

Customer Support Services

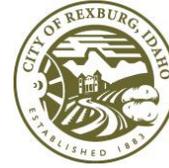
City Clerk

(Use Explorer to Email)

35 North 1st East
Rexburg, ID 83440

customerservices@rexburg.org
www.rexburg.org

Phone: 208.359.3020 x2313
Fax: 208.359.3022



CITY OF
REXBURG
America's Family Community

PERMIT FOR PUBLIC GATHERING/PARADE and RELATED COSTS

*Reference: Ordinances 759 & 810 – An application for a permit shall be filed with the City Clerk at least **FOURTY FIVE days (45)** and not more than one year before the parade or public assembly is proposed to commence. An “Expedited Application Fee” of **\$25.00 will be added** if received less than 21 days prior to event.*

Date of Application: _____ Event Name: _____

Event Location: _____

Date of Event: _____ Time of Event: _____

Number of Participants and Observers: _____

Description of Event: _____

(ADD AN ADDITIONAL SHEET IF NEEDED FOR A COMPLETE DESCRIPTION)

Sponsoring Group _____

Address of applicant: _____

Phone No: _____ Cell No. _____

Please indicate your plan for crowd control in this space:

(This permit must be present at the parade and/or gathering, and must be available upon request.)

If NON-PROFIT provide 501(c) (3) No. _____

ATTACH MAP: Required showing proposed street closures and the Route for the event.

Request for Rexburg City Services Needed:

- | | |
|----------|------------------------|
| 1. _____ | Estimated Hours: _____ |
| 2. _____ | Estimated Hours: _____ |
| 3. _____ | Estimated Hours: _____ |
| 4. _____ | Estimated Hours: _____ |
| 5. _____ | Estimated Hours: _____ |
| 6. _____ | Estimated Hours: _____ |

Signature of Applicant: _____ Printed Name: _____

Receipt Code MISCG

Method of Payment _____

Revised 8/27/15

Office use only:

Notification of Authorized Services and Related Costs

Dept. Assigned	Receipt Code	Service Provided	Cost of Service	City Payment	Total Due For Service	Dept Head Approval
Sanitation	GBMISC	90 Gallon Garbage Bins				
# <input type="text"/> Police	PREV	Each Police Officer @ \$50.00 per hour.				
Fire	ESMISC	Misc Cost				
Ambulance	ESGRTA	Misc Cost				
Streets	SMISC	Misc Cost				
Parks	PARK	Reservations & Misc Cost				

AUTHORIZATIONS: _____

Finance Department

City Clerk

Chief of Police

Fire Department

Public Works

Parks Department (if required)

Other Department (if required)

1. Number of port-a-potties required _____; 2. **Maximum** Building Occupancy approved _____;
 3. Other requirements: _____

Administrative fee Receipt Code (MISCG):	\$	<u>25.00</u>
Expedited Permit Receipt Code (MISCG) - \$25.00 (less than 21 days prior to event)	\$	_____
Total Cost of Authorized Services and Related Costs	\$	_____
Total City Payment Credited	\$(_____)
TOTAL FEES: (Must be paid 7 calendar days prior to event)	\$	_____

(Date)

Approval of City Payment: Mayor _____

- Any other gatherings in the same area at the same time are not to be disturbed.
- With the issuance of the permit, **the applicant is responsible for the crowd control**. If any disturbances of any sort occur; the City of Rexburg Police Department has the right to revoke this permit at any time.
- This is not a valid permit without the signature of both the City Clerk and the Chief of Police.

Please return this form to City Hall at 35 North 1st East or Email to customerservices@rexburg.org
 For questions call the City Clerk at 208-372-2313

***** Payment for services due seven (7) calendar days prior to the event, or the event may be canceled *****