



Dear Applicant:

Thank you for choosing the City of Ridgeland to hold your upcoming event. For your convenience, attached is the complete application packet and instructions to obtain a Special Event Permit which includes:

- City of Ridgeland's Special Event Permit Application
- City of Ridgeland's Application for Permit to Play On-Premises Music
- Ross Barnett Reservoir's Facility Use Application
- National Park Service's Application for Special Use Permit (Natchez Trace Parkway)

Please complete all applicable forms and submit to the Office of the Chief of Police at the Ridgeland Police Department located at 115 West School Street, Ridgeland, MS. Please keep in mind that board approval is needed for all applications and should be submitted no later than thirty (30) days prior to scheduled event. Upon approval, you will be notified of the status of the application and the necessary steps to secure your final permit.

The City of Ridgeland encourages participation in our recycling program and have included drop-off locations for single-stream recycling for your added convenience.

We look forward to receiving your application.

Sincerely,

John R. Neal  
Chief of Police  
Ridgeland Police Department



# CITY OF RIDGELAND SPECIAL EVENT PERMIT APPLICATION



(Please allow minimum 30 days for approval)

EVENT NAME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT DATE: Beginning \_\_\_\_\_ to Ending \_\_\_\_\_ Multiple Days:  YES  NO

EVENT HOURS: Beginning \_\_\_\_\_ to Ending \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

EVENT POINT OF CONTACT: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_  
(This person must remain on scene during the entire event)

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

ESTIMATED CROWD SIZE: \_\_\_\_\_ NUMBER OF EVENT PERSONNEL: \_\_\_\_\_

ARRANGEMENTS FOR RESTROOM FACILITIES:  YES  NO LOCATION: \_\_\_\_\_

ARRANGEMENTS FOR SITE CLEAN-UP:  YES  NO DETAILS: \_\_\_\_\_

RECYCLING PROGRAM FOR WASTE:  YES  NO DETAILS: \_\_\_\_\_

The City of Ridgeland will assist organizers in planning and locating recycle bins for recyclable waste through local companies. Event organizers are encouraged to maintain the City of Ridgeland's vision of a green environment by having your event recycle its waste.

Will the organizers of this event use the services of an UAS (unmanned aircraft system):  YES  NO  
If Yes, who is the operator of the system: \_\_\_\_\_ Cell Number: \_\_\_\_\_

If an UAS/Drone will be utilized, a copy of the following required documents must be attached to this application:

- Section 333 Exemption or Aircraft Certification
- Certificate of Authorization (COA)
- Aircraft Registration and Markings
- Pilot Certificate

FIRST AID/MEDICAL STATION(S):  YES  NO LOCATION(S): \_\_\_\_\_

POLICE/SECURITY PERSONNEL REQUIRED: \_\_\_\_\_  Police Dept. Assigned  Self-Hired  Not Applicable

ASSISTANCE FROM OTHER CITY DEPARTMENTS:  Fire Department  Public Works/Streets  Recreation/Parks

Applicant Printed Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Instructions**

