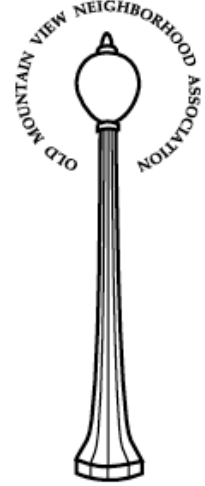


**Get To Know Your Neighbors:**

**Organize A  
BLOCK PARTY  
This Summer!**

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Published by [Old Mountain View Neighborhood Association](http://www.omvna.org), June 1, 2008, based on information current as of that date. This guide is intended as a very general reference and starting point for organizers of neighborhood block parties. Organizers should take care to verify that city ordinances and regulations as regarding block parties have not changed since the publication date of this document. OMVNA cannot be held responsible for such changes in city ordinances and regulations.

Please be mindful of the environment when printing from this document and only print out those pages you absolutely need, preferably double sided, when possible.

The most current version of this document lives at <http://www.omvna.org/blockparty.pdf>

## Getting Started

Determine the number of families you want to participate. Form an organizing committee (four to eight people). Choose a location – someone’s yard or the middle of a street, etc. (See Street Closure section for details on getting permission to close off a street.) Choose a day and time – e.g., 11 a.m. to 4 p.m. on a Saturday or holiday such as July 4<sup>th</sup> or Labor Day. Give people the option to stop by for a short time or stay for the whole day. Arrange for food and supplies. A potluck is a good idea.

## Permits and Licenses

The City has an application for a Block Party Permit available on its web site. It is included as part of this packet. It can also be downloaded from:

<http://www.mountainview.gov/civica/filebank/blobdload.asp?BlobID=2591>

According to the city website, the reason for this free permitting process is to alert MVPD, so they can prepare for and monitor events and respond effectively to any problems. The permit is required for any event that involves blocking off a residential street or streets.

Applicants should phone first to discuss date and location (Sgt. Ted Rodgers, 650/903-6367). The application must be submitted in person at the police department. Event organizers are responsible for signs and equipment (i.e. cones, barricades) needed to close down streets. These can be purchased at hardware stores. The city will not provide signs or other equipment.

Block party organizers often ask if a police officer come by our block party to talk to kids and show a police car. The MVPD will ask the supervisor to send a patrol officer. However, because of manpower and calls for service, there are no guarantees.

In addition to the Block Party Permit, if you plan to (or wish to) have a band or other “live performance” at your party, you may be required to obtain a “Live Entertainment Permit”. Most block parties will not be subject to this requirement and it would probably be a better idea not to subject yourself to it; unlike the Block Party Permit, it is not free, nor is it inexpensive. If there is any question about what you are planning vis-a-vis the “Live Entertainment Permit” requirements, contact Sgt Keith Plamondon at 650/903-6353.

Note that depending on where they are located, the use of Jump Houses can also require a city permit. Sgt. Ted Rodgers, 650/903-6367, can direct you to the proper resource to answer that question. Information on other permits and licenses the police department issues can be found at [http://www.mountainview.gov/city\\_hall/police/business\\_concerns/permits\\_n\\_licenses.asp](http://www.mountainview.gov/city_hall/police/business_concerns/permits_n_licenses.asp).

## **Street Closure**

As mentioned in the Permits and Licenses Section, Street Closures are possible and are granted as part of the Block Party Permit application process. MVPD approval is required, as they hold the master calendar for street closures and other civic events requiring police oversight. EARLY coordination (AT LEAST two to three weeks ahead, preferably sooner) with the MVPD is critical to your date selection, to make sure the date is not unacceptable to the PD for some reason. For example, a Block Party Permit for a party on Hope between Yosemite and Church might not be approved for the same weekend as the Art & Wine Festival, for obvious reasons. However, party on Jesse or Eldora on that same weekend may be approved, at MVPD's discretion, based on the demands on the department for that weekend.

## **Apply for an OMVNA Block Party Grant**

In October of 2007, the OMVNA Steering Committee approved a resolution authorizing a grant of \$50 per block party, per year. This policy, established in fulfillment of the purposes of the Association, namely, the promotion of cultural, civic, social, educational and recreational activities for the benefit of the residents of the Old Mountain View neighborhood.

To obtain a grant for your block party, please complete the application in this packet and submit to the OMVNA Secretary, % Mountain View Chamber, 580 Castro Street, Mountain View, CA 94041. Mail and hand delivery are both acceptable. Alternatively, you can scan the documents and email them to [secretary@omvna.org](mailto:secretary@omvna.org).

