insured.
 - ☐ A map of the proposed routing showing all State Route (SR) numbers and the names of all highways, including terminal points for the special activity.
 - ☐ A statement that the sponsor will agree to reimburse the Commonwealth for all costs for police escort and traffic-control services.
 - ☐ A copy of the letter sent from the sponsor of the event to each municipality in which the event is to occur, requesting permission to allow the event.
 - ☐ A copy of a permit from each municipality in which the event is to occur.

ae Submit to State College Borough a completed PennDOT permit prior to the event date.



Date of Submission: _____

**Application for Use of Public Property
(Processions, Assemblages and Special Activities Form)**

Name of Responsible Sponsor: _____

Address of Sponsor: _____ Phone: _____

_____ Cell: _____

E-mail address: _____ Fax: _____

Other Contacts: (Primary) _____ Phone: _____

(Secondary) _____ Phone: _____

Date of Activity: _____ From: _____ To: _____

Rain Date: (If applicable) _____ From: _____ To: _____

Type of Activity: _____ No. Expected to Participate: _____

ACTIVITY DETAIL

Describe your proposed activity in detail: (Add additional sheets, if needed)

Does your activity require a street closure for this activity? ☐ No ☐ Yes

If yes, select the type of road to be closed: (For more information see map and list provided)

☐ State Road(s) Only* (Additional Permit Required: PennDOT TE-300 Form)

☐ Local Road(s) Only

☐ State Road(s) and Local Road(s)* (Additional Permit Required: PennDOT TE-300 Form)

Listed in order of route, what street(s) would you like closed for this activity? (Add additional sheets, if needed)

How long will the street closure be in effect? From: _____ To: _____

Will you need barricades and/or signs? ☐ No ☐ Yes

Will you need assistance closing the street? ☐ No ☐ Yes

Are you planning to use sidewalks only? ☐ No ☐ Yes

Will you cross any state roads? ☐ No ☐ Yes (If yes, submit TE-300 Form)

PLEASE NOTE: Sponsor is held responsible for the replacement value and/or repairs of missing cones, barricades, signs or message boards that are needed/required to close a street.

*Event organizers will be required to produce a copy of the PennDOT permit to State College Police Department representatives prior to the event. Failure to do so will prevent the police department from lawfully closing the affected street(s) and the event will not be permitted to take place.

Date of Submission: _____

USE OF OTHER PROPERTY

If this event includes the use of a municipal park, please contact Centre Region Parks and Recreation by phone at (814) 231-3071 or by e-mail at crpr@crcog.net prior to submission of this form. Special park permits and conditions may also apply.

If any part of this activity is to take place on other public property, state road, on campus or on private property an official of the other government agency, university or property owner must sign here:

Name: (Print) _____ Title of Official: _____

Address: _____ Phone: _____

Signature _____ Date: _____

CHARITABLE CAUSE: Is the Sponsor a non-profit organization? ☐ Yes ☐ No

If this activity is to benefit a charitable organization, name the recipient:

HEALTH CONSIDERATIONS: Will you be providing food or drink to the public? ☐ Yes ☐ No

If yes, have you made arrangements for approval/inspections with the Department of Ordinance Enforcement and Public Health? ☐ Yes ☐ No

If no, please complete the form that is attached to this application and obtain approval, **prior to submission**.

Applicant recognizes and AGREES that the Borough requires the proposed activity to be conducted in such a manner as to promote harmony in the area, insure domestic tranquility and be within the limits established by existing ordinances. By signature below, applicant AGREES to protect, defend, indemnify and hold the Borough of State College and its officers, employees and agents free and harmless from and against any and all losses penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising directly or indirectly from this special activity. Applicant further AGREES to investigate, handle, respond to, provide defense for, and defend any such claims, etc., at applicant's sole expense and AGREES to bear all other costs expenses related thereto, even if such claims are groundless, false or fraudulent.

Signature: _____ Date: _____

OFFICE USE ONLY: ROUTING FOR APPROVAL:

Police Chief	_____	Public Works Director	_____	Risk Manager	_____
Parking Manager	_____	Planning Director	_____	Health Director	_____
				Borough Manager	_____

THIS SERVES AS YOUR PERMIT

The State College Borough Council approved your application on: _____

Conditions (if any) are as follows: _____

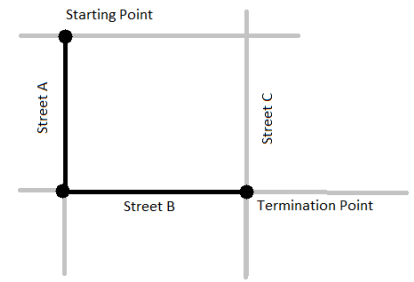
Any change in this application, whether approved at all levels or not, must be resubmitted and routed through the same channels as if it were a new application.

DEFINITIONS

Assemblage – An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational activities.

Event Sponsor/Sponsor – An individual group, municipal authority, or governing body that is applying for the special event permit.

