



parks · recreation · cultural services

**SPECIAL EVENTS**

**Neighborhood Block Party Program**

Information, Guidelines and Policies

2018

*Hosting a neighborhood party? Want to close your street? Read the following to apply for the Neighborhood Block Party Program.*

**PURPOSE** The purpose of the program is to promote neighborhood relationships and increase community safety.

**SCOPE** Block parties must be open to all residents of the neighborhood or specific streets. Block parties are not intended to support specific religious, political or special, individual interest themes.

**DEFINITIONS**

**Block Party** A party organized by residents of a neighborhood, limited to a city block, in which the street is closed off and participants eat, socialize, entertain, etc.

**Block Party Representative** A single resident or officer of the affiliated Home Owners Association (HOA) that resides within the block requesting the party that is the main point of contact for all matters regarding the block party.

**GENERAL**

- Applications are considered on a first come, first serve basis
- Applications must be received at least 14 days before desired party date
- Parties may be held any day year round between the hours of 9:00am and 9:00pm for a maximum of 8 hours in duration.
- The \$25.00 application fee must accompany the application

Please read the Neighborhood Block Party Program guidelines and Policies on the following pages. Submit completed and supplemental (if applicable) paperwork to:

**CITY OF COLORADO SPRINGS**  
Parks, Recreation & Cultural Services  
Office of Special Events  
1401 Recreation Way  
Colorado Springs, CO 80905-1024  
Phone: (719) 385-5940  
[events@springsgov.com](mailto:events@springsgov.com)

For additional information or questions, call the Parks, Recreations & Cultural Services Department, at 385-5940, Monday through Friday between 8:00am and 5:00pm. Thank you for being an advocate for your neighborhood and for your interest in the City of Colorado Springs Neighborhood Block Party Program. We wish you the best in planning a fun-filled and safe neighborhood gathering.

# Neighborhood Block Party Program

## Guidelines and Policies

### GENERAL SAFETY

The City of Colorado Springs actively supports and encourages safe neighborhood block parties. Gathering on any street has its risks. To minimize those risks, a city ordinance requires temporary traffic control devices (Type I barricades and saw horses) at both ends of the street or at the open end of a cul-de-sac.

The Block Party Representative is responsible for ensuring that a local barricade company is contracted with and that adequate approved barricades are provided at all intersections of roadways to include alleys, which intersect with the closed street. The Block Party Representative is responsible for promoting good safety practices and enforcing the Program Guidelines and Policies. These include:

- Barricades are installed per City standards.
- Persons or property shall not be on the street prior to the placement of the barricades.
- Barricades will remain in place for the duration of the party.
- Barricades may be relocated to the curb once the street is clear from debris and obstructions.
- Do not hang banners, signs, decorations, etc., on barricades.
- Vehicles will not be parked on either side of the barricades or along the closed street.
- Vehicles may not be used as barricades.
- Objects (tables, chairs, canopies, grills, etc) may be moved onto a street when/where parking is normally permitted along the street. All objects must be kept within the designated parking areas. Where streets normally do not permit any parking, all objects must be kept off the street and behind the curb. This is to allow adequate access along the main drive lanes of the road for emergency vehicles if needed.
- Ensure that at least three (3) feet clearance from obstructions is provided around all fire hydrants.
- Anything stretched across the roadway (string lights, banners, wires, ropes, etc.) must be kept no less than 13' 6" above the roadway.
- All participants shall comply with city ordinances and state laws governing noise, alcohol and fireworks. Contact the Colorado Springs Police Department (444-7704) for a Noise Hardship Permit if live music is planned and sound amplification devices will be used.
- All sidewalks along the closed street will be kept open and clear of obstructions.

- All generators must be kept away and out of the general movement of the residents and 25-feet away from any LPG tank.
- If there is an emergency, residents must relocate barriers at all intersections (except alleys) in anticipation of emergency responders. Additionally, selected residents will wait for emergency responders' arrival and direct them to the location of the emergency.

### COOKING SAFETY

The Colorado Springs Fire Department fully anticipates the use of grills and such for the cooking of food during the parties. Grills are typically fueled by LPG or solid fuels such as wood and/or charcoal. Both fuel types present some safety concerns in which the Block Party Representative must address.