- 1). You must present to the Chief of Police or his designee your plan for parking and traffic control. You must state in this plan whether or not police or private security personnel will be needed to direct and handle traffic and parking.
- 2). City of Ridgeland Special Events Ordinance section 10-33(2) requires adequate security be provided at special events. This requirement is one security officer for every 400 people in attendance. A private security company may be used but preference shall be given to the hiring of off duty personnel. The assistance from Ridgeland Police Department for road course races/walks to secure intersections shall not be considered as part of the security requirement. The personnel assigned for traffic control are in addition to any requirement for on site security personnel required in the ordinance.
- 3). If the event is to have outdoor music, a Permit to Play on Premises Music will be required from the applicant agreeing to comply with the noise ordinance of the City of Ridgeland, MS.
- 4). If there is a need for Police Dept., Fire Dept., Public Works Dept. and/or Rec/Parks Dept. personnel to work in controlling the special event, the applicant will agree to pay this cost from the filing of a bond fee.
- 5). The applicant may be required to post a bond fee in the minimum amount of one thousand dollars (\$1,000.00) with the City Clerk. This is to ensure that the event area is immediately cleaned up after its conclusion, and any City employee who works overtime as a result of the special event, will be compensated from the bond proceeds.
- 6). Submit the above application and information to the Office of the Chief of Police with a non-refundable filing fee of one hundred dollars (\$100.00) along with the above referenced bond fee. This application will be forwarded to the Patrol Division Commander or a designee who will review the application for all required documentation. This application and documentation will be presented to the Ridgeland Board of Aldermen for subsequent approval. **Please allow a minimum of 30 days to complete the process and receive approval.**
- 7). Event organizers should submit a map outlining the area where an event is to be held. Points of interest (entrance/exit points, first aid stations, etc...) shall be included on this map. If the event is a road race/walk, a map reflecting the proposed course route along with a description of the route shall be included. If any portion of the route will include sections of the Natchez Trace Parkway, you must first obtain approval from the Natchez Trace Chief (phone no. 662-680-4014; Ridgeland office 601-856-7321) and documentation reflecting this approval must be submitted with this application.
- 8). If the event is to be held at Old Trace Park and/or Madison Landing, you must first seek approval from PRVWSD Parks and Recreation (601-856-6319) and obtain a Facility Use Application which must be submitted with this application.
- 9). The number of event personnel will represent the number of people from the organization who will be assisting with the overall operation of the event. This will include any volunteers from the organization.
- 10). The arrangements for restroom facilities as addressed in the Ridgeland Code of Ordinances indicate 1 restroom per 150 people in attendance. These may be portable restrooms or existing restroom structures.
- 11). The event organizer or organization will be responsible for clean-up at the conclusion of the event. The City of Ridgeland encourages organizations to participate in a recycle program for any waste or debris to be discarded.
- 12). The first aid station located on the event site shall be manned by a state certified EMT.
- 13). The number of police/security personnel shall be determined by the expected crowd size. The event organizer may staff the event to satisfy this requirement through off-duty law enforcement personnel. The Ridgeland Police Department will assist the organizers if they choose the police department assigned option, or the event organizers may choose the self-hire option to select their own personnel to comply with the ordinance.

**For Police Department Use Only**

This application was received by the Ridgeland Police Department on \_\_\_\_\_ and has been reviewed by the appropriate personnel. This application has been APPROVED / DENIED by the Chief of Police or Designee. If approved by Ridgeland PD, this application will be submitted for consideration at the Ridgeland Mayor and Board of Alderman meeting to be held on \_\_\_\_\_.

Chief of Police or Designee: \_\_\_\_\_ DATE: \_\_\_\_\_

Number of Overtime Officers: \_\_\_\_\_ Estimated OT Cost: \_\_\_\_\_

Additional Overtime Cost for City Departments: FIRE \_\_\_\_\_ P/W \_\_\_\_\_ REC/PARKS \_\_\_\_\_

**Required Documents Checklist:**

- Completed and signed Special Events Application
- Completed and signed Permit to Play Music on Premises (if applicable)
- Overview map of event location
- Course route map of road race/walk
- Recycling program operation plan
- UAS / Drone operator's documentation (if applicable)
- Natchez Trace Parkway approval documentation (if applicable)
- Facility Use Application (PRVWSD) for Old Trace Park (if applicable)
- Non-Refundable Filing Fee (\$100.00)
- Bond Fee (\$1000.00)



CITY OF RIDGELAND
APPLICATION FOR
PERMIT TO PLAY ON PREMISES MUSIC
(Please allow minimum 30 days for approval)



DATE OF APPLICATION: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

DESCRIPTION OF ON-PREMISES ACTIVITY: \_\_\_\_\_

\_\_\_\_\_

DATE OF ACTIVITY: Beginning \_\_\_\_\_ to Ending \_\_\_\_\_

HOURS OF ACTIVITY: Beginning \_\_\_\_\_ to Ending \_\_\_\_\_

ACTIVITY POINT OF CONTACT: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_
(This person must remain on scene during the entire event)

