



Town Hall – 301 East 2<sup>nd</sup> Street, Bloomsburg, PA 17815-1999 • Roger F. Van Loan, Chief of Police  
Phone 570-784-6779 • Fax 570-784-4821 • [www.bloompd.com](http://www.bloompd.com)

## PARADE AND STREET CLOSURE GUIDELINES

Dear Bloomsburg Parade Permit Applicant:

Annually the Town is host to many events and activities that take place on the Town's public streets and additionally on many state highways. From spring through late fall there are many charity walks and runs that require cooperation and coordination between Police, Fire, EMS, EMA, Fire Police, Public Works and at times the Pennsylvania Department of Transportation.

These events require the host of the event to complete a **Parade Permit** application, the application must be submitted a minimum of thirty (30) days prior to the event and may be obtained on-line at [www.bloompd.com](http://www.bloompd.com). As Chief of Police I review the application and consider public safety risks and liabilities to all those involved. With each application, **you must:**

1. Submit valid proof of liability insurance listing the Town of Bloomsburg as an additional insured with the minimum amount of \$1,000,000. If your event is on a state highway i.e. SR 11 or 487, PennDOT also needs to be listed as an additional insured. **Please Note:** if traffic needs to be detoured onto SR 11 or 487 due to portions of I-80 being closed, your event will be cancelled.
2. Highlight on a map the proposed route of your event, run or walk.
3. If you require registration for your event, walk or run, include a release or waiver indemnifying the Town of Bloomsburg and its employees harmless from any claims. (provide a copy)
4. Submit a letter on behalf of the host organization indicating your request, the date, the time of your event and the location. You must state in the letter that you agree to fully indemnify and save harmless the Town of Bloomsburg and all employees and that you assume all liability for damages or injuries that occur to any persons or property through or in consequences of any act or omission of anyone associated with the event.

Once the permit is approved, you will be notified, failure to obtain and submit the application thirty (30) days prior to an event or fail to submit any of the above requested documents are reasons the permit may not be approved. It is your responsibility to contact the following Town of Bloomsburg departments to assist you and your event so it is safe and successful: **Police (570) 784-6779, Public Works (570) 784-2300, Fire Police (570) 441-2352, Fire Dept. (570) 784-1951**

Please remember that the fire police and fire department personnel donate their time. If you are able to make a donation to the Bloomsburg Fire Police, they utilize these dollars to purchase necessary safety equipment.

If your event utilizes the hospital parking lot located just off Lightstreet Road, please consider using East Second Street to begin your event as this eliminates a large detour from a state route. ALSO – Ft. McClure Blvd./River Road cannot be completely closed due to new athletic fields being located at "Streater Field" and the access road to the Town's compost site.

Should you have any questions, please contact me. I am more than happy to meet with you so your event is a safe and prosperous one.

Sincerely,

Roger Van Loan  
Chief of Police

Dear Permit Applicant:

The ability to host your event in Bloomsburg hinges on an important group of people, the Bloomsburg Fire Police. Fire police personnel are volunteers; they are not paid. They provide an invaluable service to keep your event safe. The dedicated group of men and women deserve our gratitude for the many hours they assist in traffic control at all hours of the day and night and through all types of weather.

In the past few years we have seen an increase in requests for fire police assistance, where fire police are utilized each and every weekend. Many times the fire police are directing traffic for all day events. If it were not for these volunteers, your event would not be able to occur.

When asking to host an event which include parades, processions, street assemblages or meetings that entail occupying, marching or assembling upon any public street, public parking lot, or sidewalk that will require streets to be blocked and traffic rerouted, we would ask you to consider a monetary donation to the Bloomsburg Fire Police. All donations will be used to offset costs for uniforms, portable radios, flashlights, etc. Please make your check payable to the Bloomsburg Fire Police along with your application. All donations are tax deductible.

Should you have any questions, please contact Chief of Police, Roger Van Loan at (570) 784-4155, ext. 168.

Thank you for your consideration!

**Town of Bloomsburg**  
**Parade Permit Application**  
Pursuant to Ordinance No. 797  
Adopted by Bloomsburg Town Council - May 12, 1997

A "Parade" shall include all parades, processions, and street assemblages or meetings that entail occupying, marching or assembling upon any public street, public parking lot, or sidewalk.

**\*A CERTIFICATE OF INSURANCE LISTING THE TOWN OF BLOOMSBURG AS AN ADDITIONAL INSURED WITH ONE MILLION DOLLAR PER OCCURRENCE MINIMUM COVERAGE IS REQUIRED WITH THIS APPLICATION**

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_  
(Include Start & Finish Times)

NAME OF EVENT: \_\_\_\_\_

ROUTE/LOCATION OF EVENT: \_\_\_\_\_

\_\_\_\_\_  
(Describe using street names, cross-street designations, and directional route. ie: Main Street from West Market to intersection of East Street and Lightstreet Road, traveling West to East)

Will You Require Fire Police? \_\_\_\_\_ (If so, please read back of application)  
(Usually needed if traffic needs to be re-routed, street closed or group crosses major intersections)

**It is the responsibility of the applicant to contact the following departments within the Town of Bloomsburg at least 30 days in advance of the event:** Bloomsburg Police Department (570) 784-6779, Public Works Department (570) 784-2300 and Bloomsburg Fire Police (570) 441-2352. Additionally, all events that require an application to participate (such as a run/race or walk) shall include a waiver and release waiving and releasing the Town of Bloomsburg and its employees from liability. Due to the large number of requests annually, the Town of Bloomsburg assumes no responsibility for the inability to provide sufficient traffic control at intersections for races, walks and other events that utilize public roadways.

