Special Event Permit Application

Please take time to review the special events permit application and instructions **before** you begin completing the application form.

The City of Roseville is proud to have its residents and visitors host a variety of special events in order to enhance the lives of the community and contribute to the economic vitality of the City. The following pages include the City of Roseville's Special Events Permit Application and instructions to help guide you through the permit process.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events.

A Special Events Permit Application can be printed online at http://www.roseville.ca.us/parks/parks_n_facilities/park_n_facility_rentals or picked up at one of three recreation facilities:

Maidu Community Center
1550 Maidu Dr.
Roseville, CA 95661
(916) 774-5950

Roseville Sports Center
1545 Pleasant Grove Blvd
Roseville, CA 95747
(916) 774-5990

Park & Rec Admin Office
311 Vernon St.
Roseville, CA 95747
(916) 774-5505

All special events are required to adhere to the requirements contained in Chapter 9.36 of the Roseville Municipal Code, which can be found online at www.roseville.ca.us in the **e-Services** menu.

For additional information please contact Jamie Hazen at jhazen@roseville.ca.us or (916) 774-5978.

PLEASE ALLOW A MINIMUM OF 60 DAYS FOR THE PROCESSING OF THE SPECIAL EVENT PERMIT APPLICATION.

INSTRUCTIONS

Completed Special Event Permit Applications must be received no later than 60 days prior to the event start date and may be submitted as early as twelve months prior to the event start date.

PERMIT APPLICATION PROCESS

Once you have fully completed and submitted the Special Event Permit Application and paid the non-refundable application fee and refundable deposit, the special events coordinator will review the application and distribute it to all affected city departments and any applicable third party organizations for comment. This takes approximately 2 weeks. *Note: Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your event based on the availability of services or other circumstances. Therefore, **you are encouraged not to make any other arrangements for your event until approval from the city has been received.**

Throughout the Permit Application Process you will be notified if your event requires any additional information, clarifications, permits, etc. Delays in providing the requested items could delay the ability to complete the Permit Application Process and approve a permit in a timely manner and could result in denial of the application.

If street closures are requested, the city will provide you an approximate quote for the costs of the closure. Once the applicant has approved the approximate quote, a Street Closure Agreement is drafted. Two copies of that Agreement will be sent to the applicant for signature. Two original hard copies are required to be returned ***no later than 3 days from receipt of agreements.***

Once the applicant has submitted the proper insurance, two original copies of the Street Closure Agreement and all required permits, the Agreement goes before the City Council for approval. The process takes approximately 3 weeks, from submittal to approval.

CANCELLATION POLICY

Should you, for any reason, need to cancel your event, you must first notify the special events coordinator. Written notice of cancellation must be received no later than 5 calendar days prior to the event start date. Verbal cancellations will not be accepted. The Special Event Permit Application fee is non-refundable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred. Cancellation fees will be deducted from your deposit.

- Cancellations must be made 30 days prior to the start of the event to receive a full refund of your deposit.
- Cancellations made less than 30 days prior to the event start date will receive a refund of 50% of the deposit.
- The Permit Application Fee is non-refundable and non-transferable.

FEES

Payments must be made by credit card or check or money order made payable to the “City of Roseville”. Cash payments will not be accepted.

Permit Application Fee	**$150:** Events that requires, but not limited to, street/ parking lot closures, site/ plan review, trail use, etc. (i.e. fun runs, festivals, parking garage, etc.)	Due at the application submittal

	$75: Events that require limited site/ plan review, no closures, etc. (i.e. park rentals/ activities, misc. events, etc.)	
Refundable Deposit	$250	Due at the application submittal
City Department Service Charges	TBD based on City services and resources requested and utilized	Due 30 days after receipt of invoice
Insurance Fee	$50 City of Roseville Special Event coverage *if applicable*. Event may require your own insurance.	Due at the application submittal
*Park/ Facility Rental Fee	*See pages 8-9 for all park & outdoor facility fees.	Required before park/ facility can be booked.
Cancellation Fee	$125	Cancelled less than 30 days prior to the event start date

