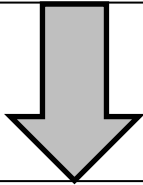


Steps for Using Public Spaces on Franklin Street

(Peace and Justice Plaza and area in front of 137 E. Franklin St.; see map on reverse side)

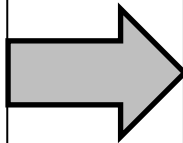
1. Submit Application

- A. Use of public spaces on Franklin Street must be non-commercial (holding vigils or demonstrations, collecting signatures, etc.) or commercial activities carried out by a non-profit charitable organization.
- B. Submit "Franklin Street Use Form" to the Town Manager's Office at least two business days before the event.
- C. Groups may request permits between 7 a.m. and 2 a.m. No permits will be granted outside of these hours.
- D. A group may request permits for up to seven consecutive days. After the seventh day, there will be a one week waiting period before the same group can reserve a public space on Franklin Street again.
- E. A group may not reserve any two of the three locations at the same time.



2. Application Review

- A. The Town Manager's Office will review applications within two business days.
- B. The Manager's Office will inform the Police Department, Parks and Recreation, Public Works, and any other relevant town departments that the group has reserved the public space.
- C. If you have questions about the process, call the Manager's Office at 919-968-2743.



3. At the Event

- A. Keep the original signed permit available at the activity site at all times.
- B. Groups soliciting funds must remain 20 feet away from entrances to banks or automated teller machines (ATMs).
- C. Remove all materials from the public space during non-permitted hours.
- D. Allow enough room for the public to enter and exit buildings safely. The Town Manager, the Building Inspector, and the Fire Marshal may require the removal of any persons or materials determined necessary to ensure enough space to enter and exit safely.

Spontaneous Gathering Provision

If no permit has been issued for one of the Franklin Street public spaces, a group may use that space for up to three hours without a prior-issued permit. To notify the Town of this kind of use, applicants should contact the Manager's Office during regular business hours at 919-968-2743 or to leave a message at this number on evenings, weekends or holidays. The regulations above apply to use of these spaces without a prior permit. A group that has reserved a space can use another public space under the Three-Hour Rule if it has not been reserved by another group.

Map of Franklin Street Public Spaces

Figure 1
Areas 1 and 2

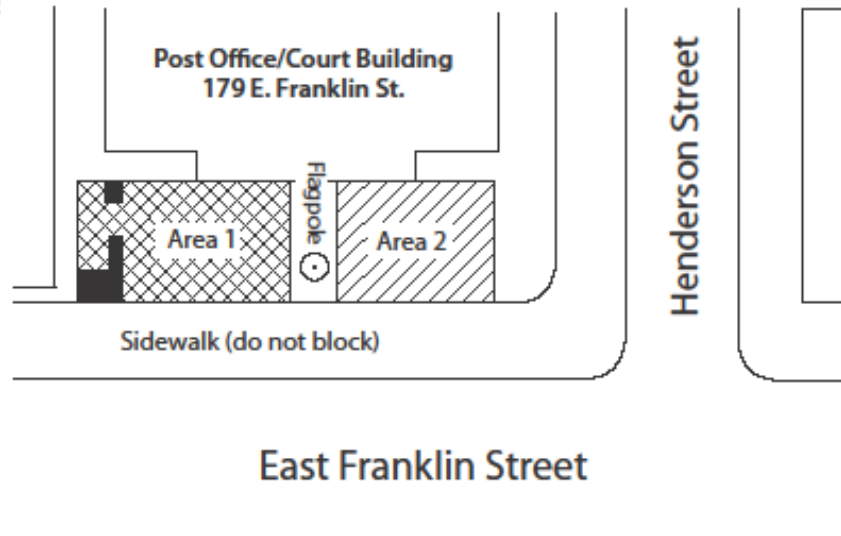
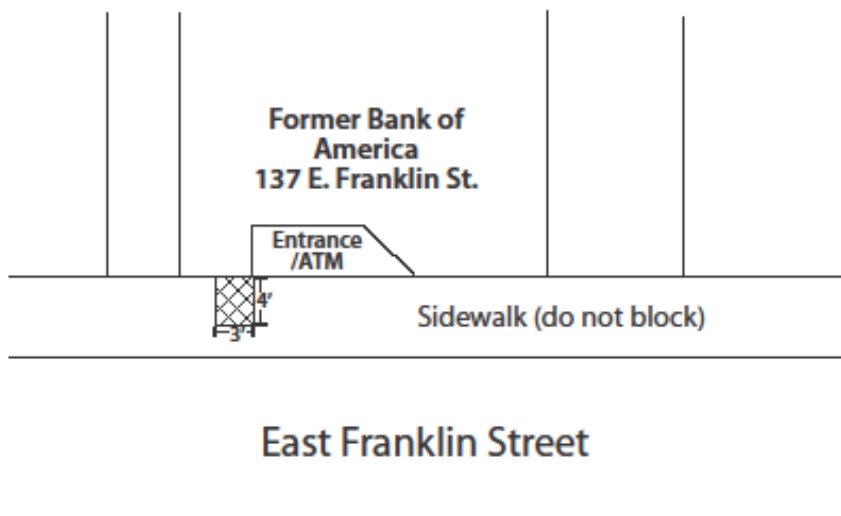


Figure 2
Area 3



Franklin Street Public Spaces Use Form

Chapel Hill, North Carolina

Contact Person

Name: _____

Phone: _____ E-mail: _____

Description of Activity

- Non-profit Commercial activity (selling goods or soliciting funds)
- Noncommercial activity (demonstrations, vigils, providing information to the public, etc.)

Name of Group/Event and Brief Description of Activities:

Schedule for Proposed Use				
Site (See map on page 3)				
Date	Time	Area 1 (Post Office)	Area 2 (Post Office)	Area 3 (137 E. Franklin St.)
1	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Non-profit Commercial Activity Only (selling goods or soliciting funds)

Only nonprofit organizations are allowed to conduct commercial activity in the Franklin Street public spaces. Please provide the following, then sign the statement below.

- 1) Documentation of your organization's 501(c)3 status
- 2) A letter from the organization authorizing you to conduct this commercial activity on its behalf.

I certify that I have met all requirements of North Carolina General Statutes 131F: CHARITABLE SOLICITATION LICENSURE ACT.

Applicant Signature: _____ Date: _____

Town Approval: _____ Date: _____

For Office Use Only

	Yes	No
1 Does the proposed use occur between 7a.m. and 2a.m.?	<input type="checkbox"/>	<input type="checkbox"/>
2 Is the space available (no other permits issues; no special events)?	<input type="checkbox"/>	<input type="checkbox"/>
3 Does the proposed use occur for fewer than 7 days?	<input type="checkbox"/>	<input type="checkbox"/>
4 Does the proposed use occur on only one public space?	<input type="checkbox"/>	<input type="checkbox"/>
5 If the proposed activity is commercial, has the applicant provided documentation of 501(c)3 status and an authorizing letter?	<input type="checkbox"/>	<input type="checkbox"/>

**If the answer to questions one through four is YES, please sign below*

COMMENTS:

Fax To: Police Department

Phone: (919) 968-2861

Fax: (919) 968-2846

From: Town Manager's Office

Phone: (919) 968-2743

Fax: (919) 969-2063