NAME OF ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

MAXIMUM NOISE LEVEL (In Decibels) TO BE EMITTED AT NEAREST PREMISES BOUNDARY: \_\_\_\_\_

PROVIDE FACTS THAT WOULD SHOW THE ACTIVITY FOR WHICH THE PERMIT IS REQUESTED WOULD NOT DISTURB THE
PEACE OF ANY FAMILY OR PERSON WITHIN THE AREA INTO WHICH SOUND SHALL CARRY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE CHIEF OF POLICE SHALL HAVE THE AUTHORITY TO REVOKE ANY PERMIT ISSUED.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] APPROVED

Chief of Police or Designee: \_\_\_\_\_

[ ] DENIED

Date: \_\_\_\_\_

In the event a permit is denied, the applicant may appeal the decision to the Mayor and Board of Aldermen. Any such
appeal shall be taken not more than ten (10) days from the denial of a permit by giving written notice of the appeal to
the Ridgeland City Clerk.

# Types of Authorized UAS Ops and Required Documentation:

*Required documents must be in operator's possession and presented to law enforcement upon request per 49 U.S.C. 44103(d)*

## Model Aircraft

An unmanned aircraft that is 1) capable of sustained flight in the atmosphere, 2) flown within visual line of sight of the person operating the aircraft, and 3) flown for hobby or recreational purposes. Must be operated within ALL of the following parameters:

1. **Strictly for hobby or recreational use**
2. **Must give way to manned aircraft**
3. **Less than 55 pounds <sup>2</sup>**
4. **Operated in accordance with community based set of safety guidelines <sup>3</sup>**
5. **If within 5 miles of airport, must notify airport operator and control tower (if tower)**
6. **Registration and Markings<sup>1</sup>**

*Model aircraft operating standards are governed under P.L. 112-95 (Feb 14, 2012)*

## Non-Model / Commercial

Any UAS operation conducted for non-hobby or commercial purpose OR any operation that does not meet the parameters for Model Aircraft. Operator must possess ALL of the following documents:

1. **Section 333 Exemption or Aircraft Certification <sup>4</sup>**
2. **Certificate of Authorization (COA) <sup>5</sup>**
3. **Aircraft Registration and Markings <sup>1</sup>**
4. **Pilot certificate <sup>6</sup>**

## Public / Government

Public agencies or organizations that conduct UAS operations for a government function. Operator must possess ALL of the following documents:

1. **Certificate of Authorization (COA) <sup>5</sup>**
2. **Aircraft Registration and Markings <sup>1</sup>**

## ALL UAS:

- **Must have Registration and Markings<sup>1</sup> (required for all UAS greater than 0.55 lbs)**
- **Must not endanger persons or property on the ground**
- **Must give way to and not interfere with manned aircraft**
- **Must comply with all flight restrictions and Temporary Flight restrictions<sup>7</sup>**
- **Are subject to legal enforcement for Careless or Reckless operation**

<sup>1</sup> **Aircraft Registration and Markings:** All UAS greater than 0.55 lbs are required to be registered, regardless of the type of operation. The operator must provide the registration certificate (paper or electronic) upon request and the UAS must be marked with registration or serial number. UAS purchased on or after December 21, 2015, and used exclusively as model aircraft must be registered prior to operating in the NAS. UAS that have been operated in the NAS by the current owner, and used exclusively as model aircraft prior to December 21, 2015, must be registered by February 19, 2016. To verify registration, contact a LEAP agent during normal business hours or the Regional Ops Center after hours.

<sup>2</sup> Aircraft is limited to no more than 55 pounds unless certified through design, construction and inspection by community based organization.

<sup>3</sup> A membership based association that represents the modeling community and provides its members a comprehensive set of safety guidelines.

<sup>4</sup> **333 Exemption:** FAA Letterhead dated and signed with an Exemption Number and Regulatory Docket Number. Includes conditions and limitations such as: (Not required for UAS with an FAA Airworthiness Certificate or Public/Government Operators)

- Line of Sight: The UAS must be visible at all times to the operator using his or her own natural vision.
- Daytime only: Unless specifically authorized in the COA, UAS operations must be conducted during daytime only.