EVENT INFORMATION

Name of event: _____

Type of event *(check all that apply):*

Fun Run/ Walk _____ Festival/ Celebration _____ Outdoor Market/ Carnival/ Street Fair _____

Parade/ Procession _____ Concert/ Performance _____ Athletic/ Recreation ____

Commercial Event _____ Charitable Event _____

Description of event: _____

_____

_____

Event Date(s): _____ **Rain-out Date(s):** _____

Time of event: From: _____**a.m./p.m. To:** _____**a.m./p.m.**

Set up time begins Date/ Time: _____**Clean-up completed by Date/ Time:** _____

Location requested: _____

Anticipated number of participants/ spectators: _____/_____**Maximum # at any one time:** _____

Have you held this event in the City of Roseville in the past? If yes, when _____

Will you be charging admission for your event? _____ **If so, please provide details** _____

_____

Will this event be promoted? *(check all that apply)* Radio ____ TV ____ Newspaper ____ Posters ____ Website ____ Social Media ____ Other ____

Have you held this event in other cities and/or locations in the past?
If yes, where and when?

_____

Has this or other events hosted by the same organization ever been banned from other cities? Please explain:

_____

_____

Has law enforcement ever been dispatched to this or other events hosted by the same organization in the past?
Please explain:

_____

_____

PRIVATE PROPERTY OWNER'S AUTHORIZATION ***(if you are using any private property related to the event)***

I authorize the applicant, _____ to conduct the special event described above on my property at the following location: _____

Property Owner's name: _____
Property Owner's address: _____
Daytime phone: _____ Evening phone: _____
Property Owner's signature of approval: _____

PERMIT APPLICANT INFORMATION

Representative Name: _____

Name of Sponsoring Organization: _____

Mailing Address : _____

Organization web site: _____

Representative email: _____

Telephone Numbers: Organization: Day _____ Evening _____

Representative: Day _____ Evening _____

Name(s) of representatives who will be present at the event and responsible for event activities:

Name: _____ Cell Phone_____

Name: _____ Cell Phone_____

Is this a Nonprofit Corporation? _____ **If yes, please provide Nonprofit number** _____

ADDITIONAL EVENT INFORMATION

FOOD, DRINK & VENDORS

Yes **No** Will food/ drinks be served? *If yes, contact the Placer County Environmental Health Division at (530)745-2300. Please describe:*

_____

_____

Yes **No** Will alcohol beverages be sold or served? *If beverages will be sold, contact Alcohol Beverage Control for a permit at (916) 263-3575. Also, additional liquor insurance is required. Contact Risk Management at 916-774-5202 for specifics.*

How will you ensure that alcoholic beverages will be consumed only by people 21 years or older?

_____

_____

Alcoholic beverages will be served from _____a.m./p.m. to _____a.m./p.m.

by: _____

in the following locations(s): _____

_____

_____

Yes **No** Will you have vendors or concessionaires? A Roseville Business License is required for all vendors and/or concessionaires. *A one-day permit can be obtained by contacting the City of Roseville Licensing Division at (916) 774-5310.*

ENTERTAINMENT

Yes **No** Will you have amplified sound at your event? *If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.*
Describe the type of music and/or sound amplification that will be a part of your event.

_____

_____

Yes **No** Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet? *If yes, contact the Roseville Fire Department for a permit at (916) 774-5805.*

Yes **No** Will you have animals at your event? *Please describe:*

_____

_____

HEALTH, SAFETY & SECURITY

Yes **No** Are on-site restroom facilities adequate for this event?
(Required: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom facility for each gender must be ADA-accessible)
If portable toilets are required, please provide supplier information:

Company name: _____
Address: _____ Phone number: _____

Yes **No** Will you be using cooking equipment, BBQ's or any other equipment/ device that produce an open flame?

