BLOCK PARTY INFORMATION

WE WANT EVERYONE TO HAVE A GREAT BLOCK PARTY AND IN ORDER TO MAKE YOUR PARTY SUCCESSFUL, PLEASE NOTE THE FOLLOWING:

1. THE POLICE DEPARTMENT NEEDS TWO WEEKS NOTICE TO APPROVE THE APPLICATION AND SEND TO EACH DEPARTMENT INVOLVED.

2. TIME FOR THE PARTY SHOULD BE LIMITED TO THREE HOURS.

3. THE PARTY SHOULD INCLUDE YOUR NEIGHBORHOOD AND BE A "GET TO KNOW YOUR NEIGHBORS" TYPE ATMOSPHERE.

4. ONLY CONES MAY BE USED TO BLOCK STREETS AND THEY MAY BE PICKED UP FROM PUBLIC WORKS. SEE APPLICATION FOR PUBLIC WORKS INFORMATION.

5. TO REQUEST YOUR BLOCK PARTY, PLEASE SEND THE FOLLOWING DOCUMENTS TO blockparty@friscotexas.gov. YOU WILL RECEIVE AN EMAIL CONFIRMATION ONCE YOUR PARTY IS APPROVED.

    a. *COMPLETED* BLOCK PARTY REGISTRATION FORM
    b. *SIGNED* EVENT COORDINATOR ACKNOWLEDGEMENT FORM
    c. MAP SHOWING THE LOCATION OF THE PARTY, INCLUDING WHERE CONES WILL BE PLACED IF APPLICABLE *(CAN BE PRINTED OR HAND DRAWN)*

BLOCK PARTY REGISTRATION FORM

Date: _____

Name: _____

Address: _____

Best Contact #: _____

Email Address: _____

Title of Party: _____
(Get to know your neighbors, Home Owners Association, etc.)

Date of Party: _____

Beginning Time: _____ **Ending Time:** _____

Address or Street of Party: _____

Cross Street #1: _____

Cross Street #2: _____

Special Requests/Comments: _____

_____

_____

The use of city owned traffic cones requires a $100.00 check deposit.
Cones may be picked up and returned before 4 pm, Monday through Friday at the Department of Public Works at 11300 Research Road. Deposit check will be returned upon the return of the traffic cones. Cones must be returned within 3 days from the end of the event. A fee will be assessed for lost or unreturned cones @ $25.00 per cone.
A maximum of 10 cones issued per event.

****Please Note: If you have not been contacted by any of the departments listed below within one week of your party, please send an email to: blockparty@friscotexas.gov

Block Party Authorization List:

- ☐ **Deputy Chief Shilson's Approval** ☐
- ☐ **Deputy Chief Eft Approval** ☐
  (contact # 972-292-6314)
- ☐ **City Services/Street Dept** (Contact #972-292-5800)
- ☐ **Copy to Community Services** (Contact # 972-292-6139)
- ☐ **Copy to Patrol Supervisor(s)** **Dispatch**

****Contact Carey Frazier, Building Inspections, Reference any required permits. 972-292-5301**

Helpful requirements to make your party a success:

1. Orange traffic cones should be obtained to block off each end of your block party location. See your application form for where you can get some from the city if you do not have any. The reason for the cones as opposed to allowing cars, trash cans, or other large obstructions to be used is to allow police or fire equipment to get to the location in case of an emergency without having to wait for someone to move the blockage. In an emergency, we can easily drive over the cones if need be. I know during the National Night Out events we sometimes allow the use of trash cans. This is only because there are not enough cones for the 140+ parties NNO brings.

2. Please keep large party and event materials out of the middle of the street and as far to the curb as possible. Where possible, grills, bounce houses, large tables, etc should be kept in private yards (bounce houses) or on the edge of the curb as best as possible. The goal is to keep large objects out of the middle of the street should an emergency arise and police or fire units need to get down the street to respond. Don't misunderstand; we want you to use your street as a gathering location. Items such as chairs, small tables, etc in the street are fine, but just be mindful of trying to locate the larger, less mobile objects out of the road or as close to the curb as you can.

3. You may have requested specifically either police, fire, or both to visit your party. Your requests will be passed on to those departments and while we always try to stop by as requested, please keep in mind the personnel responding are the on-duty units assigned to that section of the city and other calls and emergencies may prevent them from being able to make it, or make it at the specific time you requested.

Thank you for getting your request in early and I hope you have a safe event. Please feel free to send me any questions you may have.

Sincerely,

David Shilson, Deputy Chief
Operations Bureau
Frisco Police Department
972-292-6130

Event Coordinator Acknowledgement: _____

Email Address: _____