

Policy for Public Gatherings on Streets of or Property Owned by the Borough of Milford

This policy is being instituted to provide ample time to the Borough of Milford, Milford, PA (Borough) and Borough officials to prepare for events to be held on Borough property. Such events may require security to protect the safety of residents, Borough employees and attendees. As elected officials we have taken an oath to support the United States and Pennsylvania Constitutions, including the right to free speech and assembly as protected by the 1st Amendment to the United States Constitution. However, we also have a duty to protect the health, safety and welfare of the community and its residents. We request that all residents, organizations, and political parties respect the obligation of elected officials to protect the community. Please help us protect you while you exercise your Constitutional rights.

- 1) No person or entity shall conduct or hold a public gathering on Borough property without first obtaining a permit from the Borough.
- 2) The Applicant must apply for a permit by filing an application in person or by mail at the Borough of Milford Office Building located at 500 Broad St., Milford PA 18337.
 - a. The application must be filled out completely and signed and dated by the Applicant. If the public gathering is sponsored or organized by an entity, a person legally authorized to bind the entity must also sign the application.
- 3) The Application for a Permit must be submitted to the Borough of Milford at least five (5) business days prior to the proposed date and time of the public gathering. However, the Borough will accept applications less than five (5) days prior to the proposed date and time of the public gathering; provided, however, that the proposed public gathering is a spontaneously-planned event in response to a recent occurrence (e.g. a march or rally that is timed to coincide with a recent or future political or other announcement, decision, determination or declaration by a local, state or federal official).
- 4) The Application shall be deemed submitted on the date it is received by the Borough, or if received on a holiday or after normal business hours, on the next business day that is not a holiday.
- 5) The Borough will approve an Application and grant a Permit unless there is a basis for denial of the Application.
 - a. The following grounds will constitute a sufficient basis for denial of an Application for a Permit:
 - i. The Application for a Permit (including any required attachments and submissions) is not fully executed and completed;
 - ii. The Application contains a material falsehood or misrepresentation.
- 6) The Borough may place reasonable restrictions on the conduct of the public gathering, which restrictions may consider the customary use and nature of the Borough property. The Applicant may not gather on any street due to safety concerns and will limit their gathering to one side of the street to allow free pedestrian access on the opposite side of the roadway.

The Applicant is advised that times of any public gathering may be limited to avoid conflict with other events and gatherings and to ensure compliance with the Borough noise ordinance.

- 7) Candles shall not be permitted on sidewalks, steps, landings and other non-grassy areas, as the wax damages Borough sidewalks.

Application Form for Public Gatherings, Borough of Milford

Host Name: _____

Organization Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Name of Event: _____

Type of Event: _____

Location of Event: _____

Anticipated # of Attendees: _____

Start Date/Time: _____

End Date/Time: _____