<sup>5</sup> **Certificate of Waiver or Authorization (COA):** FAA Form 7711-1 signed by UAS Tactical Operations Section and includes FAA Docket Number. Addresses specific restrictions such as:

- Altitude: As stipulated on cover page of COA. Generally 400' or 200' (but can be higher).
- Proximity to Airports: As stipulated on COA.

<sup>6</sup> **Pilot certificate:** All non-model/commercial operators must have an FAA pilot certificate (Government agencies may self-certify pilots)

<sup>7</sup> **Temporary Flight Restrictions (TFR)** are common for Presidential movements, select sporting events, theme parks. Active TFRs are published here: [www.tfr.faa.gov](http://www.tfr.faa.gov)



# Single-Stream Recycling

Waste Management of Mississippi, Inc.  
1450 Country Club Drive  
Jackson, MS 39209  
1-800-284-2451

Reciclaje de un solo flujo



**DO NOT INCLUDE:** food waste, films, plastic bags, plastic wrap, or foam cups and containers. Absolutely NO Glass Accepted.

**NO INCLUYA:** residuos de alimentos; películas; bolsas o envolturas de plástico; vasos o recipientes de unícel poliestireno. Absolutamente no se acepta vidrio.



Magazines  
Revistas



Office Paper  
Papel de oficina



Brown Paper Bags  
Bolsas de papel



Junk Mail  
Correos basura



Cardboard  
Cajas de cartón



Paperboard  
Cartón



Aluminum Cans  
Latas de aluminio



Phone Books  
Directorios



Plastic Bottles and Containers #1-7  
Botellas de plástico y recipientes #1-7



Tin or Steel Cans  
Latas de hojalata y acero



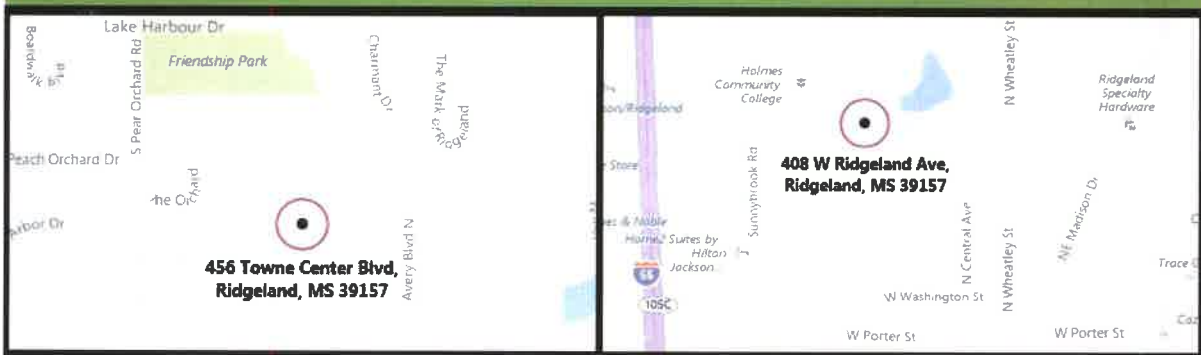
Newspapers  
Prensa

Please place recycling materials in clear garbage bags.

Recyclable items may be dropped off at the following

Ridgeland Fire Department locations for pick-up by Waste Management:

456 Towne Center Boulevard or 408 Ridgeland Avenue



THINK GREEN.®



## FACILITY USE APPLICATION

1. Name of Facility: \_\_\_\_\_ Event Name: \_\_\_\_\_
2. Date Requested \_\_\_\_\_ Time of Event: \_\_\_\_\_ To \_\_\_\_\_
3. Sponsoring Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
4. How many people do you anticipate attending the event? \_\_\_\_\_
5. Will Concessions or Products be sold: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Will a Gate Fee be charged: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Will Service Fees be charged: Yes: \_\_\_\_\_ No: \_\_\_\_\_
6. Will there be amplified music at event?  
(not to exceed 90 decibels) Yes: \_\_\_\_\_ No: \_\_\_\_\_
7. Will there be equipment / structures brought in for  
set-up? Yes: \_\_\_\_\_ No: \_\_\_\_\_
8. State in detail the nature of the event. Please use map to show location of event and its activities within  
the facility.  
\_\_\_\_\_  
\_\_\_\_\_
9. State in detail your traffic control plan. Please use map to show details.  
\_\_\_\_\_  
\_\_\_\_\_
10. State in detail your public toilet service plan:  
\_\_\_\_\_  
\_\_\_\_\_
11. Certificate of Liability Insurance is required. Must be submitted to the PRV Parks & Recreation  
Department 10 days prior to event. (\$1Million minimum)

