Village of Carol Stream

PARADE & PUBLIC ASSEMBLY APPLICATION

Date of Parade: _____ Hours: _____ to _____
Starting Ending

(Please Print)
Name of Organization: _____

Address: _____ Phone: _____

Parade Chairperson: _____

Address: _____

Phone: _____ E-mail: _____

Parade to begin at what location? _____

Parade to end at what location? _____

Parade Route – ATTACH MAP: _____

Location of Speaker's platform: _____

Approximate number of vehicles: _____

Approximate number of persons: _____

Approximate number of animals: _____

PARADES AND PUBLIC ASSEMBLIES SHALL NOT BE HELD FROM 7:30 AM TO 9:00 AM AND FROM 4:30 PM TO 6:00 PM MONDAY THROUGH SATURDAY. PARADES AND PUBLIC ASEMBLIES SHALL NOT BEGIN BEFORE 12:00 NOON ON A SUNDAY. ALL PARADES AND PUBLIC ASSEMBLIES SHALL CONCLUDE BY MIDNIGHT.

The undersigned does hereby agree to act in accordance with Chapter 15-3-1 through 15-3-9, in the Carol Stream Municipal Code of Ordinances, regarding parades and public assemblies.

_____
Signature of Applicant

Application Reviewed _____
(Police)
Application Reviewed _____
(Public Works)
Application Approved_____
(Village Manager)
Date Permit Issued _____

Print

Carol Stream, IL Code of Ordinances

ARTICLE 3: PARADES AND PUBLIC ASSEMBLIES

Section

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§ 15-3-1 DEFINITIONS.

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

PARADE. Any march, ceremony, show, exhibition, pageant or procession of any kind, or similar display, in or upon any public way or other public property.

PUBLIC ASSEMBLY. Any outdoor meeting, congregation or gathering of persons held on public property for the purpose of expressive activity.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-2 PERMIT REQUIRED.

No person shall participate in or hold a parade or any public assembly unless a written permit therefor shall first be obtained.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-3 APPLICATION.

(A) An application to conduct a parade or public assembly shall be made in writing to the Village Manager at least 72 hours prior to the event by a representative of the group seeking the permit.

(B) The application to conduct a parade or public assembly shall set forth the following information:

(1) The name, address and telephone number of the person seeking to conduct such parade or public assembly;

(2) If the parade or public assembly is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization;

(3) The name, address and telephone number of the person who will be the parade Chairperson or person in charge of the public assembly;

(4) The date when the parade or public assembly is to be conducted;

(5) The route to be traveled, the starting point, the termination point and the location of speakers' platforms;

(6) The approximate number of persons who, and animals and vehicles which, will constitute such parade or public assembly; the type of animals and description of the vehicles;

(7) The hours when such parade or public assembly will start and terminate;

(8) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;

(9) The location by streets of any assembly areas for such parade or public assemblies;

(10) The time at which units of the parade will begin to assemble at any such assembly area or areas;

(11) The interval of space to be maintained between units of such parade; and

(12) If the parade is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Village Manager a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his or her behalf.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-4 TIME.

All parades on public ways and all public assemblies shall be held at times other than peak traffic periods (7:30 a.m. to 9:00 a.m. and 4:30 p.m. to 6:00 p.m., Monday through Saturday) and not before noon on Sundays. All public assemblies shall conclude by midnight.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-5 NOT TO OBSTRUCT TRAFFIC.

Parades and public assemblies shall be limited to such numbers as will not obstruct traffic, either vehicular or pedestrian, in an unreasonable manner.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-6 GRANT OR DENIAL OF PERMIT.

Following receipt of an application or reapplication for a parade or public assembly meeting, and its approval, the Village Manager shall either issue a permit within 24 hours, or reject the application for a permit for the holding of a parade or public assembly.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-7 PROCEDURE WHEN PERMIT DENIED.

Permits may be rejected on the basis of improper or incomplete application. The reasons for rejection shall be made known to the applicant, in writing, at the time of rejection. The applicant shall be allowed to correct or complete any improper application and resubmit it to the Village Manager within 24 hours prior to the time of the event.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-8 SIMULTANEOUS APPLICATIONS.

If the Village Manager shall receive more than one application for a parade or public assembly at the same time and the same place, or on the same day, the application filed first in time shall take precedence. An application shall be considered to be "at the same time" if the event is scheduled to commence within two hours before or after the holding of another event. An application shall be considered to be "at the same place" if the requested parade route comes at any point within six blocks or any equivalent distance from the route of another parade, or if the public assembly is to be conducted within one-half mile of another public assembly. If the Village Manager receives an application for more than one parade or public assembly in a single day, he or she may set a time for the duration of each parade or public assembly, which time shall not, without the consent of the group seeking the permit, be less than three hours.

(Ord. 92-05-60, passed 5-26-1992)

§ 15-3-9 ISSUANCE OF MULTIPLE PERMITS.

The Village Manager shall issue permits for more than a single parade during one day in accordance with the requirements of this article. However, he or she may not issue multiple permits beyond the point at which the issuance of an additional permit would require the continuing diversion of so great a number of police officers or other village personnel so as to prevent normal police protection or other services to the village.

(Ord. 92-05-60, passed 5-26-1992)