

ADMINISTRATIVE REGULATIONS
PARADES, RACES, AND WALKATHONS
EFFECTIVE MAY 6, 2010

.01 GENERAL.

(A) Authority. The Mayor adopts these Administrative Regulations ("Regulations") pursuant to the authority of Chapter 18 of the Frederick City Code, 1966 (as amended), entitled "Parades, Races and Walkathons".

(B) Definitions. For purposes of these Regulations, the following terms have the meanings given. Any term defined in Chapter 18 of the Frederick City Code, 1966 (as amended) retains the meaning given therein.

"**Director**" means the City's Deputy Director for Parks and Recreation.

"**Department**" means the City's Department of Parks and Recreation.

.02 EVENT PERMIT APPLICATIONS.

(A) Application Forms. The Director shall create application forms that require the applicant to provide the following information:

- (1)** The name, address and telephone number of the person or the agent or representative of an organization or entity seeking to obtain the permit;
- (2)** If the application is filed by any person other than the individual applying on the individual's own behalf, written authorization from that other person or from a responsible, legally authorized representative of an organizational applicant authorizing the applicant to apply for the permit on its behalf;
- (3)** The names, addresses and telephone numbers of the headquarters or business location of the organization seeking the permit or organizing or sponsoring the event or activity, if any, and the authorized and responsible heads of the organization;
- (4)** The requested location for the event, including a description of the location of the main activity, if any, and the route to be traveled, including the starting point and the termination point;

- (5) The requested date and time for the event, including a description of the time during which the event will be conducted and the times during which preparation, set-up, assembly, clean-up, or other actions may occur;
- (6) The approximate number of individuals anticipated to attend or participate in the event, including a separate list of the number of any anticipated spectators, protestors, or counter-demonstrators, as appropriate;
- (7) A statement as to whether a street or lane closure has been or must be obtained from the Engineering Department for the event;
- (8) A description of the activity or event, including a description of specific activities planned during the event; and
- (9) A description of any recording equipment, sound amplification equipment, banners, signs, or other attention-getting signs or devices to be used in connection with the event.

(B) Application Review Process. Application forms are available in the Department and on the City's website. Completed applications shall be filed with the Director as stated on the application form. Upon receipt of a complete application, the Director shall forward the application to the Chief of Police, the Director of Public Works, the City Attorney, the City Engineer, and any other City employee or official or other person who in the opinion of the Director should review the application. Each such person shall review the application and forward comments to the Director as soon as practicable, but no later than five working days after receipt of the application.

.03 FEES.

(A) Fee Schedule. To cover the administrative costs of processing the permit application, every permit applicant shall submit a non-refundable application processing fee as follows:

- (1) Parade: \$200
- (2) Race: \$100
- (3) Walkathon: \$50

(B) Submission. Application fees must be submitted at the time an application is filed in a form acceptable to the Department. An application will not be reviewed until the corresponding fee has been paid.

APPROVED THIS 19th DAY OF NOVEMBER, 2010.

Martha K. Bowers
WITNESS

Randy McClement
RANDY MCCLEMENT, MAYOR

Approved for legal sufficiency:

Sandra A. Nichols
Legal Department