

CITY OF LARAMIE

EVENT NOTIFICATION FOR NO-PARKS—GUIDELINES

LARAMIE MUNICIPAL CODE

12.60.110—Parking restrictions on special event—Signs.

The city manager or designee shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or an alley, or any part thereof constituting a part of the special event. The city manager or designee shall have signs posted to such effect, and it is unlawful for any person to park or leave unattended any vehicle in violation thereof. No person shall be liable for parking on a street unposted in violation of this chapter. (Ord. 1512 § 28, 2007)

STREET CLOSURES: BARRICADES AND NO-PARKS:

1. Streets will place the barricades on the corners; it is your responsibility to set them in place (note fire access) 24 hours before the set-up time for your event.
2. “No Parking” signs are required on all affected spots 24 hours prior to your event. These signs must face the street for the public to view, 24 hours prior to the event.
3. It is your responsibility to monitor the “No Parking” signs, keeping them turned toward the parked cars throughout the event.
4. Any City of Laramie property lost or damaged are the responsibility of the permit holder.
5. VENDORS ARE NOT TO MOVE BARRICADES.
6. After the event: remove your event notification from the “No Parking” signs, turn them away from the street, and move all signs and wooden barricades to a safe and secure location until they are picked up by the City Street Division.

Be sure to post additional details for the “No Park” to include the following information (see inserted example):

- Event Name
- Event Date(s)
- Event Start & End Times

Affix this sign (facing forward) using an adhesive tape on the back of the No Park sign. *Do NOT place adhesive materials to the front of the sign surface, as this will damage the pearl-reflective material.*