Yes **No** Will the Special Event require any work, signs or traffic control in the State's right of way (i.e. freeways, freeway on or off ramps)? If yes contact Caltrans at (530) 741-4403, http://www.dot.ca.gov/hq/traffops/developserv/permits/

Yes **No** Will the Special Event utilize temporary diesel power generators, idling of equipment and vehicles and and traffic speeds on unpaved surfaces over 15 miles per hour? If yes, you are advised to review the Placer County Air Pollution Control District's Rules at http://www.placer.ca.gov/departments/air/rules

Security: Please describe your procedures for security and crowd control and identify the name of the security company you intend to use. To obtain security services from the Roseville Police Department, contact (916) 774-5095.

_____
_____

Impact on Others: Please describe how you will notify affected businesses and residents of your event.

_____
_____
_____

Medical Services and/ or First Aid will be provided by:

Name: _____ Agency: _____
Address: _____ Phone #: _____

Accessibility for Disabled: Describe how you will make your event accessible to disabled individuals.

_____
_____

Clean-Up Procedures: Please identify who will be responsible for clean-up and all signage removal.
Name: _____Daytime #: _____ Evening #: _____
Address: _____ e-mail: _____

*****For proper food/ oil/ grease removal, please review the City of Roseville Best Management Practices factsheet at http://www.roseville.ca.us/eu/stormwater_management/essential_business_tips.asp***

CITY SERVICES

Yes **No** Will you be requesting the use of the City of Roseville's water system? *Please explain:*

_____
_____

Yes **No** Will you require electricity? *Please explain:*

_____

_____

Yes **No** Will you require dumpsters or extra trash containers for waste disposal? *If yes, contact the Solid Waste Division at (916) 774-5780. (Dumpster: 1 yard for every 250 people/ Trash containers: 30 gallons for every 100 people)*

Yes **No** Will you be using banners or directional signage for your event? *For banners to be displayed on the Washington Blvd. Overpass, please read the Banner Policy page 13-16. Please explain:*

_____

Banner Location choice #1 _____ #2 _____ #3 _____

Yes **No** Will you be requesting city services such as Police, Fire, Refuse, street closures, traffic control, city barricades, cones, no parking signs, etc.? *Please describe:*

_____

_____

If you are requesting street closures, please list the streets, from intersection to intersection, which will be closed.

1) Street Name: _____

From (cross street): _____ To (cross street): _____

2) Street Name: _____

From (cross street): _____ To (cross street): _____

3) Street Name: _____

From (cross street): _____ To (cross street): _____

Notice of Temporary Street Closure

The City of Roseville requires the Permit Applicant to provide notification of the special event and proposed street closure to all affected residents and businesses both on and adjacent to a street proposed for closure at least seven calendar days prior to the event.

FUN RUNS/ WALKS

SIGNAGE

If the event is a fun run or walk on City trails, fliers are required to be posted at the boundaries of the route and at each major entrance to the trail no later than 24 hours prior to the event.

- Fliers must clearly state: **"Fun Run in Progress"** with the Date and Time listed.
- Fliers must be removed by the applicant or designee at the end of the event.

MARKINGS

A moderate amount of chalk is an approved method for marking event spaces and routes. Substances other than chalk will need prior approval. No permanent markings or difficult to remove substances will be allowed. Additional fees may apply if city services have to clean or remove markings following an event.

*FEES & DEPOSITS at *MAIDU PARK ONLY*

Currently there are two designated 5K Fun Run Routes available at Maidu Regional Park. Both routes have been mapped out so that event participants never have to cross a road or parking lot area.

Route #1: Starts in the overflow parking area on the McLaren side of the park and finishes in the Sports Courts area between the arena and basketball court. This route is ideal for events that don't exceed 500 participants.

