

DATE SUBMITTED: 8-1-13
TIME SUBMITTED: 10:21 am



**PUBLIC ASSEMBLY PERMIT
AND APPLICATION
CITY OF UNIVERSITY PARK, TEXAS**

DATE OF EVENT: 10/26/2013 SCHEDULED TIME(S) OF EVENT: 11 a.m.

SITE OF EVENT: Sm U Campus
Hillcrest from University to HPUMC
Parade route attached

CONTACT PERSON DURING THE EVENT

If the applicant, or the person listed as authorized to make application of behalf of an organization, will not be in immediate possession of the Public Assembly Permit at all times during the event, please name a person who will be in possession of this permit: Chief Shafter

How will the city contact this person, if necessary, during the event? (Please list telephone numbers, mobile/cell phone numbers, pagers, or other means of identifying and contacting this person)

214-208-7965

(NOTE: The City recognizes that the name of this person may change between the date of this application and the date of the Event; the Permit Holder, however, is required to provide this name in writing to the City Manager no less than three (3) hours prior to the start time of the Event. If the City Manager's office is not open on the date of the Event, the Permit Holder is required to provide this information to the Office of the Chief of Police, 3800 University Blvd., City of University Park, Texas, (214) 987-5355, no less than three (3) hours prior to the start of the Event. (The City Manager's office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except for the following holidays: New Year's Day, Memorial Day, Independence Day (July 4); Labor Day; Thanksgiving; and Christmas).

I. APPLICANT INFORMATION

The City of University Park needs to obtain information about the applicant for an event. The information requested pertains to the person submitting the application, the organization for which the application is being made if one is involved, and a person on the date of event who will be in charge of the event should any City official or law enforcement officer need to get in contact with that person. This is the purpose for asking for this information.

PERSON SUBMITTING THE APPLICATIONNAME: Mindy Rowland-HessADDRESS: PO Box 750173, Dallas TX 75275-0173E-MAIL ADDRESS (if available): mindy@smu.edu

CONTACT NUMBERS: (AREA CODE AND NUMBER WHERE APPLICANT WISHES TO BE CONTACTED)

TELEPHONE: (214) 768-4741PAGER: ()MOBILE/CELL TELEPHONE: (214) 415-2320FAX MACHINE: (214) 768-4776**ORGANIZATION SUBMITTING THE APPLICATION**

(to be completed only if the person listed above is making application on behalf of the organization)

NAME OF THE ORGANIZATION: Southern Methodist UniversityADDRESS(ES) OF ORGANIZATION HEADQUARTERS: 6425 Boaz Lane
Dallas TX 75205NAME OF THE PERSON AUTHORIZED TO MAKE THE APPLICATION ON BEHALF OF THE ORGANIZATION: Mindy Rowland-Hess

(Contact information for the Organization if different from that listed for the Applicant)

E-MAIL ADDRESS (if available): (see above)

CONTACT NUMBERS: (AREA CODE AND NUMBER WHERE APPLICANT WISHES TO BE CONTACTED)

TELEPHONE: ()PAGER: ()MOBILE/CELL TELEPHONE: ()FAX MACHINE: ()**II. INFORMATION ABOUT THE PUBLIC ASSEMBLY**

(Please answer with the best estimates available; if similar events have been held in other Cities with similar planning, consider use of such information as a basis for answers to these questions)

REQUESTED DATE OF EVENT: October 26, 2013

(NOTE: The requested day may not be available if there is a previously scheduled or requested event for the requested date and the City Manager has determined, in consultation with the directors of various City departments (including emergency services personnel) that the demand on public resources to deal with two events would have an immediate and adverse impact upon the welfare and safety of persons with the City. If there is an acceptable alternative date for the applicant, please list:

ALTERNATIVE REQUESTED DATE: _____

SCHEDULED START TIME: 11:00 A.m. ANTICIPATED END TIME: 12:30 P.m.

PLEASE DESCRIBE IN GENERAL TERMS THE TYPE OF PUBLIC ASSEMBLY AND ACTIVITIES THAT ARE PLANNED: (For example, a public rally to hear speakers on various topics; a rally to engage in a period of silent protest or meditation; a public rally to sing songs or play musical instruments or recording equipment; a public gathering to display an object such as a quilt, or a set of signs or pictures): Annual Homecoming Parade

IF VEHICLES, MOTOR OR ANIMAL-DRIVEN, ARE TO BE USED, PLEASE LIST THE NUMBER AND TYPES OF VEHICLES THAT ARE ANTICIPATED: approx 1-2 marching Bands, approximately 12 dignitary cars, approximately 16 floats pulled by trucks

BY WHAT METHOD WILL THE PERMIT HOLDER HAVE THE VEHICLES, OR ANIMALS, IDENTIFIED AS A PART OF THE EVENT? Parade will be led and followed by SMU PD

WHAT IS THE MINIMUM SPEED THAT WILL BE USED BY SUCH VEHICLES DURING THE EVENT? (when not parked, stopped, or at rest) 5 m.p.h.

