



**APPLICATION FOR USE OF PUBLIC WAYS**  
**WALKATHON OR SIDEWALK PARADE**

*(please print or type)*

Sponsoring Organization's Name \_\_\_\_\_

Sponsoring Organization's Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

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

Type of Event:       Walkathon                       Sidewalk Parade/Procession

Is this the first time your organization has sponsored this event?       Yes               No

If not, has the person(s) in charge of organizing the event changed since it was last applied for?       Yes               No

For events that have been held previously, has the City provided any support or services to your event?       Yes               No

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this event require the closure of public ways?       Yes               No

Will the event encumber metered parking spaces ?       Yes               No

(if so, please provide number, location, and what they'll be used for): \_\_\_\_\_

\_\_\_\_\_

Is the event timed and competitive?                       Yes               No

Date of the Event: \_\_\_\_\_ Timing of Event: \_\_\_\_\_

Estimated Number Participants: \_\_\_\_\_

Route - list all streets and include map: \_\_\_\_\_

\_\_\_\_\_

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Please provide the number of Marshals/Volunteers you are planning (if any) and where they are proposed to be located along the route: \_\_\_\_\_

Does your route include areas on private property?  Yes  No  
***If so, signed permission from each private property owner must be submitted with this application.***

If your route includes City park lands or bike paths, the request to use these areas must be approved by the Parks and Recreation Department:

\_\_\_\_\_  
Signature of Approval, Parks and Recreation Dept.

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*(for Departmental Use)*

Application and Fee Received on \_\_\_\_\_ by \_\_\_\_\_

Police Department Review of Route by \_\_\_\_\_

License Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Issued: \_\_\_\_\_

## **What are Walkathons & Sidewalk Processions?**

*Walkathon* means a community or school fundraiser in which participants raise money by collecting donations or pledges for walking a predetermined distance or course. Participants remain on sidewalks or off the traveled portion of any public right of way, and have no impact on vehicular traffic.

*Procession* means a number of people moving forward in an orderly fashion that remain on sidewalks or off the traveled portion of any public right of way, has no impact on vehicular traffic and does not include marching bands or floats, especially as part of a ceremony or festival.

## **Obtaining a License**

The City Clerk is the licensing authority for Walkathons and Processions. To obtain a license, the applicant must complete an application that is submitted to the City Clerk's Office along with the applicable fee. The applicant will also need to submit a certificate of liability insurance listing the City of Keene as an Additional Insured. The City Clerk's Office will initiate a review process with various City departments to determine licensing conditions. Once the review process had concluded the City Clerk will issue the license.

Licenses issued under this section of the City Code are date specific. The application fee for this license is \$30.00. If City resources are required to ensure safety, these costs are passed along to the applicant.

**To review the regulations relative to this type of license, please go to the Keene City Code at the following web address:**

[https://www.municode.com/library/nh/keene/codes/code\\_of\\_ordinances](https://www.municode.com/library/nh/keene/codes/code_of_ordinances)

**Chapter 46 is the Licensing Chapter.**