Route #2: Starts and ends on Field #1 of the Softball/Baseball Complex. This route is ideal for events of 500 plus participants and that require a large staging area for their event. (Events on the field must not conflict with Little League use.) Fees are as follows:

1 - 499 people: $150.00 + $250.00 refundable deposit **499+ people:** $250.00 + $250.00 refundable deposit
**Additional event staffing costs may apply if deemed necessary.*

PARK FEES

ROYER	**Seating**	**Fees**	***Add On Amenities***	***Fees***
Green Picnic Area	100	$120	Horseshoe Pits	$5/hr. (2hr. minimum)
Blue Picnic Area	170	$180		
Red Picnic Area	130	$120		
BBQ Picnic Area	150	$120		
Enclosed Picnic Area	100	$180		
Cook Shack	0	$60		
Stage	0	$30 per hr		

KASEBERG	**Seating**	**Fees**	***Add On Amenities***	***Fees***
Covered Picnic Area	112	$120	Baseball Field #1	$20 per hour
Uncovered Picnic Area	112	$120	Horseshoe Pits	$5/hr. (2hr. minimum)
Both Areas	300 max	$210	Sand Volleyball Court	$15/hr. (2hr. minimum)

MAHANY	**Seating**	**Fees**	***Add On Amenities***	***Fees***
Covered Picnic Area	125	$120	Tennis Court(s)	$5/hr. (2hr. minimum)

WOODBRIDGE	**Seating**	**Fees**	***Add On Amenities***	***Fees***
Covered Picnic Area	150	$90	Tennis Court	$5/hr. (2hr. minimum)
Bocce Ball Area		$10 for 2 hrs	*(One court limit)*	

HILLSBOROUGH	**Seating**	**Fees**	***Add On Amenities***	***Fees***
Covered Picnic Area	64	$90	Baseball Field #1	$20 per hour
			Horseshoe Pits	$5/hr. (2hr. minimum)
			Basketball Court	$10 per hour

H.C. ELLIOTT	**Seating**	**Fees**
Covered Picnic Area	100	$90

VETERANS NORTH	**Seating**	**Fees**
Covered Picnic Area	48	$90

CRABB PARK	**Seating**	**Fees**	***Add On Amenities***	***Fees***
Covered Picnic Area	60	$90	Sand Volleyball Court (x 2 court limit)	$15/hr. (2hr. minimum)

FRATIS PARK	**Seating**	**Fees**	***Add On Amenities***	***Fee***
Covered Picnic Area	60	$90	Sand Volleyball Court	$15/hr. (2hr. minimum)
Un-Covered Picnic Area	40	$60	Turf Volleyball Court	$15/hr. (2hr. minimum)
Both Picnic Area	100	$140		

OUTDOOR FACILITY FEES

VERNON STREET PARKING GARAGE- 4th/ 5TH FLOOR

Capacity	**Fees**
350	$50/ Hr. (Resident/ Non-Profit)
	$75/ Hr. (Non-Resident/ Commercial)
	$250/ Refundable Deposit
	$148/ Pre & Post Maintenance

VERNON STREET TOWN SQUARE: (Stage & Grass Area Only)*:* rental area includes the space between Republican Alley walkway west to Oak Street.

Resident/Non-Profit		**Non-Resident/Commercial**	
Up to 4 Hours:	$100	Up to 4 Hours:	$120
4-8 Hours:	$175	4-8 Hours:	$225
All Day:	$240	All Day:	$310

Maintenance Staff During Event

Renters may hire Park Maintenance staff to provide trash pick-up and light restroom cleaning.

(1-200 people =$20/hour; 201-400 people= $40/hour; 400+ people = $60/hour)

EVENT MAP

Please include a site map of your event and clearly plot the following that apply to your event.

Check all that apply:

_____ Route (run, walk, cycling, parades, etc.) _____Street/ Lane closures requested

_____ Entertainment/ stage location(s)

_____ Concession area(s)

_____ Vendor(s)

_____ Portable Toilet(s)

_____ Spectator area(s)

_____ Trash container area(s)

_____ Site of fireworks or pyrotechnics

_____Parking area(s)

_____ Speaker location(s)

_____ Cooking area(s)

_____ First Aid station(s)

_____ Participant staging area(s)

_____ Event Coordinator command post

_____ Access & Parking for Disabled

_____ Utility Connection locations (i.e. power & water)

_____ Other (please describe) _____

APPLICATION AGREEMENT

INDEMNIFICATION

Event sponsor agrees to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the special event, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the special event.