- Cooking appliances utilizing *solid fuels* will be provided with at least one (1) 2.5-gallon pressurized water fire extinguisher for each appliance. Acceptable alternatives to this include providing a garden hose(s) able to reach all cooking appliances or adequate buckets of water on hand to extinguish a grill fire.
- Cooking appliances utilizing *gas (LPG)* or any cooking with oils (turkey fryer, etc.) will be provided with at least one (1) Class ABC extinguisher having a rating of 2A:10BC for each appliance. Most homes will have at least one of these extinguishers. **DO NOT USE WATER ON GREASE FIRES!**
- LPG cylinders up to and including 20 pounds in size may be used. Cooking appliances utilizing larger cylinders may require additional permits.
- Ash/coins from solid fuels will be completely extinguished and hand checked for coolness prior to disposal in a metal container with lid.
- Anyone using grease/oil to cook will take appropriate and adequate safety precautions to ensure adequate distance from the oil and other residents is provided to prevent injury and/or accident.

### PARTY LOCATION AND STREET CLOSURE

Although many residential streets in Colorado Springs can be closed for block parties, major roads, bus/truck routes or areas where safety is a concern will *not* be allowed. Construction activities in/around the neighborhood will also affect street closure possibilities. Streets closed for block parties will contain residential type occupancies only. Street closures may include a single block only as well as cul-de-sacs. The street must be closed at both ends between intersections as well as at all intersecting alley locations. All intersections adjacent to the closed street must be kept free of obstructions including parked vehicles or barricades, etc.

A sketched site plan must be submitted with the application. The site plan will show the locations and names of the proposed closed street and all intersecting streets and alleys. Making of a map utilizing online maps (Google, Bing, Yahoo, etc.) or similar is acceptable. Any deviation from the approved site plan may result in the permit being revoked or denial of future block parties.

**NEIGHBOR NOTIFICATION**

Communication with neighbors is essential to the success of the block party. Every resident impacted by the street closure must be notified and sign the application indicating whether or not they are in favor of the party and street closure. Include all of the party details and outline the City's Guidelines and Policies in the invitation so everyone knows what to expect. Encourage feedback and provide a phone number with a point of contact.

Be considerate and prepared to compromise on logistics to accommodate neighbors who may have other plans for that day, i.e. garage sale, moving day, etc. Those who choose not to attend can park vehicles outside of the barricades along intersecting streets in approved locations. Post signs a day or two before the party to remind everyone that the street will be closed.

*The City of Colorado Springs will not mediate disagreements between neighbors about the street closure nor any aspect of the party. The permit application must include signatures from at least one responsible resident from each household affected by the street closure. There must be agreement from the majority of neighbors about the street closure. Complaints about the block party may result in revocation/cancellation of the permit and may jeopardize future requests.*

**INDEMNIFICATION CLAUSE**

A Revocable Permit normally requires proof of liability insurance for the block party; however, the City is waiving this requirement for participants of the Neighborhood Block Party Program. In lieu of the insurance, the Block Party Representative must sign an Indemnification Clause. The signatures on the enclosed form release the City from liability

while the neighborhood is on city property (street) for the purpose of the block party. This form must be notarized.

**REVOCABLE PERMIT**

The Code of the City of Colorado Springs requires a permit for the Use and Occupancy of Public Property. This revocable permit legally authorizes the neighborhood to use city property (street) for the purpose of the block party. These permits are reviewed and approved by the Traffic Engineer and issued by the Office of Special Events.

If granted, the Revocable Permit will allow the legal closure of the street for the block party on the day and times requested on the application. The permit will be revoked if party related activities violate city code, are illegal or unsafe, or occur on the public street earlier than the time specified on the permit. Failure to comply with the requirements and conditions will void the block party permit. The permit must be on-site and readily available during the block party and must be presented upon request to any public safety officer. This permit may be revoked at the discretion of any CSPD or CSFD officer.

**INSPECTION**

The block party set up is subject to inspection by the local fire station. Once the application and supplemental information is received, reviewed and approved, the Office of Special Events will forward the information to the local fire station that responds to the closed street. The local fire company may check to ensure the access on the street is acceptable, barricades are installed and other hazards are set up properly.

**AFTER THE PARTY**

The Block Party Representative is responsible for cleaning up and restoring the public right of way after the party ceases. This shall be done prior to the removal of barricades and the street is reopened. The end time indicated on the permit is the time the street is to be reopened. Not the time the party ends. Failure to clean up after any block party (within 24 hours of the end of the party) may result in denial of future block party permits.