



## APPLICATION FOR NEIGHBORHOOD BLOCK PARTY

Applications must be filed at least 15 days prior to activity but no more than one year in advance.  
Please mail applications to:

*A block party may not be held to promote religious, political, or special individual interests.*

Neighborhood/Association Name: \_\_\_\_\_

\_\_\_\_\_

Date of Application: \_\_\_\_\_

Block Party Date: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Location of Event: (Be specific) \_\_\_\_\_

\_\_\_\_\_

Are you requesting to close a street?  Yes  No

(If yes, list the name of street & intersecting streets to be closed. Final Permission will be determined by the Coral Springs Traffic Unit and will require a completed petition prior to scheduling.)

If yes, Name of Street to be closed: *(Please draw or include a map if possible)*

From: \_\_\_\_\_

To: \_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Work & Home) \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Will any tents be used? Yes No Size & How Many: \_\_\_\_\_

Please specify below any departments you may have requests from.

**Department Yes/No Specific Requests**

Police Yes No

Fire Rescue Yes No

Would you like Neighborhood Services to create a flier for your event? Yes No

If yes, quantity: \_\_\_\_\_

*Please attach a sample of flier to include all required information.*

Please give a brief description of your event

\_\_\_\_\_  
Signature of Applicant  
(Applicant must be 18 years of age or older)

\_\_\_\_\_  
Date

Upon completion, please fax @ 954 344-1181 or mail to:

**City of Coral Springs  
Community Development  
9500 West Sample Road  
Coral Springs, FL 33065**

**Police & Fire:** Our Police and Fire Departments are happy to come and visit your activity to allow children and adults to meet the officers who work in your area. Once the City receives your application form these departments will be scheduled, however we cannot guarantee they will be there. In the event they are on a call for service there is the potential they may not be able to attend your activity.



## **GUIDELINES FOR A SAFE AND SUCCESSFUL BLOCK PARTY**

- Make sure the entire block knows the time and date of the party
- Have all block residents sign an acknowledgment that they are aware and agree to the street closing for the block party.
- Make sure that all participants understand that all appropriate Florida State Statutes and Coral Springs City Ordinances will be enforced.
- Inquire of the feasibility of closing your street for a block party and arrange use of street barricades. The Coral Springs Police Department has absolute discretion to deny a request for a block party as it sees fit.
- Limit the block party to daylight hours.
- Limit the time of the block party to no longer than five hours.
- Do not put large items on the roadway so emergency vehicles can have easy access should the need arise.
- Limit the use and availability of alcoholic beverages.
- Have a contact person so police and City officials can discuss any issues that may arise with a specific individual.
- Take precautions to avoid injuries to the younger participants of the block party.

**HAVE A GREAT AND SAFE TIME**