

Assembly Permit Regulations

General Permit Requirements

- The street closure or obstruction must not substantially burden the residents of the neighborhood or the general public who might otherwise have occasion to use the roadway.
- If the assembly is located adjacent to a park or facility, the assembly shall not unreasonably interfere with any other scheduled events or normal park or facility operations.
- The permit holder shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- The permit holder shall keep the permit at the location of the activity and shall promptly produce the permit upon request of the city or RCPD.
- No alcoholic beverages shall be located upon, or consumed within the permitted area by persons who may have occasion to attend the assembly.
- The assembly shall only be held during the hours specified on the permit.
- No permanent or semi-permanent markings shall be made on city streets, sidewalks, parking lots or other city property.
- Temporary signage may be installed within the permitted area, provided that it is posted no more than 30 minutes before the beginning of the assembly and removed within 2 hours after the conclusion of the activity.
- Any beverage served, provided or consumed within the permitted area shall not be served within glass containers.

Permit Revocation

The city clerk may deny, suspend or revoke a permit for any of the following reasons:

- (1) Failure to submit a complete application and/or the permit fee.
- (2) Fraud, misrepresentation, or false statement in the permit application or its attachments.
- (3) Failure to comply with the standards for issuance, the conditions of the permit, or any of the provisions of this chapter.

An officer of the Riley County Police Department may revoke a permit, during the special event, in the following circumstances:

- (1) Failure to comply with the standards for issuance, the conditions of the permit, or any of the provisions of this chapter.
- (2) If criminal activity occurs during the special event, for which a citation is issued or an arrest made, that is reasonably likely to cause injury or threat to persons or property or to create an unreasonable disturbance.