



# City of Lima, Ohio

50 Town Square Lima, Ohio 45801-4900  
419/228-5462 Fax 419/221-5199 www.cityhall.lima.oh.us

David J. Berger, Mayor

SUBJECT: "SPECIAL USE OF PUBLIC WAYS" LICENSE

Dear Applicant:

City Ordinance authorizes the Mayor to approve special uses of public ways. For parades, special events, street closings or banner displays over a city right-of-way a "Special Use of Public Ways" license through the License and Permits Department of the City of Lima must be obtained in advance. In order to obtain this license, you must submit the following items:

1. A letter stating the sponsoring group's name, the specific use for the occasion (such as block party or parade), date, time, location, route (if applicable), and number of people attending.
2. A completed application returned to the License and Permits Department, Lima Municipal Center, 50 Town Square, Lima, Ohio 45801-4900
3. A signed indemnity agreement (see attached).
4. If the anticipated number of people attending is expected to be 300 or more, you must also submit proof of liability insurance.
5. For Block parties you must also provide a copy of the invitation or flyer that is being sent to all of the neighbors on the block. **(No block parties for the Fourth of July)**
6. For sponsors of Rotary Riverwalk events, marking of pavement with spray paint is prohibited. There are mile marker posts available to be used for the walk events. These can be picked up at the City of Lima Parks department located at 900 S. Collett St. There is a \$25.00 deposit required. Hours of operation are 8:00 A.M. to 5:00 P.M. Monday through Friday.
7. For non-profit organizations please include a copy of your certificate showing non-profit status.
8. License can be immediately revoked if conditions specified are not met.
9. Fees (due upon receipt of application) are as follows:

(A)	City Residents	\$10.00
(B)	Non-Resident Individuals	\$25.00
(C)	Non-profits principally located inside the City	\$10.00
(D)	Non-profits principally located outside the City	\$25.00
(E)	For-profits principally located inside the City	\$50.00
(F)	For-profits principally located outside the City	\$100.00
(G)	<b>A refundable litter control bond</b>	<b>\$100.00</b>

To provide time to process the application and notify the appropriate city departments please submit the required documentation **at least two weeks in advance.**

Laurel McGee - License Clerk



CITY OF LIMA  
**PARADE, SPECIAL EVENT, STREET CLOSING, BANNER APPLICATION**

Name of Sponsoring Group \_\_\_\_\_

Contact Person \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Parade \_\_\_\_\_ Special Event \_\_\_\_\_ Street Closing \_\_\_\_\_ Banner \_\_\_\_\_

(Attach map or description of staging area, complete route and pickup points for areas under request)

Date of parade or event:	Beginning Time	Ending Time
_____	_____	_____

\_\_\_\_\_ Proof of sufficient liability insurance listing the City of Lima as an additional insured and indemnification of the City of Lima, for potential loss due to bodily injury or property damage is attached. (\$250,000 - \$500,000)

\_\_\_\_\_ As parade chairman, I will notify all parade participants that no candy or other items may be thrown from a moving vehicle or from parade participants. These items may be handed out by walkers along the curb only. I understand I may be fined \$100.00 per vehicle if items are thrown from a moving vehicle.

\_\_\_\_\_ Street closings for block parties. All residents and businesses have been advised of the proposed event and invited.

\_\_\_\_\_ I grant permission to have my race information posted on the City of Lima website.  
(Please attach an event flyer including contact information and/or web page link and route map)



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

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(For City Use Only)

REVIEWED BY:	Signatures:	Date:
Public Works Director	_____	_____
Deputy Director – Streets	_____	_____
Deputy Director - Parks	_____	_____
Police Chief	_____	_____
Fire Chief	_____	_____

(ATTACH COMMENTS IF NECESSARY)

AUTHORIZED BY: \_\_\_\_\_  
Date \_\_\_\_\_

INDEMNITY AGREEMENT

In consideration of the City of Lima, Ohio, granting permission to use City property for the \_\_\_\_\_ the \_\_\_\_\_ agrees  
(Describe Project) (Organization's Name)

to indemnify and hold and save the City harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage, or expense of whatsoever kind and nature including attorney's fees which the City shall or may at any time sustain or incur by reason in connection of the project or which the City may sustain or incur in connection with any litigation, investigation, or other expenditures incident to or arising out of the project.

In witness whereof this instrument is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_

Notary Public - State of Ohio

<b>Please check all that apply</b>		
<b>Individuals</b>	<b>Non-Profits</b>	<b>For Profits</b>
<input type="checkbox"/> In City	<input type="checkbox"/> In City	<input type="checkbox"/> In City
<input type="checkbox"/> Out of City	<input type="checkbox"/> Out of City	<input type="checkbox"/> Out of City
<input type="checkbox"/> Litter Control Bond Posted	<input type="checkbox"/> Non-Profit Certificate Attached	