

TOWN OF SKOWHEGAN
PARADES AND PROCESSIONS ORDINANCE

Adopted: Town Meeting, March 8, 1999

Amended: Town Meeting, June 10, 2019

Section I. Title

This Ordinance shall be known and cited as the Parades and Processions Ordinance of the Town of Skowhegan, Maine.

Section II. Purpose

The purpose of this Ordinance is to protect the health, safety and well-being of any participants in a parade, walk, road race or processions, as well as the citizens of the Town of Skowhegan, by requiring a permit for such event.

Section III. Permission Required

- (A) No person, corporation, partnership or other entity may hold, sponsor or organize any such parade or procession, including but not limited to a march, ceremony, exhibition, pageant, walk or foot race upon any public way or in or upon any municipally owned parks, fields, or lands, without first obtaining permission from the Board of Selectmen or their designated agent.
- (B) Exceptions: This Ordinance shall not be applicable to the following:
 - 1. Funeral Processions
 - 2. Town or school sponsored events, providing such conduct is under the immediate direction and supervision of the proper Town or school authorities; or
 - 3. Parades or processions by the United States armed forces.

Section IV. Permit Application

- (A) A person, corporation, partnership or other entity seeking a Parade or Procession permit shall file an application with the Town Clerk on a form provided by the Town. The fee will be paid to the Town Clerk upon the filing of the permit application. Non-profit charitable organizations are exempt from payment of the filing fee upon the approval of the Town Clerk, Town Manager or their designee. The current level of Fee is recorded in the Town of Skowhegan Schedule of Fees.
- (B) An application for a Parades and Processions permit must be filed with the Town Clerk no less than seven (7) days prior to the next scheduled Board of Selectmen's meeting.

- (C) An application for the Parades and Processions Permit shall set forth the following information:
1. The name, address, and telephone number of the person,, corporation, partnership or other entity seeking to conduct the parade or procession;
 2. If the parade or procession is proposed to be conducted for, on behalf of, or by a corporation, partnership or other entity seeking to conduct the parade or procession;
 3. The name, address, and telephone number of the person who will be the parade or procession chairperson and who will be responsible for its conduct;
 4. The proposed date of the parade or procession;
 5. The starting point, the route to be traveled and the termination point of the parade or procession;
 6. The approximate number of persons, animals, and/or vehicles that will participate in the parade or procession and a description of the types of animals and vehicles;
 7. The proposed time of day when the parade or procession will begin or terminate.
 8. The identity of any public ways and town parks, fields and lands that will be used for the parade or procession;
 9. If the parade or procession will use a public way or ways; a statement as to whether the parade or procession will occupy all or a portion of the width of the way or ways; and
 10. A description of the nature of the parade or procession (i.e. a road race, parade or march, etc.)

Section V. Standards for Issuance

The Board of Selectmen or it’s designated agent shall approve a Parades and Processions Permit Application upon finding after reviewing the application that:

- (A) The conduct of the parade or procession will not substantially interfere with the safe and orderly movement of other traffic on public ways.
- (B) The conduct of the parade or procession will not interfere with proper police and fire protection of, or rescue service to, residents of the Town of Skowhegan.

Section VI. Special Circumstances for Permit Expedition

If there is a reasonable need for expedition of the permit, approval can be obtained by the Selectmen’s designated agent after they have consulted with the Selectmen regarding the application.

Section VII. Notice of Rejection

If the Board of Selectmen or its designated agent deny the permit application, the Town Manager shall notify the applicant within seven (7) days after the application is received by him/her. If the Board of Selectmen deny the application, they shall notify the applicant in writing of that denial, stating the reasons for that denial.

Section VIII. Right to appeal

An appeal from the decision of the Board of Selectmen may be taken to the superior court as provided by applicable law.

Section IX. Alternative Permit

The Board of Selectmen, in denying an application for a Parades and Processions Permit, is authorized to approve the conduct of the proposed parade or procession on a date, at a time or over a route different than proposed by the applicant. An applicant desiring to accept an alternative permit shall, within seven (7) days of the date of the Board of Selectmen’s action, file a written notice of acceptance with the Town Clerk. An alternative permit shall conform with all conditions and requirements of this Ordinance.

Section X. Conditions

Prior to the actual issuance of a Parades and Processions permit under this Ordinance, the applicant shall obtain insurance in an amount not less than \$300,000 from a company authorized to do business in the State of Maine to protect the Town, its officers, agents and employees from claims and damages for property damage and/or personal injury that may arise out of the parade coverage and listing the Town of Skowhegan and its agents, officials and employees as additional named insured, however, the board of Selectmen may waive the requirement upon good cause shown.

Section XI. Conduct during Parades and Processions

- (A) No person shall hamper, obstruct, impede, or interfere with any parade or procession or with any person, vehicles or animal participating in or used in a parade or procession.
- (B) No driver of a vehicle shall drive between persons, vehicles or animals comprising of a parade or procession when such persons, vehicles or animals are in motion and are conspicuously designated as part of the parade or procession.

Section XII. Penalty

Any person who violates Section III (A) and X of this ordinance commits a civil violation for which a forfeiture not to exceed two hundred (200.00) dollars may be adjudged.