



**BOROUGH OF MECHANICSBURG  
PARADE / SPECIAL EVENTS  
PERMIT APPLICATION**

36 W. Allen Street, Mechanicsburg, PA 17055  
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Phone: (717) 691-3300 Fax: (717) 697-2671

**RETURN COMPLETED APPLICATION TO THE  
MECHANICSBURG POLICE DEPARTMENT**

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(The applicant is the contact person for the group or organization for Borough contact)

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Type: \_\_\_\_\_ PARADE \_\_\_\_\_ SPECIAL EVENT

Name or Description of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_ ( ) None

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Preparation Start Time: \_\_\_\_\_ Post-event End Time: \_\_\_\_\_  
\*Time set-up begins \* Time all clean-up, etc. over & normal activities resume

Location of event: \_\_\_\_\_

Please describe the purpose of the parade or special event:

Are there any special needs such as power supply, restrooms, handicapped access, etc?  
If YES, What:

Are "NO PARKING" areas requested?      YES      NO

If YES, Where: \_\_\_\_\_

(Example: South side of Main St. between Market & Walnut Streets)

\*Attach Separate Sheet of Paper if necessary

Are STREET CLOSINGS (including public alleys) requested?      YES      NO

If YES, Where: \_\_\_\_\_

(Example: Main St. between Market & Walnut Streets)

\*Attach Separate Sheet of Paper if necessary

Will SIDEWALKS be congested or closed?      YES      NO

If YES, Where: \_\_\_\_\_

(Example: South side of Main St. between Market & Walnut Streets)

\*Attach Separate Sheet of Paper if necessary

Number of persons expected to participate, attend or watch: \_\_\_\_\_

Number of vehicles or units in the parade: \_\_\_\_\_      N/A

**PLEASE ATTACH OF DIAGRAM OF THE AREA THAT IS TO BE INCLUDED IN THIS EVENT AND NOTE ANY STREETS OR SIDEWALK AREAS THAT WILL BE CLOSED/OBSTRUCTED DURING THIS EVENT.**

**NOTE :**      If approved by Council, the Applicant or Organization will be responsible for any municipal services, including personnel, equipment or resources for all pre-event, event and post-event services or materials supplied by the Borough, including required rental of signs and/or equipment. The Borough reserves the right to specify certain conditions be met as a part of the approval process. The attached sheet serves as a guide to possible costs.

BOROUGH ACTION ONLY:		COUNCIL APPROVAL:		DATE:
		YES	NO	_____
1.	POLICE DEPARTMENT FOLOW-UP REQUIRED:	YES	NO	
2.	HIGHWAY DEPARTMENT FOLLOW-UP REQUIRED:	YES	NO	
3.	OTHER BOROUGH FOLLOW-UP REQUIRED:	YES	NO	

## GUIDELINES & INFORMATION

If you wish to close a State designated roadway, Council must have a minimum of two (2) months notice. Closing of a state designated roadway requires the posting of large Road Closed signs, posting of Detour Route(s) and the use of reflectorized barricades for daylight hours or reflectorized and lighted barricades for nighttime hours. The State designated streets or roads in the Borough are: Main; Market; Shepherdstown; Simpson; Walnut; Williams Grove; York; and Marble (only between Market and York).

If you wish to close a local roadway, including public alleys, Council must have a minimum of three (3) weeks notice. Closing of a local roadway requires the posting of small Road Closed signs and the use of reflectorized barricades for daylight hours or reflectorized and lighted barricades for nighttime hours.

Regardless of the type of request, the Borough may have to specifically assign Police, Highway or other Borough personnel, resources, equipment or supplies to your event. If the Council decides such services or items are necessary, fees will be assessed against you or your organization. The Borough reserves the right to determine the Borough resources necessary for the event, as well as the types and numbers of any signs that may be required.

**IF THE BOROUGH IS UNABLE TO CONFIRM APPROPRIATE ARRANGEMENTS WITH THE APPLICANT WITHIN TEN (10) DAYS OF THE SCHEDULED EVENT, APPROVAL MAY BE REVOKED AT THE SOLE DISCRETION OF THE BOROUGH.**

## COST ESTIMATES

POLICE DEPARTMENT; PER OFFICER/PER HOUR (OVERTIME)	\$48.00
Highway Department; per worker/per hour (Overtime)	\$30.00
Large Road Closed Sign; per sign; inc. delivery & pickup	\$95.00
Small Road Closed Sign; per sign; inc. delivery & pickup	\$75.00
Reflectorized, Non-lighted barricade; per barricade; inc. delivery & pickup	\$10.50
Reflectorized, Lighted Barricade; per barricade; inc. delivery & pickup	\$10.50
Detour Signs; per sign; inc. delivery & pickup	\$75.00
Temporary No Parking Signs; per sign posted; inc. delivery & pickup	\$4.00