

# Village of Roselle Block Party Policy

- A block party request form must be filled out and submitted, with the following information:
  - ✓ Name of street to be closed.
  - ✓ Address range of affected homes.
  - ✓ Date and times of the street closure.
  - ✓ The coordinator's name, telephone number, and address.
  - ✓ A sketch of the area to be closed off.
- Requests for temporary street closures for block parties must be submitted to the Village of Roselle no later than 10 calendar days prior to the event date.
- The block party coordinator must provide advance notice to all affected homes.
- Block parties shall be by invitation only and not open to the public.
- Block party permits will **not** be approved for single family use such as birthday parties, weddings, etc.
- Block parties are **prohibited** at any intersecting street that is controlled by a traffic control signal (Stop Light).
- The blocking of an entire intersection is **prohibited**. Vehicle traffic must be allowed to pass through on cross streets.
- Block parties are only allowed between May 1<sup>st</sup> - Oct 31<sup>st</sup> as follows; on Fridays between the hours of 5 p.m. – 10 p.m., and on Saturdays, Sundays, Memorial Day, Independence Day and Labor Day, between the hours of 10 a.m. – 10 p.m.
- There can be no sale of alcoholic beverages.
- Food trucks must be first licensed with the Village to operate on private property for block party participants only. Food trucks are prohibited from parking any public street. The location of the food truck must be submitted on the sketch.
- Amplified music is allowed, at a reasonable volume, from the start of the block party through 9 p.m.
- Barricading Requirements:
  - ✓ Barricades will be delivered to the parkway of an intersection shown on the provided sketch.
  - ✓ It is the Block Party Coordinator's responsibility to set up and remove the barricades. The use of vehicles to block the street is **prohibited**.
  - ✓ Block Party permits are to be displayed on the barricades.
  - ✓ Following the block party, barricades should be returned to the intersection at which they were delivered for collection on the next business day. If there is damage to Village property, or loaned items are lost or stolen, the block party coordinator will be billed for the cost of the replacement or repair.
  - ✓ An unobstructed emergency path 10' wide is needed the entire length of the street being used.
  - ✓ No nets, etc. are allowed across the full width of the street.

- ✓ In the event of a fire/medical/police emergency, the Block Party Coordinator must see that any barricades are removed.
- Inflatable children's bouncers, or other such entertainment, if used, must be placed on private property and are the responsibility of the property owner. Placement of these devices in the public right-of-way including the parkway is **prohibited**.
- Fire hydrants must be accessible at all times. The fire department will not be responsible for any damage to property while trying to access the fire hydrants for use.
- Disorderly conduct complaints or disturbances of the peace will be addressed by the police department as appropriate. A block party is not an excuse to break the law.
- Noise levels must be kept at an acceptable level.
- Party is subject to Village laws (i.e. loud music, disorderly conduct). If a complaint is received regarding violations, the Police Department will notify the Block Party Coordinator, and may cause the party to be disbanded or moved inside.
- \*\*\* ALL RULES OF THE ROAD APPLY TO ALL VILLAGE STREETS AND PUBLIC ROADWAYS AT ALL TIMES \*\*\*
- Clean-up of both the street and parkways are required immediately following the event. The street must be open to traffic no later than 10 p.m. The Block Party Coordinator will be responsible for closing down the block party prior to 10 p.m., ensuring all participants vacate the street, and all items are removed.

# Village of Roselle Block Party Request Form

**A minimum of 10 days notice is required prior to the block party.**  
**COMPLETE FORM AND EMAIL TO**  
**FINANCE@ROSELLE.IL.US**  
**OR RETURN COMPLETED FORM TO THE VILLAGE**  
**HALL DROP BOX ATTENTION: FINANCE DEPARTMENT**

Date of Request: \_\_\_\_\_

Date of block party: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Time of block party - From: \_\_\_\_\_ To: \_\_\_\_\_

Street: \_\_\_\_\_ Address range: \_\_\_\_\_

Block Party Coordinator's contact name/address/phone/email: \_\_\_\_\_

\_\_\_\_\_

Available cell phone contact number during the block party: \_\_\_\_\_

Will there be amplified music or sound associated with the event? Yes \_\_\_ No \_\_\_

I would like the Fire Dept \_\_\_\_\_ and/or Police Dept \_\_\_\_\_ to stop by.

Approximate time for Fire \_\_\_\_\_ Approximate time for Police \_\_\_\_\_

**Staffing concerns, other events, and emergency calls may affect the ability of Fire or Police to attend. No assurances are being made to their participation.**

## **Important:**

- In the event of a fire/medical/ police emergency, any barricades must be removed.
- Fire hydrants must be accessible at all times.
- A 10 foot minimum road access must be kept available for emergency vehicle use.
- No food or beverages may be sold.

**Your signature indicates you have read and understand the Block Party Policy. You agree to abide by, and adhere to this policy.**

Block Party Coordinator's signature: \_\_\_\_\_

**If the barricades have not been delivered by noon, on the Friday prior to the event, contact the Village at 630-980-2000 prior to 2:00 PM.**

**Village Action:** Approved \_\_\_\_\_ Denied \_\_\_\_\_ Permit Issued \_\_\_\_\_

Block Party Coordinator Notified \_\_\_\_\_ Initials \_\_\_\_\_

-----**For Internal Use Only**-----

Date received: \_\_\_\_\_ Initials \_\_\_\_\_

Routing: Fire \_\_\_\_\_ PW \_\_\_\_\_ PD \_\_\_\_\_ Admin. \_\_\_\_\_