Within two weeks of the block party, submit \$50 worth of receipts from your party (exclusive of alcohol) to receive a reimbursement in the form of a check from the OMVNA Treasurer.

## **Additional Resources**

For answers to any other questions you might have about organizing a Block Party in Mountain View, please contact Linda Lauzze, Neighborhood Services Manager, at (650) 903-6462 or by e-mail at [linda.lauzze@mountainview.gov](mailto:linda.lauzze@mountainview.gov).

Also, a number of veteran party organizers read the OMVNA-Talk list at Yahoo Groups. To join this group, visit <http://groups.yahoo.com/group/omvnatalk>.

CITY OF MOUNTAIN VIEW  
POLICE DEPARTMENT

# BLOCK PARTY APPLICATION

Block Party Permits will be issued by the Chief of Police or his designated representative when applicants for such permits have satisfactorily demonstrated that such permits will not be detrimental to the peace, safety, health, and welfare of those citizens residing in or adjacent to the permit area.

Name of Responsible Adult \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Street Location to be closed (street address from - to) \_\_\_\_\_

Reason for Party \_\_\_\_\_

Proposed Activity (dance, games, etc.) \_\_\_\_\_

Date of Party \_\_\_\_\_ Time Starting \_\_\_\_\_ Time Ending \_\_\_\_\_

Noise Potential \_\_\_\_\_

Extent of Neighborhood Support \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

FOR OFFICIAL USE ONLY

Copy sent to Fire Department and Traffic Engineer \_\_\_\_\_ (clerk's initials)

FIRE DEPT.
___ Approved
___ Denied
Return to Police

TRAFFIC ENG.
___ Approved
___ Denied
Return to Police

POLICE DEPT.
___ Approved
___ Denied
Return to Police

Original Routing:  
Traffic Lt. \_\_\_\_\_  
Uniform Cpt. \_\_\_\_\_

RECOMMENDATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>OMVNA Application for Block Party Grant</b>	
Organizer's Name:	
Organizer's Address:	
Organizer's Phone:	
Organizer's Email:	
Location of Party:	
Date and Time of Party:	

The organizers of this block party hereby indemnify and hold harmless the Old Mountain View Neighborhood Association, its Steering Committee, officers and directors, from any and all liabilities arising from the planning and execution of the block party for which this grant is provided.

Applicant certifies that he or she is at least eighteen (18) years of age.

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Signature of Applicant

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Printed Name of Applicant

Please complete this application OMVNA Secretary, % Mountain View Chamber, 580 Castro Street, Mountain View, CA 94041. Mail and hand delivery are both acceptable. Alternatively, you can scan the documents and email them to [secretary@omvna.org](mailto:secretary@omvna.org). Application should be received two weeks before the party.

Within two weeks after the party, submit \$50 worth of receipts from your party (exclusive of alcohol) to the Secretary at the same address. You will then receive a reimbursement in the form of a check from the OMVNA Treasurer.

**Sample Block Party Invitation**

**PLEASE COME**

**NEIGHBORHOOD BLOCK PARTY**

**Saturday, July 4, 1990**

**11 AM to 4 PM**

Come for the full five hours, or just drop by when you can and stay as long as you like.  
We plan to eat about 1:00 but the barbecues will be available the entire time.

**BRING THE ENTIRE FAMILY!**

on First Street near Orange

(The street will be closed to auto traffic between 10 am and 6 pm that day,  
by permission of Mtn. View Police Department.)

**FOOD:** Bring your own beverage, hot dogs or hamburgers to grill, and a dish to share.  
Barbecues, paper products and condiments provided.

**GAMES:** Ping pong, croquet, frisbee, races for kids, cards, volleyball; if you have a  
good outdoor activity or game idea, bring them along!

**RELAX, TALK, MEET YOUR NEIGHBORS:** Bring a lawn chair or two, if you can.

Organizers of the Block Party are: Fred and Wilma Flintstone, 555-9999  
(flintstones@bedrock.com), Barney and Betty Rubble, 555-9000  
(rubbles@bedrock.com) and Joe Rockhead, 555-7772. Call any of them with questions,  
comments or ideas, or if you want to help.

Clean up volunteers needed between 5 and 6 pm.

**PLEASE COME!!**

This block party is partially funded by a grant from the Old Mountain View Neighborhood Association.