



Division of Teaching and Learning Support
Billings Public Schools
415 North 30th Street
Billings, Montana 59101-1298
Phone: (406) 281-5067 Fax: (406) 281-618

June 15, 2011

Public Work Office
2815 2nd Avenue North
Billings, MT 59101

To Whom It May Concern:

Billings Public Schools is pleased to bring our opening day activities to the Alberta Bair Theatre on August 23, 2011. This event will bring our staff of 1200 teachers and administrators to the downtown area to hear our opening day speaker.

We are requesting that 28th Street North between 3rd and 4th Avenue North (between Travel Café and Alberta Bair Theatre) be blocked off beginning at 7:15 AM and ending at 11:30 AM. This area will be used to set up tables designated by school name where teachers may check in. It will provide an area for teachers to greet each other after their summer break before heading into the theatre for the presentation. We are also setting up coffee so teachers may treat themselves to a cup of coffee.

This is traditionally a great time of celebration. The beginning of each school year is full of excitement. We are thrilled to have Alberta Bair Theatre as our location. If you have any further questions, please don't hesitate to contact me at 281.5067. Thanks in advance for your time and expertise in making this a positive event for Billings Public Schools. I look forward to hearing back from you.

Sincerely,

Gail Surwill
Assistant Superintendent
Billings Public Schools



**City of Billings
RIGHT-OF-WAY ACTIVITY
PERMIT**

Please check the type of activity you are applying for:

Parade Run/Walk/Procession Street/Alley Closure Block Party

Submit this application with attachments to either the: Public Works office, 2224 Montana Ave., Billings, MT 59101 or Downtown Billings office, 2815 2nd Ave North, Billings, MT 59101. Application packet should be turned in at least 60 days prior to the date of the proposed event for approval.

PERSON MAKING APPLICATION Gail Surwill

ORGANIZATION MAKING APPLICATION Billings Public Schools

PHONE 406.281.5067

ADDRESS 415 N. 30th Billings MT 59102
CITY STATE ZIP

EMAIL ADDRESS surwillg@billingschools.org

APPROXIMATE TIME EVENT WILL:

Assemble 7:15 AM Start 8:00 AM Disband 11:30 AM

DATE OF EVENT August 23, 2011

PURPOSE/DESCRIPTION OF EVENT: (Description and detail of the event.)

opening day for Billings Public Schools at Alberta Bair Theatre.
We would like 28th St. N between 3rd + 4th Ave. N to be
blocked off.

This will allow for 1200 teachers to check in and meet and
greet each other

EVENT ROUTE DESIRED (IF APPLICABLE): (Please attach map.)

Map show road to be blocked

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

CLEAN UP IMPLEMENTATION: (Company contracted or services you will provide)

Billings Public Schools facilities department will clean up

CERTIFICATION OF INSURANCE WHICH MUST SHOW: (1) The limits of liability coverage for the period of this agreement as a minimum of \$750,000 per claim/ \$1.5 million per occurrence general liability, and (2) the City of Billings named on the Certificate of Insurance as the additional insured. (Refer to the sample insurance copy. Please note a certificate of insurance *is not required* for Block Parties)

NOTICE: ANY MARKINGS (NO PAINT ALLOWED) TO BE PLACED ON PUBLIC RIGHT-OF-WAY MUST BE APPROVED BY THE CITY TRAFFIC/ENGINEERING DEPARTMENT PRIOR TO PLACEMENT, BE ENVIRONMENTALLY SAFE, AND NOT CONFLICT WITH EXISTING MARKINGS.

FOR DOWNTOWN EVENTS: YOU OR THE ORGANIZATION YOU REPRESENT MUST "ASSIGN" THE FIRST TWO BLOCKS OF THE DOWNTOWN EVENT ROUTE FOR NO PARKING TWO HOURS PRIOR TO YOUR EVENT USING THE ROUTE SIGNS PROVIDED BY THE CITY. IT IS YOUR RESPONSIBILITY TO PROVIDE THE APPROPRIATE BARRICADES FOR THE STREET CLOSURE.

IF USING THE ESTABLISHED EVENT ROUTE, THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE EVENT, AND A STREET SWEEPER, IF NECESSARY, TO FOLLOW THE EVENT.

COORDINATOR OF EVENTS AT WHICH ALCOHOL WILL BE CONSUMED IN PUBLIC RIGHT-OF WAY ARE REQUIRED TO OBTAIN AN OPEN-CONTAINER PERMIT FROM THE POLICE DEPARTMENT

UPON SIGNING OF THIS APPLICATION, THE APPLICANT AGREES NOT TO VIOLATE ANY STATE OR CITY CODES IN THE PRESENTATION OF THE REQUESTED SPECIAL ACTIVITY.

