

DIVISION 2. - PARADE OR SPECIAL EVENT PERMIT

Sec. 29-451. - Required.

- A. No person shall engage in, participate in, aid, form or start any parade or special event, unless a parade or special event permit has been obtained from the Chief of Police with the exception of the following:
 - 1. Funeral processions;
 - 2. A government agency acting within the scope of its functions.
- B. All parade or special events which require a permit shall, when possible, be held at times other than peak traffic periods.

(Code 1988, § 29-451)

State Law reference— Similar provisions, RSMo 300.325.

Sec. 29-452. - Application.

- A. A person seeking issuance of a parade or special event permit shall file an application with the Chief of Police on forms provided by such officer. General requirements and procedures shall be as follows:
- B. *Filing period.* An application for a parade or special event permit shall be filed with the Chief of Police not less than one hundred twenty (120) hours nor more than sixty (60) days before the date on which it is proposed to conduct the parade or special event.
- C. *More than one application.* If the Chief of Police shall receive more than one (1) application for a parade or special event at the same time and place, on the same day, the application filed first in time shall take precedence, except an application for a traditional parade or special event shall take precedence over all other applications. An application for a traditional parade or special event shall mean an application by an applicant or group which has, for the last five (5) years immediately preceding the date of application, held a similar parade or special event for at least three (3) of those five (5) years. An application shall be considered to be at the same place if the requested parade route or location of the special event comes at any point within one-half mile from the route of another parade or special event. An application shall be considered to be for the same time if the event is scheduled to commence within two (2) hours before or after the holding of another parade or special event.
- D. *Contents.* The application for a parade or special event permit shall set forth the following information:
 - 1. The name, address and telephone number of the person seeking to conduct such parade or special event;
 - 2. If the parade or special event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization;
 - 3. The name, address and telephone number of the person who will be the parade or special event chairperson and who will be responsible for its conduct;

4. The date when the parade or special event is to be conducted and the hour when such parade or special event will start, and the approximate hour such parade or special event will terminate;
 5. The route to be traveled, the starting point and termination point;
 6. The approximate number of persons who, and animals and vehicles which, will constitute such parade or special event; the type of animals and description of the vehicles;
 7. A statement as to whether the parade or special event will occupy all or only a portion of the width of the streets proposed to be traversed;
 8. The location by streets of any assembly areas for such a parade or special event;
 9. The time at which units of the parade or special event will begin to assemble at any such assembly area;
 10. Any special provisions which the Chief of Police deems necessary for the health, welfare and safety of the citizens of the City.
- E. If the parade or special event is designed to be held by and on behalf of or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade or special event, authorizing the applicant to apply for the permit on his behalf.
- F. Any additional information which the Chief of Police shall find reasonably necessary to a determination as to whether a permit should be issued.

(Code 1988, § 29-452)

Sec. 29-453. - Standards of issuance.

- A. *Generally.* The Chief of Police may issue a parade or special event permit when the Chief of Police finds that:
1. The route of the parade will not unreasonably interrupt the safe and orderly movement of regular traffic throughout the City;
 2. The conduct of the parade or special event will not require the diversion of so great a number of police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City;
 3. The concentration of persons, animals and vehicles at assembly points of the parade or special event will not unduly interfere with proper fire and police protection of, or ambulance, service to, areas beyond or contiguous to such assembly areas;
 4. The conduct of such parade or special event will not unduly interfere with the movement of firefighting equipment; or
 5. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
- B. *Permits for more than one parade.* The Chief of Police may, in his discretion, issue permits for more than a single parade or special event during one (1) day in accordance with the provisions of this section, provided, however, that such multiple parades or special events do not require the continuing diversion of so great a number of police officers or other

municipal personnel as to prevent normal police protection or other services to the municipality.

(Code 1988, § 29-453)

Sec. 29-454. - Decision by Chief of Police; notification of applicant.

The Chief of Police shall act upon the application for a parade or special event permit within five (5) days after the receipt of the application. The Chief of Police shall mail to the applicant forthwith a notice of his action. If there is insufficient time for the mail to reach the applicant, the Chief of Police shall also immediately cause the applicant to be notified verbally of the action taken. If the permit is denied, the Chief of Police shall state his reasons for denying the permit.

(Code 1988, § 29-454)

Sec. 29-455. - Appeals.

Any applicant aggrieved by the determination of the Chief of Police may appeal in writing to the Council within ten (10) days after the date of mailing of the notice of disapproval to the applicant by the Chief of Police. Such appeal shall be filed with the City Clerk and placed on the next Council agenda. The Council shall act upon any such appeal within twenty-five (25) days after receipt of the notice of such appeal by the City Clerk.

(Code 1988, § 29-455)

Sec. 29-456. - Revocation.

The Chief of Police shall have the authority to revoke a parade or special event permit upon violation of any of the standards for issuance as set forth in this division.

(Code 1988, § 29-456)

Secs. 29-457—29-480. - Reserved.