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Special Event Permit and Chapter 9.36 of the Roseville Municipal Code may result in cancellation or early termination of the special event and forfeiture of the deposit.

_____ Event sponsor agrees to abide by the City of Roseville Insurance Requirements attached hereto as Exhibit A.

_____ Event sponsor agrees to pay all city department service charges specified in Roseville Municipal Code Section 9.36.080 incurred as a result of the event.

_____ Event sponsor agrees, upon request, to pay the refundable deposit.

_____ Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/ or amplified sound.

_____ Event sponsor agrees to pay to the City of Roseville all costs the city may incur as a result of any failure to fully comply with all of these conditions.

_____ Event sponsor understands that the City of Roseville reserves the right to photograph facilities, activities and participants for its own use.

_____ Event sponsor agrees to abide by all of the terms and conditions contained in this application, any permit(s) issued in connection with the special event, and Chapter 9.36 of the Roseville Municipal Code.

_____ Event sponsor understands and agrees to abide by the terms and conditions of the Noise Ordinance found in Chapter 9.24 of the Roseville Municipal Code.

_____ Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this special event application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

_____ Issuance of a Special Event Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits.

_____ Applicant's signature below signifies that applicant has read and understands ALL the rules and regulations outlined in the Special Event Permit Application and Chapter 9.36 of the Roseville Municipal Code.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

Group One	**Group Two**	
Chairman of the Board	Secretary	Chief Financial Officer
President or Vice President	Assistant Secretary (any)	Assistant Treasurer (any)

If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.

BY: _____ Date: _____

Print Name:_____

its: _____

and

BY: _____ Date: _____

Print Name:_____

its: _____

For Office Use Only

Application Received on: _____ ***Fees Submitted:*** _____

Insurance on file date: _____ ***Date Event was Approved/ Denied:*** _____

Special Event Permit Number: _____

Timeframe for Banner: Install: _____ ***Removal:*** _____ ***Pick-up:*** _____

INSURANCE REQUIREMENTS
SPECIAL EVENTS INCLUDING RENTAL OF PARKING GARAGE

Proof of insurance must be provided on a *CERTIFICATE OF INSURANCE*. This document must be signed a stamped signature will suffice. The *Additional Insured Endorsement* or section of the policy showing the City as an additional insured must accompany the *Certificate of Insurance.*

Required Coverage:

- General Liability: $1,000,000 per occurrence
  $2,000,000 aggregate
- Liquor Liability (only when alcohol is provided) $1,000,000 per occurrence
  $2,000,000 per occurrence

***Policy must be primary and non-contributory**

***Policy must contain a waiver of subrogation**

***A 30 day notice of cancellation (10 day for non-payment) must be provided.**

***The policies may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible.**

***All Self Insured Retentions must be listed on the certificate**

Required Documentation:

- A certificate of insurance listing the required coverage and naming the City of Roseville as Certificate Holder. The Certificate should be addressed to:
  City of Roseville
  Attn: Risk Management
  311 Vernon St., Roseville, CA 95678
- Additional Insured Endorsement: CG 20 12 07 98 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured.
- Waiver of Subrogation Endorsement
- Primary and Non-Contributory Coverage Endorsement – CG 20 01 04 13 or an equivalent

***NOTE: statements on the certificate of insurance in lieu of the documentation required above will not be accepted**.

Questions concerning any of the above should be directed to the Risk Management Division:

Phone: 916-774-5202/fax 916-774-5461 or email: riskmanagement@roseville.ca.us

BANNER POLICY FOR THE WASHINGTON BOULEVARD OVERPASS

PURPOSE

The purpose of this policy is to govern the use of banners displayed on the Washington Boulevard overpass on Atlantic Street, Vernon Street and Pacific Street

DEFINITION

A community special event is defined as an event or series of related events involving a subject matter of interest to a significant portion of the residents of the City of Roseville ("City") that promotes civic pride in a local community within the City or for the City as a whole.

