

## Notification:

No legal requirement unless the group is over 25 people

### Following approval:

You must inform local law enforcement and emergency services and provide them with course maps, detours and times.

Iowa City Police	356-5275
Iowa City Fire	356-5260
Johnson County Sheriff	356-6020
Johnson County Ambulance	356-6012
Coralville Police	248-1800
Coralville Fire	248-1835
University Heights Police	337-6900
UI Campus Security	335-5022

### If your event crosses/runs:

On a State Highway, you must contact the Iowa DOT to request permission for closure, reroute, or temporary shutdown of that roadway. The DOT will require that you provide law enforcement at the appropriate intersections.

**Contact:** Newman Abuissa  
Staff Maintenance Engineer  
Cedar Rapids Office  
1-319-365-3558

If you cross any railroad tracks you must inform CRANDIC and/or the Iowa Interstate Railroad:

**Contact:** CRANDIC  
1-319-786-3636

**Contact:** Iowa Interstate Railroad  
1-319-298-5433

If the event enters the downtown area, you must inform the inter-city/state bus lines.

**Contact:** Iowa City Bus Depot  
319-337-2127

If the event is scheduled for a Sunday, we suggest notifying any area churches that may be affected.

### Notes:

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## Parade/Race/Event Street Use Planning Guide



### For More Information:

**Contact:** City of Iowa City  
Streets Division Office  
319-356-5181

## Introduction:

When your event requires the use of Iowa City streets, there will be planning and activities that your group will need to do before, during and following your event. This brochure is intended to help you find the appropriate assistance, information and referrals to guide you through this process.

In general, streets are the least desirable place to hold public events. Diverting traffic safely can be a major undertaking. Early in the planning stages you may want to ask:

- Can the event be accommodated through the use of Iowa City's trail system?
- Can your event be accommodated by one of Iowa City's parks? (See enclosed Trail Guide brochure).

**Contact: Parks & Recreation**  
**319-356-5100**

Planning the route for your event is very important to the safety of all participants. Your event may require special signage, barricades, equipment, traffic control and notification to affected agencies, for which your organization will be responsible.

## Applying for a Permit:

The "Citizen's Guide to Use of Public Property" can be obtained on-line at [www.icgov.org/publicuse](http://www.icgov.org/publicuse) or at the city Manager's office:

**Contact: Adam Bentley**  
**319-356-5010**

When you apply for a permit, your information will be sent to various city departments to review for conflicts and make recommendations. (See "Citizen's Guide to Use of Public Property" for application deadlines).

Please note that you will make your own arrangements for any traffic plan, barricading, flagging, placing and maintaining of no parking signs, safety gear, traffic control, affected agency notification or law enforcement needs your event may require.

- **No Parking** signs must be placed 48 hours PRIOR to the event and/or 48 hours prior to towing. **Towing** of cars and placement of **No Parking** signs must be approved by the city.

- **No Parking** signs and towing approval can be obtained from the city Parking Division.

**Contact: Chris O'Brien**  
**319-356-5094**

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Any intersection that is controlled by traffic lights must have a law enforcement officer present to control traffic.

Any intersection that is controlled by stop signs or yield signs should have personnel trained in traffic control and outfitted with wands and reflective type vests.

Any intersection that is uncontrolled should also have personnel trained in traffic control and outfitted with wands and reflective type vests.

Iowa City Streets Division has available a general traffic control instruction sheet that can be photocopied and distributed for your organization's use.



## Resources:

### Route Planning:

Advanced Traffic Control, Cedar Rapids, Iowa  
1-319-396-5269

Beeline Corp., Cedar Rapids, Iowa  
1-319-366-5650

### Devices Rental:

#### Barricades/Signs/Traffic Cones:

Beeline Corp., Cedar Rapids, Iowa  
1-319-366-5650

Feslers, Inc., North Liberty, Iowa  
319-626-6520

Tri-State Signing, Des Moines, Iowa  
1-800-499-3136

United Rentals Highway Technologies  
Des Moines, Iowa  
515-264-1490

Iowa City Streets Division has a limited amount of equipment that may be available for public use.

**Contact: John Sobaski**  
**319-356-5182**

### Two-Way Radio Equipment:

CEC, Iowa City  
319-338-1281

### Traffic Safety Vests:

Aero Rental  
Iowa City  
319-338-9711

### P.A./Sound Reinforcement:

Big Ten Rental, Iowa City  
319-337-7368