



## Block Party Application Form

*(Please complete form and return to the Borough Manager's Office)*

### Borough of Monaca

928 Pennsylvania Ave.  
Monaca, Pennsylvania 15061  
Phone 724-775-9600  
Fax 724-775-9602

### Applicant Information

Applicant name (First, Last): \_\_\_\_\_  
Applicant Street Address: \_\_\_\_\_  
Applicant telephone number: \_\_\_\_\_  
Applicant e-mail: \_\_\_\_\_  
Applicant fax: \_\_\_\_\_

### Block Party Information

Requested Day and Date of Block Party: \_\_\_\_\_  
Beginning Time of Block Party (*not before 9AM*): \_\_\_\_\_  
Ending Time of Block Party (*not after 9PM*): \_\_\_\_\_  
Street location of block party: \_\_\_\_\_

*(Example: "Indiana Avenue, between 12<sup>th</sup> Street and 13<sup>th</sup> Street.")*

Have all residents adjacent to the street location above been notified of the request? \_\_\_\_\_  
*(All residents must be notified by the applicant before the request will be considered.)*

**A block party requires 75% approval of the residents on the block. Private neighborhood events must have 100% approval of the residents on the block** and written approval from the Borough Managers. ALL RESIDENTS of the block must be notified of the date and time of the event and supplied with a copy of these rules at least 1 week prior to the event. ONLY ONE SIGNATURE PER ADDRESS will be accepted.

**This permit may be revoked by the Monaca Police Department or Borough Manger for any reason with or without cause. If during the course of the event, the Borough determines there is a public safety hazard or if there is a violation of any permit condition, the event can be terminated immediately.**

Have a fun and safe event!

### Applicant Signature

"I hereby affirm that the information on this application is true to the best of my knowledge and belief, and agree that I will be responsible for making certain that the block party follows the ordinances, rules, and regulations of the Borough of Monaca, and that the barricades are used properly and returned to the Borough in good condition."

Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### Approval/Denial

Approved / Denied (*circle one*)

Signature of Borough Manager or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

Copy: Chief of Police, Public Works Street Department

## **Borough of Monaca**

# **BLOCK PARTY POLICY**

### **In General**

1. The Borough of Monaca, believing there is a benefit to the community in encouraging a sense of community within neighborhoods, will permit the use of public rights-of-way for neighborhood “block parties” under the terms of this policy.

### **Restrictions**

2. Block parties will be permitted only on Saturdays, Sundays, or federal or state public holidays.
3. Block parties must be on residential streets. Block parties may not be on state highways or on streets necessary to provide access to other commercial or residential areas or public parks.
4. Residents should set up tables, chairs, rubbish containers, etc. with an eye toward preserving a route at least 12’ wide in case it is necessary for an emergency vehicle to respond to the block during the party.
5. By taking part in a block party, residents acknowledge that streets are maintained to a standard suitable for vehicular use rather than pedestrian use, and assume all risks associated with use of the street as a recreational area.
6. Block parties may begin no earlier than 9AM, and must conclude not later than 9PM.
7. At the conclusion of the event, the Block Party Coordinator must ensure that the street is clear of garbage and opened to traffic no later than 10 p.m. The event coordinator will be responsible for closing down the block party immediately, ensuring participants vacate the premises,
8. The application shall be made by a single Borough resident who is a resident of the block party area, who will be present at the block party and who will be responsible for ensuring that the rules and regulations are followed, that the area is cleaned up after the party, and that Borough-provided barricades are used properly and are left in good condition. Failure to meet the requirements of this permit may provide basis for denial of future permits for a block party.
9. Block parties must still abide by Borough ordinances.
10. At the beginning of the block party, residents must use the Borough-provided barricades to block all streets and alleys providing vehicular access to the block party area, to ensure that vehicles do not drive into the block party area. In the event that it is necessary to let a resident’s vehicle into or out of the block party area, the barricades will be temporarily moved and then immediately replaced. At the end of the block party, the barricades will be removed and set on the tree lawns for pickup.
11. The applicant should have a copy of the approved Block Party Application Form available throughout the block party.

### **Procedures**

12. A Borough resident who wishes to request a block party shall submit a Block Party Application Form to the Borough Manager’s Office, describing the particulars of the request. The applicant is responsible for notifying the residents of the affected area before submitting the request. The application should be submitted not less than three weeks before the requested date; it is to the applicant’s benefit to make a timely application.
13. The Borough Manager or designee will consult with staff, and approve or reject the application in writing. Applications may be rejected if, in the sole judgment of the Borough, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous block parties in this location or sponsored by the applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a block party; or if the applicant has supplied false information on the Block Party Application Form.
14. An aggrieved party may appeal, in writing, the Borough Manager’s decision to the Borough Council, which will consider the appeal at its next meeting, in view of the standards described in Section 12, above.
15. In the case of an approval, on the last working day before the date of the block party, the Public Works Department shall drop off adequate barricades at the appropriate intersections.

