Customer Support Services

City Clerk

Submit by E-mail

35 North 1st East
Rexburg, ID 83440

blairk@rexburg.org
www.rexburg.org

Phone: 208.359.3020 x2313
Fax: 208.359.3022

CITY OF REXBURG
America's Family Community

☐ PERMIT FOR PUBLIC GATHERING $25.00

☐ PERMIT FOR A PARADE $25.00

*Reference: **Ordinances 759 & 810** – An application for a permit shall be filed with the City Clerk at least forty-five days (45) and not more than one year before the parade or public assembly is proposed to commence.*

Date of Application: _____ **Event Name**: _____

Event Location: _____ **Date of Event**: _____

Time of Event: _____ **Number of Participants and Observers**: _____

Signature of Applicant: _____ Printed Name: _____
Address of applicant: _____ Phone No: _____
Cell No. _____

Please indicate your plan for crowd control in this space:

_____

_____

- Any other gatherings in the same area at the same time are not to be disturbed.
- With the issuance of the permit, **the applicant is responsible for the crowd control**. If any disturbances of any sort occur; the City of Rexburg Police Department has the right to revoke this permit at any time.
- This is not a valid permit without the signature of both the City Clerk and the Chief of Police.
- This permit must be shown at the parade and/or gathering, and must be available upon request. If NON-PROFIT provide 501(c) (3) No. _____

AUTHORIZATIONS: _____

1. Number of port-a-potties required_____; 2. **Maximum** Building Occupancy approved _____;

3. Other requirements: _____

_____	_____
City Clerk	Chief of Police
_____	_____
Fire Department	(City Department – *If required*)

Office use only for administrative fees: Administrative fee: $ 25.00

Number of Police Officers: _____ Rate: $30.00 per hr. Police Department assistance: $_____
Number of Fire Department personnel: _____ Rate: $30.00 per hr.
Fire Department assistance: $_____
Public Facilities costs: $_____
TOTAL FEES: $_____

Receipt Code MISCG Method of Payment_____ Revised 11/15/11