ELEGIBILITY REQUIREMENTS

Special Event Permit Applications or Banner Permit Applications requesting banner advertising on the Washington Boulevard Overpass will only be accepted for community special events which are not religious or political in nature. Private or invitation only events will not be considered for banner advertisement.

City special events and/or City partnership events have first priority. City special events and/or City partnership events are not restricted by the boundaries of the Historic District or Downtown Area stated herein.

Banners will only be considered for approval for special events that are scheduled to take place in the boundaries of Downtown Roseville, the Historic Old Town District and/or the Placer County Fairgrounds.

- ***Historic Old Town District***: bordered by Washington Blvd., All America City Blvd., Lincoln St., and Pacific St.
- ***Downtown Area:*** bordered by Douglas Blvd., Vernon St., Lincoln St., Folsom Rd., and Park Dr.

APPLICATION FOR PERMIT

Banner requests for the Washington Boulevard Overpass must be submitted on a Special Event Permit Application with your special event or on a Banner Permit Application and be associated with a community special event. Banner Applications must be submitted at least 30 days prior to the date(s) being requested.

TIME LIMITATIONS

Banners shall be hung no sooner than 14 days and no later than 10 days prior to the start date of the event. Banners will be removed approximately 7 days following the end date of the event.

Organizations are responsible for the delivery of their banner to the City at least 3 days prior to installation and are responsible for prompt retrieval of the banner after it is removed. Organizations may recover their banner Monday- Friday, during business hours, at the Parks, Recreation & Libraries office at 311 Vernon

Street. In the event an organization fails to pick up their banner within 15 business days following the conclusion of their event, the City has the right to dispose of the banner without liability to the organization.

BANNER CONTENT AND LANGUAGE

The City Manager or his/ her designee, shall have sole authority to approve or deny banner requests, including design, content, location and installation dates. Completed banners that do not contain the same language as stated in the Special Event Permit Application will not be hung.

Any banner which constitutes a traffic hazard due to glare shall be prohibited or moved to a different location. No banner may use the words “stop”, “look”, “danger”, or any other word, phrase, symbol, or character in such a manner as to interfere with, mislead or confuse traffic.

BANNER SPECIFICATIONS

Banners should be constructed of durable cloth or plastic materials which will easily withstand the natural elements. Paper, metal, wood or other solid materials which may be easily torn or separated from the banner or which could potentially cause damage to passing vehicles or pedestrians are prohibited.

Banners should be no larger than 14’ in length x 4’ in height.

Banners will be required to have a sewn in hem on both the top and the bottom of the banner to allow a 3/4” pole to be inserted for installation.

Not meeting these requirements will prevent the banner from being installed.

BANNER INSTALLATION AND REMOVAL

The sponsoring organization shall be responsible for the cost of the banner and all City costs related to installation. Banners must be installed and removed by City staff only. The City will provide all materials and equipment necessary to install the banner. Any banner not installed by City staff will be removed immediately without notice and without liability to the person(s) who installed the banner in violation of this policy.

Only one banner per event will be considered for approval and installation.

On the Special Event Permit Application or Banner Permit Application the applicant will rank by order of preference the locations on the Washington Boulevard Overpass where applicant is requesting a banner to be installed. The City will make every attempt to honor the applicant’s first request, however if the space selected is not available the City will move on to the applicant’s second requested location, etc.

DEFECTIVE BANNERS

Any defect in a banner which could cause possible injury, damage to property or a traffic hazard, will be removed by the City without prior notification or liability to the organization. Organizations shall be responsible for the cost to repair any damage to City owned or private property that results from the hanging or suspension of defective banners.

LIABILITY

Banners are the property of the sponsoring organization. The City of Roseville is not responsible for the disappearance of or damage to banners from any cause including but not limited to wind, weather, theft, vandalism, or installation by city staff.

AMENDMENT, SUSPENSION AND INTEPRETATION

The City reserves the right to unilaterally amend or suspend this policy at any time and shall have the sole and final authority to interpret and apply this policy.

