



# Rome Police Department

## ASSEMBLY PERMIT APPLICATION



DATE OF APPLICATION \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_  Non Profit ID# (if checked) : \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Authorized Representative(s): \_\_\_\_\_

NOTE: If the assembly is being organized by, on behalf of, or for someone other than the person submitting this application, the applicant must provide a written authorization form from that person giving them permission to apply for the permit on their behalf.

Assembly Designee(s):

NAME	ADDRESS	PHONE

NOTE: The assembly designee must be present at the assembly at all times and is responsible for the assembly and conduct of its participants. The assembly designee must have this permit on his/her person during the entire assembly, including mobilization and de-mobilization. (Electronic copy will suffice.)

ASSEMBLY START DATE	ASSEMBLY END DATE	ASSEMBLY START TIME	ASSEMBLY END TIME

Assembly Type:  Competitive Race (Foot, Bicycle)  Convention  Festival  Live Performance  Music  
 Non-Competitive on Public Way  Political Rally  Sales  Speaker  
 Other \_\_\_\_\_

Location of Assembly: \_\_\_\_\_

NOTE: If the assembly is to be mobile, a detailed map must be attached to the Assembly Permit at the time of application.

Anticipated Number of Attendees: \_\_\_\_\_ Will vehicles be utilized:  YES  NO If yes, anticipated number: \_\_\_\_\_

Will animals be utilized:  YES  NO Anticipated Number: \_\_\_\_\_ Description: \_\_\_\_\_

*IN THE EVENT that vehicles or animals are to be utilized during the course of the event, the applicant shall be required to obtain Special Event/ Liability Insurance with a minimum coverage limit of one million dollars (\$1,000,000). A Certificate of Insurance naming the City of Rome as an additional insured must be submitted in conjunction with this Assembly Permit application prior to the issuance of any approval for this event.*

Will sound amplification equipment be used?  YES  NO Description: \_\_\_\_\_

NOTE: All sound amplification must comply with City of Rome Ordinances.

Will Temporary Static Structures be used?  YES  NO Description: \_\_\_\_\_

Will Signs, Placards, Displays, Flags or Banners larger than 3' x 3' be used?  YES  NO

Description if larger than 3' x 3': \_\_\_\_\_

Will Signs, Placards, Displays, Flags or Banners be composed in whole or part of wood, metal, or hard plastic?  YES  NO

Will artificial lighting be used?  YES  NO Description: \_\_\_\_\_

Will alcohol be sold or allowed:  YES  NO Will food service be offered?  YES  NO

Describe the anticipated need for safety, police, medical, fire, sanitation, or emergency management:

A disclosure as to whether the applicant or any entity for whom the application is being made is, or has been, a party to any legal action, criminal, civil, or administrative, arising out of any event of a nature substantially similar to the one proposed in the application is required. If so, briefly give a factual summary of such events including the dates and locations:

The applicant agrees that, if the application does not contain all of the required information or materials, or the information is so incomplete, vague, or ambiguous as to prevent a meaningful review by the permitting officer or the application contains material omissions, falsehoods, or misrepresentations, the permit may be denied by the permitting officer. The applicant also agrees that any violations of laws or ordinances during the assembly will result in the assembly permit being revoked and assembly dispersed. Violations of the assembly permit will also factor in the decision to approve any future assembly permit applications.

Signature of Applicant: \_\_\_\_\_

This Assembly Permit will be issued subject to the acceptance of the required modifications listed below:

For information regarding Assembly Permits, click the link below that links to the City of Rome Code of Ordinances:

[https://library.municode.com/ga/rome/codes/code\\_of\\_ordinances?nodeId=PTIICO\\_CH11LIPEBURE\\_ARTIXPUDEPARA\\_DIV2ASSTSIPAOTPUPL\\_S11-501DE](https://library.municode.com/ga/rome/codes/code_of_ordinances?nodeId=PTIICO_CH11LIPEBURE_ARTIXPUDEPARA_DIV2ASSTSIPAOTPUPL_S11-501DE)

**To be completed by Permitting Officer:**

Assembly Permit Fee Paid:     YES     NO

Assembly Permit Approved:     YES     NO

If no, Explanation:

DATE OF APPROVAL: \_\_\_\_\_

Signature of Chief of Police / Designee: \_\_\_\_\_

**EVENT PLANNING WORKSHEET**  
**(For event action planning, only)**

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fire Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Medical Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Health Services Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Public Works Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EMA Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

RFPR Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DDA Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

City Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Event Action Plan required?  YES  NO Date of EAP Meeting: \_\_\_\_\_ Location: \_\_\_\_\_

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*Event plans required prior to approval:*

- Security / Police Safety     Medical     Health Services / Food Inspection     Fire / Inspection
- Transportation / Parking     Evacuation     Weather     Communications     Demobilization

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*Permits / Agreements Needed:*

- Food Inspection     Alcohol Special Permit     Rome-Floyd Parks & Recreation Agreement / Facility Rental
- City of Rome Facility Rental / Agreement

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*EAP Meeting Notes:*

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*After Action Meeting Notes:*