



Morgantown Police Department
 300 Spruce Street
 Morgantown, WV 26505
 304-284-7522 TDD: 304-284-7512
 www.morgantownwv.gov



SPECIAL EVENT PERMIT/NOISE WAIVER APPLICATION

Instructions and Information:

A special event permit is required for renting the Morgantown Marketplace Pavilion, hosting block parties or other social gatherings and parties, or using the right-of-way for parades, fairs, festivals, demonstrations, and other events as needed. A waiver of the City's noise code is required for any events with amplified sound as part of their planned activities.

The applicant must be the contact person or event organizer for the event submitted. Application must be submitted at least 15 days prior to the event. Completed applications may be submitted in person to the Morgantown Police Department at the address above or via email at specialevent@morgantownwv.gov. It is strongly recommended applicants contact special event staff (304-284-7522) to check on date availability prior to submitting a permit application.

Special Event Category (may require more than one):

- Category 1: Rental of the Morgantown Market Place Pavilion.
- Category 2: Block parties, neighborhood events, all social gatherings or parties within fraternity or sorority, temporary use of a building outside normal approved occupancy (e.g., haunted house, reception in warehouse, etc.)
- Category 3: The use of the public right-of-way for events including, but not limited to parades, fairs, festivals, carnivals, athletic events (e.g., runs, walks, cycling, marathons, triathlons, etc.), marches, rallies, *demonstrations (see next page), and the like.

Permit Fees: **Category 1 & 2 - \$25** **Category 3 - \$50**

Applicant Information:

Name: _____ Date submitted: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

Event Information

Event Name: _____ Event Date: _____

This event is a:

- Parade Athletic Event (Run/Walk/Bike)
 Block Party/Social Gathering Special Waiver to Noise Code (Article 527)
 Other (please describe)

Alcohol Present (sold or distributed) Yes No

Event Start Time: _____ Event End Time: _____ Event Set Up Time: _____

Expected Attendance: _____

Event Location/Description:

Parades Only

Parade Route:

Assembly Time: _____ Time Parade Will Begin: _____

Number of Vehicles: _____ Number of Persons on Foot: _____

Special Waiver to Noise Code (Article 527) - A waiver of the noise code is required for any events with amplified sound as part of their planned activities. **Bands are generally not allowed in neighborhoods or other residential areas, except in special circumstances.**

Describe the nature of amplified sound at your event:

Entertainment (please provide names of bands.):

Time From: _____ To: _____

Note: Noise Code Waiver will expire at 10 p.m. Sunday – Thursday and at 12:00 a.m. midnight on Friday and Saturday. No permanent barricades may be erected, and access must not be denied to emergency vehicles.

I, _____, certify that all residents of properties within 400 feet were contacted (this includes other residences in the building, building to the side, rear, and front across the street), advised of the event and permission was given.

Residents Contacted (attach additional sheet if necessary):

Name:

Address:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicant Signature: _____ Date: _____

If the event is planned at an apartment complex or an apartment not owned by the applicant, the landlord or leasing agent must sign that they are aware of the activity and it is approved.

Landlord/Agent Signature: _____ Date: _____

Morgantown Police Department

All yard debris, garbage, beer cans or cups must be removed (area cleaned) by noon the following day. A Morgantown police officer will inspect your property to ensure it is litter free.

Morgantown Fire Department

No fires or burning materials without written permission from MFD. No overcrowding of apartments or spaces. Building occupants are responsible for any tampering of fire protection systems.

***Demonstrations:** Demonstrations, rallies, and the like for the purpose of protected public speech may occur without a permit, subject to public safety laws, but the City recommends a permit so that public employees may coordinate and assist with the use of public space. Accordingly, the permit application deadline for Category 3 special events is not applicable for these types of events and permit applications for First Amendment events, if submitted, will be processed promptly.

(For Office Use Only)

Approved **Denied**

_____ Date _____ Police Chief Signature

Number of officers needed: _____ Hours: _____ Total Man Hours: _____

_____ Date _____ Fire Chief Signature

Fire Inspection Required? (additional \$100 fee) Yes No

_____ Date _____ Finance Department Signature

_____ Date _____ City Manager Signature

Public Works notified? _____ Communications notified? _____

*Special Conditions, if any:



Police Department Authorization

I, the undersigned officer of the MPD have met with _____
a representative for _____ and have approved the details of
this event to the satisfaction of the Morgantown Police Department.

_____ Authorized Signature – MPD SSU

_____ Date

***If any part of this event takes place on West Virginia University property, the WVU approval form needs to be completed and approved BEFORE the City begins processing the request.**