



CITY OF GARDNER POLICE DEPARTMENT

200 Main Street
Gardner, Massachusetts 01440

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Richard A. Braks
Chief of Police
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City of Gardner Code 508-1

Permits

Any person, group or organization who wishes to assemble while in a public way for any length of time must obtain authorization through a permit issued by the Gardner Police Department's Chief of Police. This permitting process is applicable for person's groups or organizations who wish to solicit donations for the purposes of fundraising (e.g. voluntary toll booth or boot drive) and will be sanctioned on a case by case basis as determined by the Chief of Police or his designee.

Permitting must adhere and meet the following requirements:

1. An application for a permit must be submitted no less than two weeks prior to date the activity requested.
2. The person, group or organization shall be a charitable or non-profit group and the proceeds obtained from solicitation must be used exclusively for charitable purposes.
3. Inappropriate coercion or solicitation for collection of donations is strictly forbidden.
4. Anyone under the age of 18 is prohibited from being in any area of the designated collection sites.
5. Orange or lime green fluorescent colored signs must be posted no less than 50 feet from the vicinity of the collection site(s) and situated in a manner to maximize notification to oncoming traffic of the upcoming designated collection site and any obstacles in the roadway.
6. A minimum of six, 28" tall (or greater) orange fluorescent reflectorized traffic cones must be set up in a taper around the collection site to act as a barrier keeping collectors within a safe zone and to guide approaching traffic into available lanes to safely pass the collection site.
7. Each collection site must be positioned in the physical center of the roadway between the shoulders and must not exceed a perimeter greater than 8 feet in length and 4 feet in width.
8. Each collection site shall in no way may impede in the free flow of right of way traffic and will not limit the perceptibility of pedestrians in the area to on-coming traffic .
9. All collectors taking post in the collections site(s) shall be outfitted with an approved American National Standard Institute lime green high visibility safety vest which will be worn at all times while engaged in roadway collection activities.
10. The Chief of Police or his designee has the right at any time to increase the safety measures of any permitted activity and maintains paramount control to revoke permits if additional requests by the police department are not adhered or the listed stipulated requirements are not being followed.



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508-1 Permit Information

Date of Event: _____

Time of Event: _____

Location: _____

Group or Organization: _____

Contact Person & Phone Number: _____

Liability or Insurance Policy Information Required: _____

Please list the names of personnel who will be involved in the requested activity

Name: _____

Name: _____