



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

**City of Cleveland Division of Recreation**  
216.664.2561  
601 Lakeside Ave., Room 8  
Cleveland, Ohio 44114

**Application for Permit to Conduct a Recreational Activity Upon a Street**

**Instructions:** Submit completed application including Councilperson's signature to the Division of Recreation with a \$20 money order (no checks/cash/credit cards) payable to the City of Cleveland. Application must be received 14 business days prior to event and may take up to 10 business days to process. If approved, permit will be faxed or it can be picked up at the above address. If not approved, you will be informed within 10 days.

APPLICATION DATE	EVENT DATE	EVENT START AND END TIME	# PERSONS	TYPE/PURPOSE OF EVENT		
ORGANIZATION NAME		TYPE OF ORGANIZATION		Non-profit? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ORGANIZATION STREET ADDRESS			CITY	STATE	ZIP	
PERSON RESPONSIBLE FOR EVENT	TITLE	PHONE NUMBER		FAX NUMBER		
MAIN STREET TO BE CLOSED	BOUNDARY STREET(S)					
NAMES OF TWO QUALIFIED PERSONS WHO WILL SUPERVISE RECREATIONAL ACTIVITIES						
<b>Safety: Applicant must hire special police, Police Department <u>will not</u> assign officers</b>						
NAME OF FIRST POLICE OFFICER		BADGE NUMBER	NAME OF SECOND POLICE OFFICER		BADGE NUMBER	

Application is hereby made to the Director of Public Service for a permit to close a street (or streets) for the purpose of conducting a recreational activity on the street. Applicant is aware that the organization is responsible for furnishing all necessary barricades to insure the safety and protection of everyone in the immediate vicinity. It is further understood that neither food nor merchandise of any kind will be sold nor distributed.

APPLICANT NAME		APPLICANT SIGNATURE <b>X</b>	DATE SIGNED
COUNCILPERSON NAME	WARD	COUNCILPERSON SIGNATURE (REQUIRED) <b>X</b>	DATE SIGNED

**For City Use Only - do not write in the area below**

DATE RECEIVED FROM CITY COUNCIL	DATE SENT TO TRAFFIC
<b>City of Cleveland Approvals</b>	
COMMISSIONER OF RECREATION SIGNATURE <b>X</b>	DATE SIGNED
COMMISSIONER OF TRAFFIC SIGNATURE <b>X</b>	DATE SIGNED
DIRECTOR OF PUBLIC SERVICE SIGNATURE <b>X</b>	DATE SIGNED