

# How to Get Your Permit

The first step to make sure your play day goes off without a hitch is to connect with the City of Rochester and secure your permit.

The City of Rochester has many different areas where you can host your play day. The Special Events office and the Department of Recreation and Youth Services are your go-to resources for your day.

## **If you're looking to shut down your street for your play day you have to fill out:**

- **The Block Party Permit Application (\$40); and**
- **The Street Closing Petition**

To close your street, you will need to gather signatures of at least 60% of the residents and landowners on the street (for example: if there are 10 houses, you will need at least 6 of their signatures), so make sure you schedule some time to fill out the petition. After it's submitted, you'll also be responsible for notifying all of the residents on the street of the street closure.

Keep in mind that the City will also require you to rent barricades for the day to place at each end of the street. You'll have to place 2 at each end of the street, so will need at least 4 (budget for \$28 – they're \$7 a piece!). The city will be drop off and pick up the barricades during the week from Monday – Friday 8 a.m. through Noon.

## **If you're looking to host a play day in a park you have to fill out:**

- **The Block Party Permit Application (\$40); and**
- **Facilities Use Permit (\$15)**

To host your event in a park, you'll have to reach out to both the Office of Special Events and the Department of Recreation and Youth Services (DRYS). Connect with the Department of Recreation and Youth Services to see if the park is available to use for play day by calling 585-428-6755 or e-mailing [dobbsb@cityofrochester.gov](mailto:dobbsb@cityofrochester.gov) or visit their offices at 400 Dewey Ave.

Fill out the Facilities Use Permit and submit it with DRYS. Once you know the park is available, submit your block party permit to the Office of Special Events.

**For more information on how to get your event permit, or to answer any questions, contact the Office of Special Events:**

**Call: 585-428-6690**

**E-mail: [kara.osipovitch@cityofrochester.gov](mailto:kara.osipovitch@cityofrochester.gov)**

**Visit: <http://www.cityofrochester.gov/eventpermit/>**