

GUIDELINES FOR COMPLETING PERMIT APPLICATION
FOR STREET PARADES/RACES IN THE
CITY OF CUYHOGA FALLS, OHIO

1. Complete the City of Cuyahoga Falls “Parade Permit Application”. Applications shall be submitted no less than 30 days prior to the date of such parade, procession or assemblage.
2. Attach copy of street map with the route to be traveled highlighted.
3. Complete the attached “Street Closure Equipment Deposit Form”. The Street Department determines the number of cones and barricades required.
4. Attach copy of runner/cyclist application or informational flyer.
5. Attach proof of insurance liability.
6. Off-duty police officers will be required for parades, community walks, bicycle and foot races at the discretion of the Cuyahoga Falls Police Department. Contact the Extra Job Supervisor at (330) 971-8301.
7. Return “Parade Permit Application” and “Street Closure Equipment Deposit Form”, and the appropriate attachments to the Cuyahoga Falls Mayor/Safety Director, City of Cuyahoga Falls, 2310 Second Street, Cuyahoga Falls, OH 44221 for approval. Telephone: (330) 971-8200.
8. Submit the required equipment deposit check or money order (do not send cash) of \$150.00 payable to: The City of Cuyahoga Falls to the Office of the Mayor/Safety Director. The deposit needs to be remitted no earlier than one month prior to the day of the event.

City of Cuyahoga Falls
Office of the Mayor

Mayor Don Walters
2310 Second Street
Cuyahoga Falls OH 44221



Phone: 330-971-8200
Fax: 330-971-5696
mayor@cityofcf.com

PARADE PERMIT APPLICATION

Date of Parade: _____

Organization: _____

Name of Applicant: _____

Address: _____

Telephone: _____

Email: _____

Number of People Involved: _____

Assembly Area: _____

Starting Time: _____

Starting Point: _____

Route to be Traveled: _____

Approximate End Time: _____

End Point: _____

Vehicles in Parade: Yes No If yes, type: _____

Signature of Applicant

Date

APPLICATION MUST BE MADE AT LEAST 30 DAYS PRIOR TO PARADE DATE

FOR OFFICE USE ONLY:

Date Received: _____

Approved: _____

Routed: _____

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Street Closure Equipment Deposit Form

By completing and submitting this form, the applicant understands that in the event the items listed below, which are the property of the City of Cuyahoga Falls, are not returned to the Street Department, 2560 Bailey Road (Entrance at Gaylord Grove) within seven (7) days after such event, the applicant's deposit of \$150.00 shall be forfeited.

Name of Event: _____

Date of Event: _____

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

It is understood and agreed upon that this deposit is fully refundable provided all items are returned within seven (7) days after such event to the Street Department, 2560 Bailey Road, Cuyahoga Falls (Entrance at Gaylord Grove).

Checks or money orders (do not send cash) are to be made payable to: City of Cuyahoga Falls and returned to: The Office of the Mayor/Safety Director, 2310 Second Street, Cuyahoga Falls, Ohio 44221. Questions can be directed to: the Director of Public Service at 330-971-8240.

Signature

Date

Print Name

.....
FOR OFFICE USE ONLY

Deposit Received by: _____ On _____

_____ Barricades _____ Cones _____ Other (please describe): _____