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Billings, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person and from all liability claims, actions or judgments which may arise from the activity.

Applicants also agree to obtain valid "save or hold harmless agreements" from all participants in its activity, protecting the City of Billings from all losses arising out of its activity, including damages of any kind or nature.

APPLICANT SIGNATURE Paul Surwell DATE 6-15-11
APPLICATION APPROVED _____ DATE _____
APPLICATION DENIED _____ DATE _____

ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES [] NO []
(IF YES, ATTACH COPY)

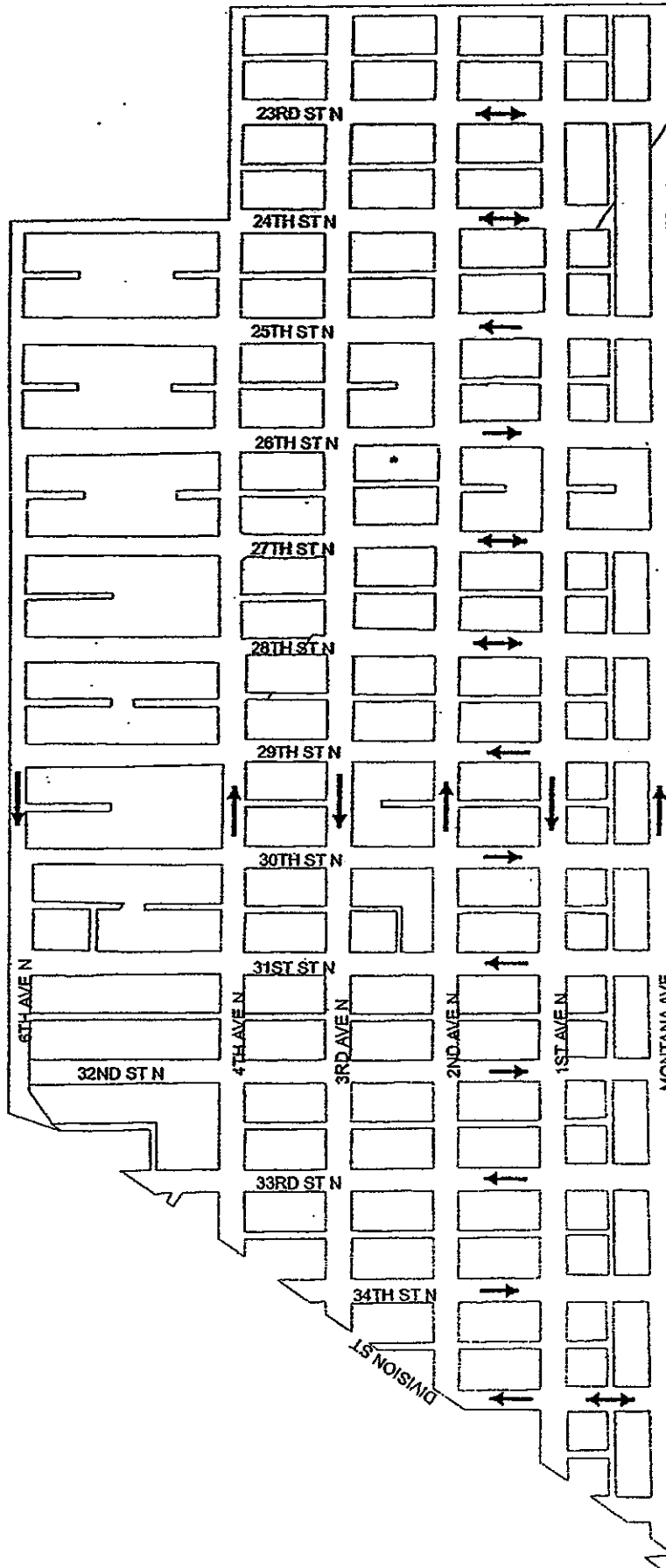
FOR CITY USE ONLY

FEE: \$100.00
PAID: _____
DATE: _____

- COPIES TO:**
CITY ADMINISTRATOR
DEPUTY CITY ADMINISTRATOR
POLICE CHIEF
FIRE CHIEF
FIRE MARSHALL
MET TRANSIT MANAGER
STREET/TRAFFIC SUPERINTENDANT
TRAFFIC ENGINEER
PRPL DIRECTOR
PARKING SUPERVISOR
CITY ATTORNEY

Downtown Billings Street Direction Map

(If Applicable) or your own map



Block in front of Alberta Bear 28th between 3rd & 4th

