

**SUBMISSION INSTRUCTIONS:** Complete and email this form to the Borough Secretary (taylor@grovecityonline.com) at least 30 days before your event. The request will be presented at the next regularly-scheduled Borough Council meeting (typically the 3rd Monday of each month).

**QUESTIONS?** Call 724-458-7060 x105. All event approvals and policies are governed by Borough Resolution 2026-10.

**LATE SUBMISSIONS - ADMINISTRATIVE APPROVAL:** Certain small-scale or low-impact events submitted after the 30-day deadline may be considered for administrative approval on a case-by-case basis. If you are seeking administrative approval, please complete the enclosed checklist (Part 7) to ensure your event will qualify.

## 1. REQUESTER & CONTACT INFORMATION

Requester Name

Date Submitted

Sponsor Group / Organization Name

Organization Representative (If different than requester)

Street Address

City / State / ZIP Code

Contact Name (If different than requester)

Contact Phone Number(s)

Contact Email

## 2. EVENT DETAILS

Name of Event

Type of Event

Event Date

Alternate Date

Approximate  
# of  
Attendees

Event Start Time

Event End Time

## 3. SETUP & TEARDOWN

Setup Date

Setup Start Time

Setup Duration

Takedown Date

Takedown Start Time

Takedown Duration

Setup / Takedown Needs & Special Details

**⚠ RACE / WALK / PARADE EVENTS:** A diagram of the proposed route must be submitted with this form and approved by the Chief of Police before the event may proceed.

### 4. SERVICES & RESOURCES REQUESTED

Check all boxes that apply:

|                          |                              |                          |                                  |
|--------------------------|------------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | Street Closure(s)            | <input type="checkbox"/> | Removal of Barricades (teardown) |
| <input type="checkbox"/> | Barricade Use                | <input type="checkbox"/> | Trash Removal / Pickup           |
| <input type="checkbox"/> | Special Parking Restrictions | <input type="checkbox"/> | Disconnect Electric (teardown)   |
| <input type="checkbox"/> | Traffic Control Assistance   | <input type="checkbox"/> | Removal of Banner (teardown)     |
| <input type="checkbox"/> | Portable Restroom Placement  | <input type="checkbox"/> | Other (describe below)           |
| <input type="checkbox"/> | Special Electric Setup       | <input type="checkbox"/> | Banner Request                   |
| <input type="checkbox"/> | Publicize on Borough Website | <input type="checkbox"/> | Park Shelter Reservation         |

**Street Closure(s) - street name(s) and specific section(s):**

**Special Electric Setup details / Other details:**

- **Website listing:** attach a brief text summary.
- **Department Coordination:** Street closings, electric setup, traffic control, and barricades require coordination with Borough departments (Electric, Police, Public Works). Costs incurred by the Borough may be billed to the requester/sponsor.
- **Park Shelter reservations:** Borough Utility Office 724-458-7060.
- **Banners:** Banners not picked up from Borough Electric within 2 weeks after the event will be disposed of.

### 5. CERTIFICATE OF LIABILITY INSURANCE

A Certificate of Liability Insurance naming the Borough of Grove City as an additional insured is required and must be submitted to the Borough office no later than 10 days prior to the event.

**Certificate Submitted (date)**

**Submitted By**

### 6. AGREEMENT & SIGNATURES

**⚠ IMPORTANT NO EARLY ADVERTISING:** ABSOLUTELY NO EVENT ADVERTISING IS TO BE DONE PRIOR TO RECEIVING OFFICIAL WRITTEN NOTIFICATION FROM THE BOROUGH SECRETARY OF COUNCIL APPROVAL (OR ADMINISTRATIVE APPROVAL, IF APPLICABLE).

By signing below, I/we confirm that I/we have read, understand, and agree to comply with all instructions and requirements stated in this form, including insurance obligations, cost-reimbursement terms, and the no-advertising restriction above.

**Requester Signature**

**Printed Name**

**Date**

**Sponsor Signature (if different)**

**Printed Name**

**Date**

This checklist is for Borough staff use when determining whether a Special Event Request may be approved administratively by the Borough Manager or must be referred to Borough Council. If you would like your event to be considered for administrative approval, please complete and return with the special event request form.

### STEP 1 - IS THE EVENT AN ELIGIBLE EVENT TYPE?

Check all that apply:

- ☐ Park pavilion or shelter reservation associated with a community gathering outside of the picnic shelter reservation season.
- ☐ Educational program, demonstration, or informational event conducted in a Borough park or facility.
- ☐ Charity fundraiser conducted entirely on Borough property and not requiring a street closure.
- ☐ Church, school, scout, youth organization, or nonprofit event held within a Borough park and not requiring additional facilities.
- ☐ Race, walk, or 5K event conducted entirely within Hunter Farm Park and not requiring any street closures.

 IF NONE OF THE ABOVE ARE CHECKED → COUNCIL APPROVAL IS REQUIRED

### STEP 2 - ADMINISTRATIVE APPROVAL CRITERIA

All of the following must be checked "YES" to qualify for administrative approval:

| Requirement                                                                 | YES                      | NO                       |
|-----------------------------------------------------------------------------|--------------------------|--------------------------|
| No street, alley, or roadway closure requested                              | <input type="checkbox"/> | <input type="checkbox"/> |
| No special electrical installation or temporary electrical service required | <input type="checkbox"/> | <input type="checkbox"/> |
| No extraordinary police staffing required                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| No extraordinary Public Works staffing required                             | <input type="checkbox"/> | <input type="checkbox"/> |
| No extraordinary Electric Department staffing required                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Expected attendance is 200 people or fewer                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| No alcohol service proposed                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Event does not conflict with another scheduled Borough event                | <input type="checkbox"/> | <input type="checkbox"/> |
| Required insurance documentation has been submitted or waived               | <input type="checkbox"/> | <input type="checkbox"/> |
| Event presents minimal operational impact on the Borough                    | <input type="checkbox"/> | <input type="checkbox"/> |
| Event presents minimal public safety concerns                               | <input type="checkbox"/> | <input type="checkbox"/> |

 IF ANY ITEM ABOVE IS MARKED "NO" → COUNCIL APPROVAL IS REQUIRED

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief.

Signature of Applicant

Printed Name

Date

#### BOROUGH STAFF USE ONLY

☐ APPROVED ADMINISTRATIVELY

☐ REFERRED TO BOROUGH COUNCIL

Event Name:

Sponsor Organization:

Event Date:

Reviewed By:

Date:

\_\_\_\_\_  
**Comments:**

\_\_\_\_\_  
**Form Received (date)**

\_\_\_\_\_  
**Submitted to Council (meeting date)**

**Admin Approval?**

☐ Yes ☐ No

\_\_\_\_\_  
**Borough Rep Initials**

\_\_\_\_\_  
**Approval Notification Sent (date)**

**Via**

☐ Mail ☐ Email

**Departments Advised:**

☐ Admin Staff    ☐ Electric    ☐ Police    ☐ Public Works    ☐ Water/Wastewater

\_\_\_\_\_  
**Cert. of Liability Received (date)**

\_\_\_\_\_  
**Banner Info (if applicable)**

\_\_\_\_\_  
**Fee Paid (amount/date/check #)**

\_\_\_\_\_  
**Request Sent to PennDOT (date)**

\_\_\_\_\_  
**PennDOT Approval Received (date)**

\_\_\_\_\_  
**Race Route Approved by Police Chief (date)**

\_\_\_\_\_  
**Costs Billed - Amount / Date / Invoice #**