WHAT IS THE MAXIMUM SPEED ALLOWED FOR VEHICLES DURING THE EVENT? 10 mph
HOW DOES THE PERMIT HOLDER INTEND TO ENFORCE THESE SPEEDS? SMU PD lead and chase cars

FOR ANIMALS, WILL THEY BE EXPECTED TO DO MORE THAN WALK DURING THE EVENT? (such as running, or will they be expected to pull any wagons or other items? If so, please detail: no

IF PLANNING FOR THE EVENT HAS INCLUDED ADVERTISEMENTS OR ANNOUNCEMENTS OF ANY KIND, PLEASE CHECK ALL TYPES THAT HAVE BEEN MADE:

- ☐ In local newspapers, or other media
- ☐ In statewide newspapers, or other media
- ☐ In national newspapers, or other media
- ☒ By handbills or mailed notices
- ☒ By Internet publication
- ☒ Other: please briefly describe SMU publications

HOW MANY PERSONS ARE ANTICIPATED BY THE APPLICANT TO PARTICIPATE IN THE EVENT? 750

(Please describe how the applicant arrived at this estimation – e. g. based upon past experience with this event in this area; based upon responses to advertisements or mailings; based upon past experience with similar events in other areas) Based on several years of hosting this longstanding tradition, plus new community participants

IF SPECTATORS ARE ANTICIPATED, HOW MANY PERSONS (OTHER THAN PERSONS WORKING AT THE SITE OF THE EVENT) ARE ANTICIPATED BY THE APPLICANT TO BE SPECTATORS OF THIS EVENT? 5,000

This is typical attendance at this annual event

DOES THE APPLICANT ANTICIPATE THE USE OF SOUND AMPLIFICATION OR RECORDING EQUIPMENT (including bullhorns or other portable equipment), BANNERS, SIGNS OR ANY OTHER ATTENTION-GETTING DEVICES DESIGNED TO DRAW ATTENTION TO THE EVENT?

☒ YES ☐ NO (If the applicant checked "yes" please briefly describe the type of equipment or items that are anticipated) Announcer with Speaker on Hillcrest, Homecoming Banner at start of parade
SMU marching Band, music on individual floats

OTHER THAN THE SIDEWALK OR STREET THAT WILL BE THE SITE OF THE EVENT, LIST ANY OTHER PUBLIC FACILITIES OR EQUIPMENT THAT THE APPLICANT EXPECTS TO UTILIZE:

Police assistance with street closures
and traffic control

WHAT ARRANGEMENTS HAVE BEEN MADE TO SECURE THE USE OF SUCH PUBLIC FACILITIES OR EQUIPMENT (including the name and contact for any authorized public official who has given permission for such use): Discussions with Bud Smallwood

IF ARRANGEMENTS HAVE NOT BEEN MADE, WHAT STEPS HAVE BEEN TAKEN TO SECURE THE USE OF SUCH PUBLIC FACILITIES OR EQUIPMENT (including identifying the name and contact for any authorized public official whose permission will be required) _____

DATE PERMISSION ANTICIPATED: (what date does the applicant anticipate such permission will be granted?) We would like to secure this at the

earliest opportunity

WHAT ARRANGEMENTS HAVE BEEN MADE TO ASSURE THAT PARTICIPANTS, OR ANTICIPATED SPECTATORS, WILL HAVE ACCESS TO SANITATION FACILITIES OR OTHER RESTROOM FACILITIES DURING THE HOURS OF THE EVENT? _____

campus facilities are available along with
additional temporary port-o-lets

III. CERTIFICATION

BY SIGNING THIS APPLICATION, I DO HEREBY STATE UNDER OATH THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AS OF THE DATE THIS APPLICATION IS BEING SUBMITTED.

SIGNED, Mindy Rowland-Hess

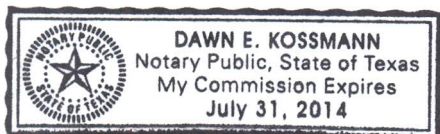
PRINTED NAME Mindy Rowland-Hess

DATE: August 1, 2013

STATE OF Texas)

COUNTY OF Dallas)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 1 DAY OF August, 2013.



Dawn E Kossmann
NOTARY PUBLIC

(Note: The City of University Park will provide free notary service for Parade Permit Applications Monday through Friday, 8:00 a.m. to 5:00 p.m. in the Office of the City Manager or the Office of the City Clerk, 3800 University Park, University Park, Texas 75205, except on those days when City Hall is closed because of a declared holiday or for some other reason authorized by the City Manager).

SIGNATURE OF EMPLOYEE RECEIVING APPLICATION, Dawn E Kossmann

PRINTED NAME Dawn E Kossmann

DATE: 8-1-13

SIGNATURE OF APPLICANT ACKNOWLEDGING RECEIPT

OF COPY OF APPLICATION, Mindy Rowland-Hess

DATE: 8/1/13

V. DEPARTMENTAL REVIEWS

DEPARTMENT OF PUBLIC WORKS:

The Public Works Department has reviewed this application and approved it provided the following requirements are completed, or the following items are provided: _____

Pursuant to issues at the 2012 parade, no temporary bleachers can be set up along City's rights-of-way. UP Public Works approves application subject to: (1) SMU will provide all barricades @ intersections w/ Hillcrest; (2) SMU is responsible for street sweeping following the parade.
CITY OF UNIVERSITY PARK POLICE DEPARTMENT:

The University Park Police Department has reviewed this application and approved it. The following items will be provided to assure that this public assembly does not interfere with traffic – vehicular or pedestrian – or otherwise create a potential adverse impact upon the safety and welfare of persons or property in the immediate area of the Public Assembly:

SMU will have to pay any overtime incurred by P.D. as a result of this parade. 2 UPD officers will be required – one at Hillcrest and University one at Hillcrest and Schlegel. Also \$40.00 per hour for each police car used – 2 at \$40 each per hour

VI. CITY MANAGER APPROVAL

_____ At the direction of the Office of the City Manager, this application has been reviewed and is hereby approved for the following date: _____

_____ At the direction of the Office of the City Manager, this application has been reviewed and is requested date is denied, but an alternative has been approved. The permit is approved for the following alternative date: _____

The reason that it was necessary to choose an alternative date is: _____

BOB LIVINGSTON, CITY MANAGER

BY, _____

DATE: _____

TIME: _____