City of Crystal Lake
Barricade & Cone Borrowing/ Block Party Application

Individuals wanting to borrow barricades or cones from the City of Crystal Lake are required to provide the information requested and agree to all of the conditions stated in the following application.

Applicant and Event Information:

Name of Event: _____

_____ _____ _____
First Name Last

_____
Residential Address City State Zip

(____)____-_____ (____)____-_____ _____
Home Phone Cell Phone Email

Date of Event:_____/_____/_____ Time of Event:_____to _____

Number of Barricades Needed (at least two per intersection): _____

Number of Cones Needed: _____

Date when barricades/cones will be picked up: _____

Street(s) to be closed to non-emergency traffic:

_____between_____and _____
Name Name Name

Applicant agrees to:

- Return barricades and cones in the same condition as received.
- Return barricades and cones to the City Garage on the following business day after completion of the event.
- Reimburse the City of Crystal Lake for barricades or cones which are damaged or missing at a rate of $55 per barricade and $18 per cone.

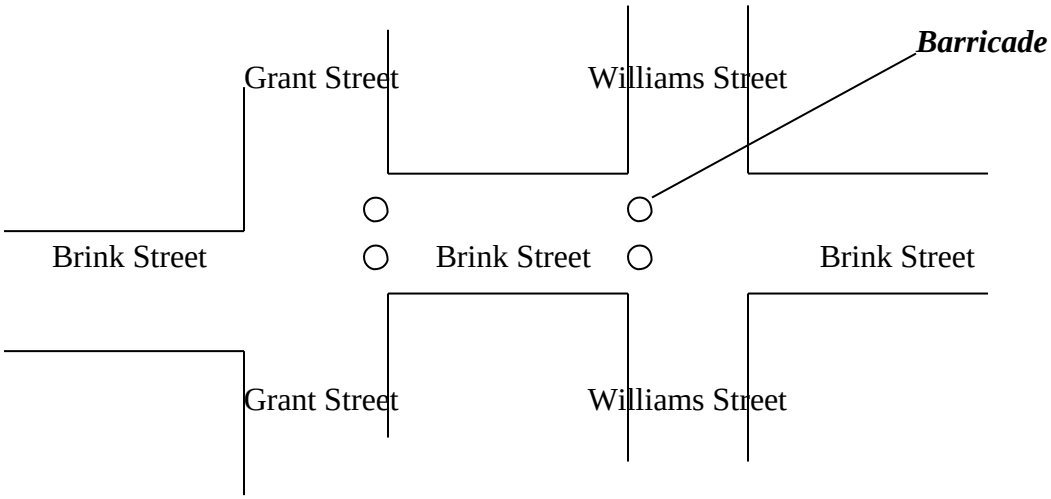
_____
Borrower Signature

_____/_____/_____
Date

Please return application to the Public Works Department at:
City of Crystal Lake • 100 W. Woodstock Street, Crystal Lake, IL 60014 • (815) 356-3614

Prior to approval for the use of City barricades or cones, the applicant is <u>required</u> to identify the exact placement of the barricades and cones. In the space provided below, please draw a map indicating the location of the barricades or cones to be used for the event and provide a description of the street(s) to be closed to non-emergency traffic (see example below).

<u>Example</u>:



<u>Example Description</u>:
Access to Brink Street between Grant Street and Williams Street will be closed to non-emergency traffic.

<u>Map showing the Location of the Barricades and Cones</u>:

<u>Description</u>:

Please return application to Public Works Department at:
City of Crystal Lake • 100 W. Woodstock Street, Crystal Lake, IL 60014 • (815) 356-3614

City of Crystal Lake
Block Party Application Procedures

The following procedures should be followed when applying for a block party. The attached application must be completely filled out and submitted to the Public Works Department at least one week before the block party is to be held. Should you have any questions, please call the Public Works Department at 815-356-3614.

1. An application requesting approval for the block party must be submitted to the Public Works Department indicating the location and time of the event. The request must contain signatures from at least 50% of the residents on that particular block.

2. In the event a street or streets will be closed to thru traffic, city owned barricades must be used to block off street entrances. (Please be specific as to what streets will be closed, as many streets have similar names and are distinguished only by Lane, Drive, etc.). The City will provide the barricades and/or cones, by completing the applicable portion of the application. **It will be the responsibility of the applicant to pick up the barricades and/or cones on the business day before the event, and must be returned on the business day following the event.**

3. All litter produced, as a result of the event must be properly attended to.

4. The block party should be conducted in an orderly manner.

5. A written response will follow as soon as a determination has been made by the Public Works Department. Included in the letter will be specific instructions on when and where to pick up the barricades and/or cones.