UNIVERSITY OF MISSOURI
STREET USE REGISTRATION FORM
Student Life ● Center for Student Involvement ● 2500 Student Center

What type of street closure is required for your activity?

- **A SOFT** street closure means the streets are still open to traffic and the sidewalks are in use by the event. The event organizer will place people along route to ensure safety of members participating. A soft street closure requires:
  - All signatures obtained at least ten business days before event is to occur.

- **A HARD** street closure means the streets are closed to traffic and the event places barriers along route. Hard street closures can take additional time to process, so please plan ahead. A hard street closure requires:
  - All signatures obtained at least ten business days before event is to occur.
  - Signatures from every property owner along the closure route.
  - Approval from Columbia City Council.
  - Barriers placed along route at the cost of the organizing event.
  - ADA compliance.
  - Requests for hard street closures require the completion of a City Street Closure Form available at [http://www.gocolumbiamo.com/Documents/streetclose.pdf](http://www.gocolumbiamo.com/Documents/streetclose.pdf) or in the Center for Student Involvement, 2500 Student Center.

Please note the following:

1. All students and departments holding events on streets must complete this form.

2. This form should be signed by the MU Business Services office, the MU Police Department, the City of Columbia Police Department, the City Manager’s Office and the Center for Student Involvement (CSI). The event is NOT registered until the sponsoring group receives the completed form back from CSI.

3. All signatures, paperwork and approval must be completed **ten business days** before the event.

4. All activities must remain in the location or route described herein.

5. The sponsoring group must appoint two responsible persons to take charge of this activity. (If sponsoring group is a student organization, one officer of the organization [preferably the president] and the advisor must be present. If organized by a department, one staff member must be present.)

6. Persons in charge are responsible to ensure that **a)** no action is performed that will reflect discredit on the University of Missouri-Columbia, and **b)** all participants abide by the rules and regulations of the University of Missouri-Columbia, ordinances of the City of Columbia, and laws of the State of Missouri, including but not limited to:
   - **Noise Ordinance:** City Ordinance F.270 states that noise should not be heard past 300 feet after 9 p.m. and 50 feet after 11p.m.
   - **Open containers of alcoholic beverages are not permitted on city streets or sidewalks.**

7. This organization is responsible for all clean up of the area.

8. This permit can be revoked at anytime.

9. **Organizers are responsible for cleaning up the area after the event.** Failure to do so may result in organization being billed for such clean-up. For additional trash/recycling containers, please call the Mizzou Sustainability Office, (573) 884-9319. Expect a minimum cost of $25.00.
STREET USE REGISTRATION FORM

ORGANIZATION NAME_______________________________________________________

APPLICATION FOR Demonstration Parade Rally Run/Walk Street Dance Other (circle one)

Will this be a ... Soft Street Closure Hard Street Closure (circle one)

(If other, please specify)____________________________________________________

PROPOSED DATE________________________ TIME _______________ to _____________

(begins) (ends)

LOCATION_________________________________________________________________

(Please describe specific location and attach a map. Maps can be plotted with web sites like MapMyRide.com or are available in 2500 Student Center.)

DESCRIBE EVENT________________________________________________________________

Do you wish to use sound amplification equipment? ____ YES ____ NO
(Note: Due to the potential disturbance, sound amplification may be restricted.)

Do you wish to distribute handbills or leaflets? ____ YES ____ NO
(Please attach a sample of any materials to be distributed.)

PERSONS RESPONSIBLE FOR THIS ACTIVITY:
(please print)

Primary________________________________ Pawprint_________ Phone__________________

Secondary______________________________Pawprint_________ Phone__________________

Advisor_______________________________Pawprint_________ Phone__________________

(only for student organizations)

REGISTRATION: (These signatures must be obtained in person and in the order listed. The Center of Student Involvement must receive the completed form ten business days in advance of the event.)

1. Meet with Coordinator of Student Organizations________________________________ Date________________

2. Business Services___________________________________________Date________________

3. MU Police Department______________________________________Date________________

4. Columbia Police Department_________________________________Date________________

5. City Manager’s Office_______________________________________Date________________

6. Center for Student Involvement (FINAL APPROVAL)______________Date________________

2500 Student Center / (573) 882-8386