



BLOCK PARTY TRAILER POLICIES & PROCEDURES

1. Any person or neighborhood desiring the use of the Block Party Trailer should complete the on-line Special Events Block Party Permit Application.
2. **If you do not obtain a Block Party Permit, you may not close the street or use the barricades. Doing so without a permit is illegal and could result in fines or criminal charges.**
3. Reservation must be made no later than two (2) weeks prior to the desired date of use.
4. Reservations are taken on a first-come, first-served basis.
5. Applicants must cancel five (5) business days in advance of the scheduled drop-off date.
6. The Applicant is responsible for the cost for any and all repairs for any damage or replacement of lost items to the Block Party Trailer while the Block Party Trailer is in the Applicant's possession.
7. The Applicant reserving the Block Party Trailer must:
 - Be the party host/organizer
 - Be at least 21 years of age at the time of reservation
 - Be responsible for the Block Party Trailer and its contents from the time they receive notification of its delivery through the time the trailer is picked up by City staff
 - Identify where the event will be:
 - Option 1: Trailer will be used completely on private property
 - Option 2: Trailer will be used on City Right of Way
 - Option 3: Trailer will be used at or near a public park (Additional space rental or reservation may be required through the City of Fort Collins Parks Department)
8. Upon Block Party Permit Approval and Block Party Trailer Reservation Confirmation, party host must designate a legal parking spot where the Block Party Trailer can be dropped off.
9. All items in the Block Party Trailer must be cleaned with bleach wipes **before and after use.**
10. The condition of the Block Party Trailer and contents upon pick-up by City staff is the same condition as they were in at the time of drop-off, including but not limited to:
 - All tables, chairs, and coolers cleaned or rinsed out
 - Removal of any and all trash and surfaces cleaned with bleach wipes
 - i. Recycling and trash bins must be used at all Neighborhood Block Party Trailer events
 - ii. Trash and recycling bins have been provided, however, the party host is responsible for proper disposal of all trash and recycling items
 - All games and pieces returned to their designated boxes and bins

- Trailer security locks, wheel blocks, street barricades, and keys are in place and returned in proper working order
11. 24 hours before scheduled drop-off, City staff will email the party host the combination to locks on Block Party Trailer doors for entry.
- Once trailer is packed up, with everything in its designated place, secure for transport, please hit “Reply All” on the email you received for drop-off. This will inform City Staff that the trailer is ready for pick up.
 - If an email is not received by 8 a.m. on the morning of scheduled pick-up day, City staff will call to confirm that the trailer is ready for pick up.
 - The Block Party Trailer will be dropped off on the business day prior to the requested day of use and will remain in the legal parking spot through the business day following the requested day of use.
12. Throughout the scheduled use of the Block Party Trailer, it is important to routinely check the status of the trailer’s safety equipment.
- Ensure wheel blocks and trailer stability equipment are still securely in place
 - All items belonging to Block Party Trailer have not gone missing
 - If trailer is not in use, ensuring that all items have been returned to their respective places and trailer is locked and secure
13. The Applicant agrees not to discriminate on the basis of disability and to comply with all applicable requirements and terms of the Americans with Disabilities Act.

Event/Party Organizer Name (print)

Event/Party Organizer Name (signature)

Date