



EVENT PERMITS OFFICE
Parks & Recreation Administration
323 Church Street
Santa Cruz, CA 95060
(831) 420-5270 • Fax (831) 420-5271

Event Coordinator/Permittee: Please provide your event monitors with this general information. This information will help monitors to understand their role/responsibility regarding barricades and street closures. You should also provide specific information regarding your event, as needed, to monitors.

Barricade Monitoring and/or Street Closures information for Monitors

Street closures are granted by the City of Santa Cruz for special events, parades and block parties. In order to ensure monitor and participant safety, the following standards must be adhered to and maintained throughout the event.

A minimum passageway of 16 feet must be maintained at all times in the street closure to provide access to the closed area for emergency vehicles. Event equipment (tables, etc) should be placed to maintain this access area.

Conditions of use will always require that road closures barricades be **monitored at all times**.

At least one adult monitor **MUST** be posted at each barricade/road closure. The number of monitors will be determined by the Police Department based upon the size and traffic flow of the specific intersection/area.

The event coordinator and/or permittee shall ensure that adult monitors are posted at each street closure barricade at all times. These monitors must be prepared to move barricades out of the way for emergency vehicle access throughout the event.

Monitors must be 18 years or older and able to move barricades if necessary.

Monitors will inform drivers of alternative routes, as needed.

Monitors will NOT provide access to any vehicles without express permission from Police Department official and/or event coordinator/permittee (who will have requested permission prior to event through special event office). Exception: emergency vehicles.

All adult monitors will wear identifying clothing. If the event is scheduled in the evening and/ or early morning with limited day light, reflective vest and flashlights must be provided for each monitor.

Monitors must have picture ID when assisting with barricade monitoring for the event.

Monitors cannot alter the pattern without approval from event coordinator/PD personnel. The event coordinator and/or permittee are responsible for placing barricades, cones, and/or other approved items that comply with the conditions of use and Requirements for Street Closure. Monitors will alter the pattern without approval from the event coordinator/PD personnel.

The event coordinator and/or permittee shall schedule a time, for adult monitors to meet with event coordinator and/or Police Department staff at a designated area for instructions and/or assignments regarding barricade and street closure monitoring. Monitors should review and understand the information listed above.