



REQUEST FOR COMMISSION ACTION
CITY OF INDEPENDENCE
July 11, 2019

Department Park & Zoo

Director Approval Barbara Beurskens

AGENDA ITEM Consider approval of blocking off North 5th Street from Oak Street to Mickey Mantle Way (Stadium) for Indy Goes Back to School Event between 5:00 p.m. to 8:30 p.m. on Friday, August 9th, 2019.

SUMMARY RECOMMENDATION Approve Request

BACKGROUND Each year USD #446 has Indy Goes Back to School Event at the Park. This is the same request as last year. Indy Goes Back to School is an event that is designed to instill excitement in parents and student about the start of the school year. It is well attended. They also utilize this event to make connections between parents and community organizations that support families and children. They have rented the pool and the 4H Buildings for their event.

BUDGET IMPACT Increase in janitorial supplies.

SUGGESTED MOTION I move to approve the request from USD#446 to block off North 5th Street from Oak Street to Mickey Mantel Way on Friday, August 9th for Indy Goes Back to School Event.

SUPPORTING DOCUMENTS

1. Application from Kellie Puderbaugh.
2. Park Map

City of Independence
Park Activity Application

Event Date: Friday August 9, 2019 Time: Start: 6:15PM Ending: 8:30PM

Size of Group: 500-700

Type of Event: Concert: _____ Display: _____ Exhibit: _____ Other: X

Individual/Business/ Organization: USD 446 Independence Public Schools and USD 446 Education Foundation

Individual/Business Address: 517 N. 10th Street, Independence, KS 67301

Non-Profit Organization X Yes _____ No _____ If yes - provide documentation.

If this activity is for profit and/or limiting or restricting free public access to the event, then said individual, business and/or organization will be required to obtain a "Park Event Permit" Contact the City Clerk Office at City Hall 811 W. Laurel Street, Independence, KS 67301 620-332-2500 for the proper form.

If not for profit complete the following:

Contact Person: Kellie Puderbaugh Phone Number: 620-332-1800

Are you renting a building? Riverside Pool

Please describe your event: Indy Goes Back to School is an event that is designed to instill excitement in parents and students about the start of the school year. It is well attended. We also utilize this event to make connections between parents and community organizations that support families and children.

Area of the park you are planning on using: Riverside Pool, the street directly WEST of the pool from the Park Entrance to the Stadium.

Services Needed: Barricades X Yes _____ No _____ If yes, provide a map for placement.
Barricades must be maned during the event. During breaks of event participates those that are renting facilities must be given access. Barricades must be removed 15 minutes past the end of the event.

Street Closing Needed: X Yes _____ No _____ If yes, provide a map for location.

Time of street closing: From: 5:00PM To: 8:30PM

Times must be approved by park staff.

Electricity X Yes _____ No _____ If so provide the location: Riverside Pool

Trash Containers Needed: _____

Special Arrangements: _____

Police, EMS or Fire Department Needed: ____ Yes ____ No If yes, please provide details. _____

Other City Equipment Requested: _____

Attachments:

1. A site plan of the event indicating the area being requested and how it will be secured.
2. Proof of general liability insurance against damage caused by the applicant, agents, employees, guests and participants in the event in the amount of not less than \$500,000 single limit per occurrence for bodily injury, personal injury and property damage from a company licensed to do business in the State of Kansas and naming the City and its officers and employees as an additional insured.

Kellie Padubay

Signature of Renter: _____

Date: 6/5/2019

Approved by: _____ Date: _____