**Name, Address & Telephone Number of Contact Person(s):**

\_\_\_\_\_  
(Please Print Name) Organization: \_\_\_\_\_

\_\_\_\_\_  
(Please Print Name) Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand the proposed parade must comply with all Pennsylvania Commonwealth Laws and Town Ordinances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**AUTHORIZATION TO HOLD PARADE AS DETAILED IN THIS APPLICATION:**

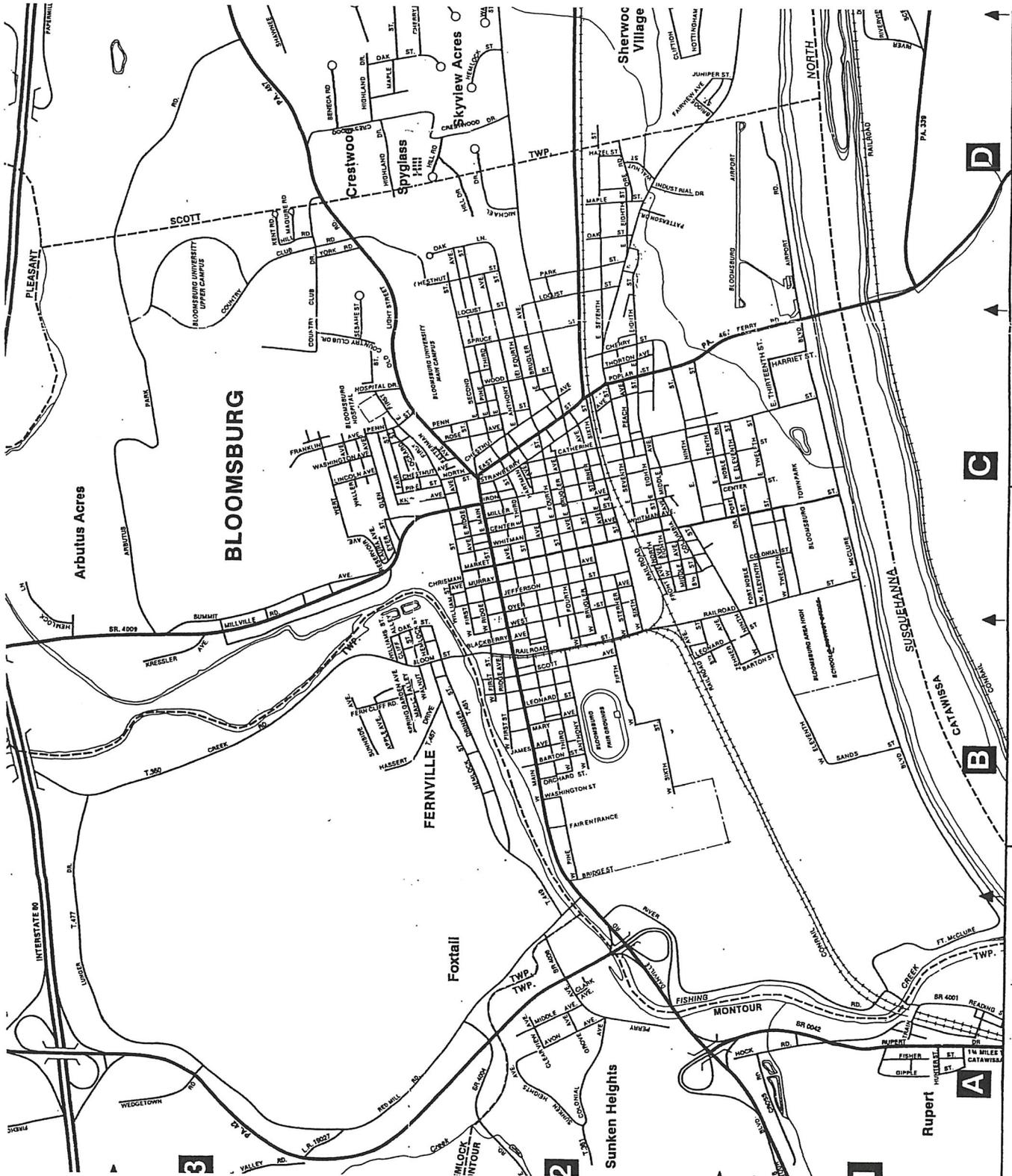
\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Insurance  Fire Police



Arbutus Acres

BLOOMSBURG

FERNVILLE

Foxtail

Sunken Heights

MONTOUR

Rupert

Skyview Acres

Sherwood Village

Spyglass Hill

Crestwood

SUSQUEHANNA

CATAWISSA

SCOTT

TWP.

D

C

B

A

3

2

1

1 MILES CATAWISSA

BR 4001

BR 0042

SR 4002

SR 4003

SR 4009

INTERSTATE 80

WEDGETOWN

PA 42

LA 1007

VALLEY RD

LOREER DR

PA 47

SR 4009

KRESSLER AVE

MILLVILLE RD

SR 4009

SR 4009