

CITY OF NEWPORT

Policy

SUBJECT: Newport City Street Closure & Parade

Adopted by the Newport City Council: DRAFT 11/6/19

Effective Date:

STREET CLOSURES

Public streets & highways serve a vital role as the primary transportation route for property access, commerce and emergencies. Closing streets, for even a short period of time can be perceived as an inconvenience for some, or an insurmountable barrier to those who may be prevented from coming and going to homes or businesses. The needs of all citizens must be considered when a street closure is contemplated.

Road closures are coordinated through the City Clerk's office. You will need to communicate your request using a Special Event Permit at least 30 days prior to your event. As part of the application process, you will need to complete a review process from Public Works, Newport Police, Newport City Fire and Newport Parks & Recreation. This process may take up to two weeks and must be completed before your Special Event Application can be submitted. Please allow *at least* 45 days to complete the entire process.

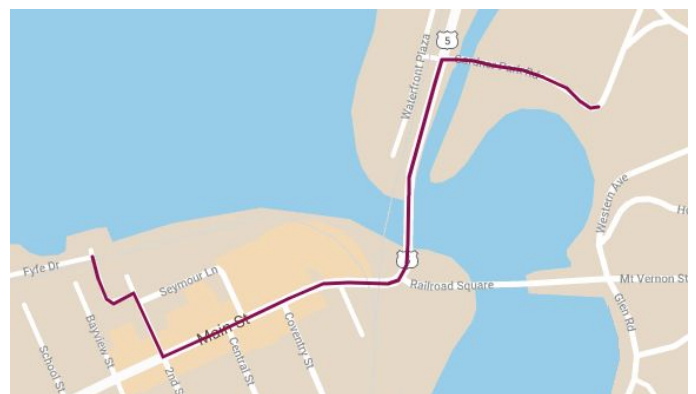
All street closures will be evaluated by the City on a case-by-case basis after reviewing impacts on public safety and convenience. If municipal barricades and signs are required, they must be placed on streets by qualified City personnel. There will be staffing and equipment fees associated with this expense.

The temporary use of a public street shall not unnecessarily obstruct or bar public access onto the street. Sidewalks shall remain open at all times for pedestrian use. All street closure requests must include a plan to ensure that public safety vehicles can access the street in the event of an emergency.

It is the Event Organizer's responsibility to inform affected businesses and residents of plans once your Special Event permit has been approved. The most effective method is a personal visit to share pertinent details (dates, times, map of event layout, street affected etc). Speaking personally with affected businesses about the event will ensure mutual success.

PARADES

1. A maximum number of four taxpayer-funded parades will be held per year in Newport City. This does not include "organized walks" or "processions" that utilize the bike path and do not interrupt the flow of traffic beyond the use of crosswalk areas.
2. All parades using Main Street will follow the standard parade route between the intersection of 2nd Street/Field Avenue/Main Street and Gardner Memorial Park. Main Street and portions of the Causeway will be closed to through traffic between the Eastern entrance of the Waterfront Plaza and Goodrich Memorial Library, with the exception of one lane of two way traffic passing between Coventry Street and the Long Bridge at Railroad Square. The parade route is 0.6 miles. Parades should not exceed one hour in duration.
3. The municipal budget supports four tax-payer funded parades per year, covering the cost of City services up to \$1,000 each, (\$4,000 per year). Parade organizers that request a parade route outside



the standard course or who require additional municipal support will be responsible for paying all expenses incurred after the initial \$1,000 allowance.

4. Requests for taxpayer-funded parades will be accepted between January 1 and January 31 of each year in which a parade is to occur. Requests are to be made in writing to the City Clerk's Office. Parades hosted by City departments are given priority, followed by preference for parades that are scheduled by season (ideally one parade for each season).

Parades funded fully by a third-party organization are not required to submit a letter of request to the City Clerk in January, but must adhere to deadlines set forth by the Special Event Permit process.

5. Parade cancellations or changes due to weather or other circumstances must be made by 4:00PM the day prior to the event to allow ample time to cancel staff and volunteers.
6. Proof of insurance in the minimum amount of one million dollars is required from all parade organizers.
7. During parades, use of emergency vehicle sirens is prohibited except for use in an actual emergency situation. Candy or items must not be thrown from floats/vehicles. Please utilize walkers to distribute hand-outs safely to spectators. Parade entries with animals must be cleaned up after. **It is the event organizer's responsibility to inform all participants of City parade rules and regulations.** Failure to adhere will result in additional costs for clean-up and possible future suspension of parade opportunities with the City of Newport.