



WESTPORT, CONNECTICUT

GORDON F. JOSELOFF
First Selectman

PROCEDURES FOR GRANTING SPECIAL PERMISSION TO USE TOWN-OWNED PROPERTY AND/OR ROADS (see application on page 3)

Approved and adopted by the
Board of Selectmen - July 28, 1999
As Amended August 16, 2000

WHEREAS: It is the duty of the Board of Selectmen to issue permission to organizations desiring to use public roads, property and facilities; and,

WHEREAS: The purpose of this responsibility is to regulate the use and safety of town roads, property and facilities; and,

WHEREAS: The duty of the Board of Selectmen to grant permission to use town roads has been delegated to the First Selectman's Executive Secretary; and,

WHEREAS: The duty to grant permission to use town property and other facilities has been retained by the Board of Selectmen; and,

WHEREAS: Certain administrative rules have been adopted by the First Selectman with respect to the issuance of permission to use town roads; and,

WHEREAS: The Board of Selectmen desire to encourage use of its roads, property and facilities for private non-profit uses, so long as they do not unduly impinge upon the public's use of said roads, property and facilities; and,

NOW THEREFORE: The Board of Selectmen hereby adopts the following rules with respect to the granting of permission for the use of town roads, property and facilities:

1. These rules shall apply to any non-profit organization desiring to use town roads, property or facilities;
2. The Selectman's Office will prepare and disseminate a form to be completed by the sponsoring organization submitted to the Selectman's Office prior to the event. This form will provide for annual renewals. The completed application must be accompanied by a signed Indemnity Agreement and a bond in favor of the Town in the form of a certified check which will be returned to the applicant upon the completion of the event if no damage, defacement, or littering to municipal or private property, including public roads, has occurred. With respect to the use of Town roads, only chalk-based paint may be used to demarcate event routes.
3. The Selectman's Office will upon review of the application: (a) grant permission; (b) withhold permission subject to comments from interested parties, (i.e., police, public works, parks & recreation, health, etc.); (c) place the request on the agenda of the next meeting of the Board of Selectmen if the application requests approval of a road event that has never before received Town approval, or if the application requests approval of a road event that has been held the previous year and has generated complaints from Town residents or Town employees.
4. No application will be granted by the Selectman's Office for events using town roads, the same property or the same facilities on the same date.

5. Sponsoring organization shall be required to place a display advertisement in a local newspaper at least one week prior to the event, which advertisement should include all particulars of the event, including date, time, a listing of roads to be traversed, a directional map of the route, and the sponsor's name and address. A copy of the display advertisement is to be mailed to the Selectman's Office prior to the event.
6. With respect to the use of Town roads, event participants (walkers, racers, bicyclists) must yield to emergency vehicles and medical doctors traveling to work and allow such vehicles to proceed on their way without interference.
7. With respect to the use of Town roads, no amplified sound shall be allowed except at the start or finish lines of the event.
8. In the event that any organization (whether or not it is the applying organization) feels aggrieved by the action of the Selectman's Office, it may appeal such decision to the next meeting-of the Board of Selectmen.
9. No application for permission may be made except within one year from the scheduled event.
10. Organizations may renew their applications by letter or by FAX at the discretion of the Selectman's Office upon the representation that the terms and conditions of the application are identical to the application on file.
11. The Selectman's Office will report to the Board of Selectmen on all organizations given permission on a regular basis.
12. A public hearing during the Selectmen's meeting will be provided to any person who desires to be heard.

APPLICATION FOR USE OF TOWN-OWNED PROPERTY AND/OR ROADS

All paperwork must be submitted 30 days before the event, otherwise the event may not be approved.

* A map of the route for the event must be attached to the application

NAME OF NON-PROFIT ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

CONTACT NAME: _____

EVENT: _____

DATE OF EVENT: _____

MOBILE PHONE NUMBER FOR DAY OF EVENT: _____

TOWN PROPERTY AND/OR ROAD*TO BE USED: _____

SPECIAL REQUESTS _____

BOND RECEIVED

Gail Kelly; Assistant Town Attorney Date

**INDEMNITY AGREEMENT
RECEIVED**

Gail Kelly; Assistant Town Attorney Date

APPROVALS

Chief Alfred Fiore; Westport Police Department Date

Stephen Edwards; Public Works Department Date

Stuart McCarthy; Parks and Recreation Date

Susan Jacozzi; Westport-Weston Health District Date

Chief Christopher Ackley; Westport Fire Chief Date

Patricia Scully for Board of Selectmen/Traffic Authority Date