NOT A PUBLIC FORUM

In adopting this policy, it is the City's declared intention and purpose to not permit banners that individually or in combination would cause the Washington Boulevard Overpass, or any real or personal property owned or controlled by the City of Roseville, to become a public forum for the dissemination, debate, and/or discussion of public issues.

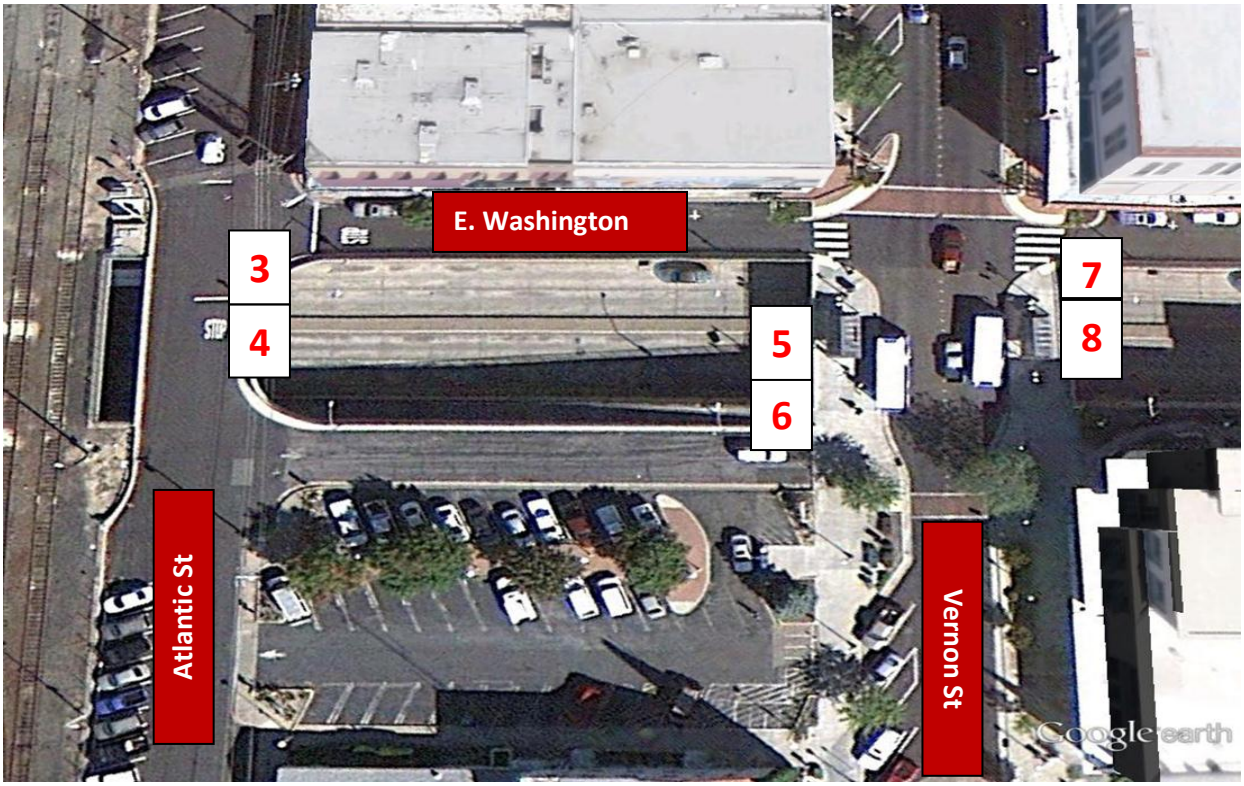
*BANNER LOCATION

Banners will be hung over the Washington Boulevard overpass on Atlantic Street and Vernon Street on both north and south side and will face on-coming traffic.

Pacific Street: north side, facing SB traffic	Location #1	Location #2
Atlantic Street: south side, facing NB traffic	Location #3	Location #4
Vernon Street: north side, facing SB traffic	Location #5	Location #6
Vernon Street: south side, facing NB traffic	Location #7	Location #8

**(See photo in Exhibit A)*

Exhibit A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