

CITY OF HEMPHILL
PUBLIC PROPERTY USE PERMIT APPLICATION

THIS PERMIT APPLICATION IS ISSUED BY THE CITY OF HEMPHILL IN ORDER TO DETERMINE WHETHER A PUBLIC USE PERMIT FOR THE USE OF PUBLIC PROPERTY UNDER OWNERSHIP OR CONTROL OF THE CITY, INCLUDING STREETS, RIGHT-OF-WAYS AND PARKS CAN BE ISSUED.

The City of Hemphill does not grant the use of public property, especially in regards to collecting money at the four-way stop (Intersection of 87 N & S and Hwy 83 E&W), to individual persons or individual teams. The organization must be a Hemphill and/or Sabine County organization, and the organization as a whole or event may be granted permission with a letter of permission from the organization or event president or board; in addition, the organization and event must provide proof that they are a non-profit organization, including a Tax ID# and what the proceeds/money collected will be spent on. Examples:

- 1) Hemphill Dixie League or All All-Star teams as a whole may collect, but not individual teams
- 2) American Cancer Society Relay for Life as a whole may collect, but not individual teams
- 3) Hemphill VFW as a whole may collect for an event like Buddy Poppies.

These are just some examples. In any case, NO permit will be granted without proof of non-profit status and without a letter from the organization's board or president authorizing the collection of money or event.

NO two organizations may collect on the same week or weekend, so only one organization per week and weekend. In addition, collection may not occur on Sunday. If collection is desired on the weekend, then it must be done on Friday and Saturday. If collection is desired during the week, then it can be for one-two days only.

If you are requesting to block streets, intersections or roadways, please state which ones.

The City Manager, Mayor, and Chief of Police may meet and decide to amend these policies, due to unforeseen events or circumstances.

IF/WHEN ISSUED, THE PERMIT IS VALID ONLY FOR THE DATES, TIMES AND PROPERTY AS DETAILED BELOW. THE PERMIT IS NON-TRANSFERABLE AND, BY SIGNATURE BELOW, PERMITTEES AGREE TO HONOR ALL FEDERAL, STATE AND LOCAL LAWS. THE CITY WILL BE HELD HARMLESS AGAINST INJURIES TO OR DAMAGES CAUSED BY MEMBERS CONDUCTING THE EVENT OR TO THE GENERAL PUBLIC ARISING FROM THE USE OF PUBLIC PROPERTY FOR THE EVENT OR ACTIVITIES DETAILED BELOW. YOUTH OR JUVENILES BELOW THE AGE OF 18 THAT PARTICIPATE IN THE EVENT MUST BE SUPERVISED BY ONE OR MORE ADULTS OVER THE AGE OF 18. NO CHILDREN UNDER AGE 15 MAY BE STANDING IN THE ROAD WITHOUT AN ADULT. NO PERMIT SHALL BE VALID FOR A PERIOD EXCEEDING 48 HOURS.

NAME: _____ DATE: _____

ADDRESS: _____ CITY _____ STATE _____

EVENT CHAIR PERSON: _____ EVENT DATES: _____

ORGANIZATION: _____ TAX ID# _____

PUBLIC PROPERTY TO BE USED/
STREETS/ROADWAYS/INTERSECTIONS/PARK FACILITIES TO BE USED:

APPROXIMATE NO. OF PERSONS: _____ ANIMALS: _____ VEHICLES: _____

EVENT START TIME: _____ EVENT ENDING TIME: _____

EVENT PURPOSE: _____

State what any money raised or collected will be used to fund:

Will you need the city to set up barricades for this event? _____

Will you need police or fire department presence for this event? _____

**ATTACH LETTER FROM ORGANIZATION/ENTITY/EVENT ORGANIZER'S PRESIDENT OR BOARD
AUTHORIZING COLLECTION, TAX ID# AND PROOF OF NON-PROFIT STATUS. PERMIT WILL NOT BE ISSUED
WITHOUT THESE ITEMS.**

IF THE PERMIT IS NOT APPROVED, THE CITY MANAGER OR CHIEF OF POLICE WILL CALL, E-MAIL OR MAIL
THE APPLICANT STATING THE REASONS THAT THE PERMIT CANNOT BE APPROVED.

EVENT REPRESENTATIVE(S)

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