Order of Route – The extent of a designated route for a procession from beginning point to terminal point listed in order of streets traversed (e.g. Starting Point, Street traversed (Street A) from Starting Point to Street B, Street traversed (Street B) from Street A to Street C, Termination Point).



Procession – An organized group of individuals, or individuals with vehicles, animals or objects, moving along a on the roadway, or the berm or shoulder of a roadway in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to walks, foot races, parades and marches.

Special Activity, An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term 'Special Activity' is also used, generically, in Borough communications to define an event, which requires the use of public property.

State Designate Highway/State Road/State Route (SR) – A highway or bridge on the system of highways and bridges over which the Pennsylvania Department of Transportation has assumed or has been legislatively given jurisdiction.

Type of Activity – Activities may be defined by type. Types include the following: 'Assemblage', 'Procession' and 'Special Activity'.

REGISTRATION OF A FOOD EVENT ON PUBLIC PROPERTY

Division of Health & Neighborhood Services
243 South Allen Street, State College, PA 16801
(814) 234-7191 (phone) (814) 234-7197 (fax)
healthdept@statecollegepa.us

This registration is intended for use by charitable organizations planning to give away food or drink items to the general public or sell food or drink items as a fundraiser. Groups planning to sell any food or drink must contact the State College Department of Ordinance Enforcement and Public Health and return the completed application along with proof of non-profit status to the above address prior to the activity.

If giving away or selling baked goods, please attach a list of the items to be given away or sold along with the preparer's name, address, and phone number. This information must be submitted with the application. Baked goods must be individually wrapped.

No grills, cooking devices or food preparation is permitted on-site (unless previously approved by the Division of Health and Neighborhood Services.

The Department discourages the sale of potentially hazardous foods or drinks (meats, fish, dairy, etc.). If potentially hazardous foods or drinks are to be given away or sold more than three times per calendar year then the charitable organization must contact the Department of Ordinance Enforcement and Public Health to obtain the appropriate license and pay any fees that may apply.

_____ Name of Group	_____ Name of Representative
_____ Address of Representative	_____ Phone Number
_____ Email	_____ Date(s) of Event
_____ Where will the event be held?	_____ Municipality

What types of food(s) or drink(s) will be provided? _____

Where will the food(s) or drink(s) be prepared? _____

If the food was not prepared in a licensed facility, a sign must be posted in public view to that effect.

_____ Signature	_____ Date
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FOR INTERNAL USE ONLY

The State College Borough Council approved your application on: _____
Signature: _____

Applications must be submitted to the Division of Health and Neighborhood Services and approved prior to submission of an application for the use of public property (Special Activities Application) where food is to be served.

Guidelines for Charitable Organizations Serving Potentially Hazardous Foods

The following guidelines should be followed when serving potential hazardous foods to the public:

- An approved sanitizer such as a quaternary sanitizer or chlorine mix must be used to clean food prep areas and equipment (1 tablespoon to 1 gallon of water).
- A method of hand washing must be available.
- Gloves must be worn when handling any ready to eat foods such as buns, chips, lettuce, etc.
- Thermometers must be used to check temperatures of potentially hazardous foods.
- Foods must be cooked to the proper internal temperatures. Hamburger – 155°F for 15 sec.; Chicken – 165°F for 15 sec.
- Hot foods/drinks being prepared and held more than four (4) hours must be held at 135°F and stored in an approved container.
- Cold foods/drinks being prepared and held more than four (4) hours must be held at 41°F and stored in an approved container.
- When cooking with any type of grill or potentially hot surface there must be a barricade between the cooking area and the public as a safeguard against injury.
- A fire extinguisher must be kept within, but not closer than, 6 feet from the cooking area.
- Any grease produced during the preparation of foods must be stored in a container and disposed of properly.
- When selling or giving away food/drink, a sign indicating that foods/drinks prepared at the event were not prepared in a licensed kitchen must be displayed and visible to the public during the event.
- There should be a specific person designated to handle money and that person should not handle any food items.
- Food/drink must be shielded from the elements.

Organizations holding more than three events per calendar year and serving potentially hazardous foods/drinks must:

1. Obtain an appropriate license from the Division of Health and Neighborhood Services,
2. Certify a Person-In-Charge through an approved safe food handling program and are subject to inspection by the Division of Health and Neighborhood Services.

For any additional information, please contact the Division of Health and Neighborhood Services at (814) 234-7191 or at healthdept@statecollegepa.us.

Please keep this page for use during your food event.

Dear Business/Property Owner:

As noted below, we are planning to hold a special activity/event in the near future. As part of the State College Borough's Use of Public Property Application, we are required to notify affected business/property owners of the planned street use and/or closure(s) for our activity.

Event:	
Event Date:	
Streets:	
Hours of planned use/closure:	

Your signature below indicates that you have been informed of this event and our plan for street use and/or closure(s). Please also place an X in the appropriate column, either indicating your approval or that you foresee a possible issue affecting your business.

Sincerely,

Signature of Event Organizer/Responsible Individual

[illegible]