



~~2-264-20~~ **EVENT APPLICATION AND PERMIT**

~~Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):~~

~~A. Related SOP(s)~~

~~None~~

~~B. Form(s)~~

~~City of Albuquerque Parade and Event Application
Form #3083 The Block Party Application and Permit form
Park Use Application~~

~~C. Other Resource(s)~~

~~None~~

~~D. Rescinded Special Order(s)~~

~~None~~

~~2-26-1~~ **Purpose**

~~The purpose of this program is to obtain all necessary permits, applications, and agreements in regards to Block Parties and Park Use that fall within the City of Albuquerque.~~

~~2-264-20-21~~ **Policy**

~~It is the policy of Field Services the Albuquerque Police Department (Department) to review all citizen community member requests for Block Party and Park Use Applications.~~

N/A ~~2-26-3~~ **Definitions**

~~None~~

7 ~~2-26-44-20-2~~ **Rules and Procedures**

~~A. Filing the Block Party Application and Permit~~

~~1. Filing of Block Party Permit~~



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~~— The area and/or watch commander or their designee shall have the Block Party Application and Permit form filled out by the sponsor.~~

~~— The sponsor is will be given the original form and instructed to survey the residents involved.~~

~~— Then the sponsor must also hand carry the application to the below listed departments and have each sign off on the form.~~

~~1. —~~

~~a. Albuquerque Fire and Rescue (AFR) Fire Department/Fire Marshal's Office at 724 Silver Ave SW~~

~~b. The Department of Municipal Development in the Plaza Del Sol Building 600 Second St NW, 8th floor, room #800~~

~~— Environmental Health Department 1 Civic Plaza NW 3rd floor room 3023~~

~~2. The sponsor will then return the form to the area or watch commander.~~

~~3. The area commander or his/her their designee shall review the form for completeness and ensure that the proper signatures were obtained.~~

~~4. The area or watch commander of their designee shall either approve or disapprove the Block Party Application and Permit.~~

~~5. If it is approved, the sponsor shall be notified, and copy distribution made to watch commanders and Operations Review Section.~~

~~— If it is disapproved, the sponsor shall be notified and advised why. They shall also be advised that they have a right to make an appeal.~~

~~6. The appeal process is as follows:~~

~~a. The Chief of Police;~~

~~b. The Deputy Chief Administrative Officer; and~~

~~c. The Mayor~~

~~7. Once the appeal process is completed, the results will be forwarded back to the area command, and the sponsor will be notified of the outcome.~~

~~B. Park Use Application~~

~~1. Park Application~~

~~a. The applicant is questioned to determine if the request meets any of the following criteria that would be of interest to the Department.:~~



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- ~~b. If drinking is requested, in a drinking park only.~~
 - ~~c. Any groups over Fifty (50) people.~~
 - ~~d. Any situation that could become controversial.~~
 - ~~e. Any entertainment and/or sound amplification requested.~~
 - ~~f. Any demonstrations.~~
 - ~~g. If there are numerous requests for the same day in a particular area command and/or throughout the City; and~~
 - ~~h. Any situation that may require police action.~~
- ~~2. If none of the above criteria is present, then police approval is not required.~~
- ~~3. Parks and Recreation will prepare the Park Use Application and either approve or disapprove.~~
- ~~a. A copy is then sent to the Chief of Police, and to the appropriate affected area command, where they will be maintained for one year.~~
 - ~~b. Even though police approval is not required, the application is sent to the area command to advise police of the activity.~~
- ~~2. Park Use Permits that require prior approval of the Department.~~
- ~~a. Parks and Recreation will tentatively schedule the park.~~
- ~~b. Parks and Recreation will determine the need for additional permits for food, liquor, or noise.~~
 - ~~c. Parks and Recreation will arrange for noise permits to be sent to the Police Department for distribution to the appropriate area command, along with the Park Use Permit as listed in 2-6-2-B-1-c-i.~~
 - ~~d. Other permits will be obtained by the applicant.~~
- ~~2. After required permits are obtained, the applicant will hand carry the Park Use Permit to the appropriate area command, where it will be approved or disapproved by the area commander or his their designated representative.~~
- ~~a. The applicant will return the application to Parks and Recreation for final approval or disapproval.~~
 - ~~b. Final copies of the application will be sent through the area commander to the Police Department for distribution. (See 2-6-2-B-1-c-i)~~



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~~c. If disapproved, the applicant may appeal to the CAO.~~

~~C. Parade Application~~

- ~~1. Copies of Form 3083, City of Albuquerque Parade and Event Application shall be maintained at all substations. Employee Personnel contacting citizens community members who wish to apply for a special event should give them a copy of the form and encourage them to contact the Special Events Office at 505-768-3483 to assist them with their application.~~

REDLINED