**PERMIT WILL NOT BE VALID WITHOUT THE FOLLOWING SIGNATURES:**

City of Ridgeland Special Events Permit

**OR** Rankin County Sheriff's Department: \_\_\_\_\_

Chief Perry Waggener of the PRVWSD Reservoir Patrol: \_\_\_\_\_

PRVWSD Parks & Recreation Department: \_\_\_\_\_





**APPLICATION FOR SPECIAL USE PERMIT**



**NATCHEZ TRACE PARKWAY**

2680 Natchez Trace Parkway  
Tupelo, MS 38804

Ranger Activities Assistant 662-680-4014

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$50.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America an additional insured.

**\* Enter either a Social Security Number OR a tax ID number; we do not require both.**

Applicant Name				Company/Organization Name			
Social Security Number*				Tax Identification Number*			
Street Address				Street Address			
City	State	Zip Code	Country	City	State	Zip Code	Country
Telephone Number				Contact Name			
Cell Phone Number				Telephone Number			
Fax Number				Fax Number			
Email Address				Email Address			
Description of Proposed Activity (attach diagram and/or additional pages, if necessary)							

Requested Location			
<b>Set-Up Begins</b>	<b>Activity Begins</b>	<b>Activity Ends</b>	<b>Removal Completed</b>
Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Date Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Maximum Number of Participants (Best Estimate)	Maximum Number of Vehicles (attach parking plan)		
	Cars	Vans/Light Trucks	Utility Vans/Trucks Buses/Oversized Vehicles
Support equipment (list all equipment; attach additional pages if necessary)			
List support personnel including addresses and telephones; attach additional pages if necessary			
Name	Address	Cell Phone Number	
Individual in charge of activity onsite who is authorized to make decisions related to the permitted activity:			Cell Phone Number
Is this an exercise of First Amendment Rights? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Have you visited the requested area? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Have you obtained a permit from the National Park Service in the past? (If yes, provide a list of permit dates and locations on a separate page.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Do you plan to advertise or issue a press release before the event? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Will you distribute printed material? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event? (If yes, please explain on a separate page.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Do you intend to solicit donations or offer items for sale? (These activities may require an additional permit.) <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
<p><b>You are encouraged to attach additional pages with information useful in evaluating your permit request including:</b> staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.</p> <p><i>The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.</i></p>			
Printed Name		Title	
Signature		Date	

**NOTICES**

### IMPORTANT NOTICE TO APPLICANT

This is an application **only**, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a cashier's check, money order or personal check made payable to the **National Park Service** to Ranger Activities Assistant, Natchez Trace Parkway at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

### Customers Making Payment by Personal Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

### Privacy Act Statement

**General:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 21, 1984, for individuals completing this application.

**Authority:** The authority to collect information on the attached form is derived from Title 31, United States Code, Section 7701.

**Purposes and Uses:** The information being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Effects of Nondisclosure:** It is in your best interest to answer all of the questions. The U.S. Criminal Code, Title 18 U.S.C. 1001, provides that knowingly falsifying or concealing a material fact is a felony that may result in fines of up to \$10,000 or 5 years in prison, or both. Deliberately and materially making false or fraudulent statements on this form will be grounds for not granting you a Special Use Permit

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Although disclosure of your SSN is not mandatory, failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting and verifying your SSN is Executive Order 9397. The information gathered through the use of the SSN will be used only as necessary for processing this application and will be carried out in accordance with established regulations and published notices of system of records.

### Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

### Estimated Burden Statement

Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.