

**BOROUGH OF CARLISLE  
GUIDELINES FOR STREET CLOSURES**

**A. Financial Considerations**

1. Unless Carlisle Borough Council agrees that the Borough of Carlisle is to be a sponsor or co-sponsor of a special event, the applicant of the special event is to be responsible for all costs incurred by the Borough of Carlisle to safely conduct the special event.
2. An application fee for Special Events may be implemented at a later date.

**B. Indemnification**

1. A condition of approval for any street closure/special event not sponsored by the Borough of Carlisle will be for the applicant to provide the Borough with a Certificate of Insurance naming the Borough of Carlisle as an additional insured for the requested event. If the street closure request involves a state highway, the Certificate of Insurance must also name Penn DOT as an additional insured.

**C. Application**

1. A Borough of Carlisle Special Events Application must be submitted for any street closure request. By submitting the Special Events Application the applicant agrees to the terms and conditions included in the Special Events Application.
2. Applications for street closures must be received by the Borough of Carlisle at least ninety (90) days in advance of the date of the requested street closure. If the street closure involves a state highway; the application must be received by the Borough of Carlisle at least one-hundred twenty (120) days in advance of the requested street closure.

**D. Criteria to be Considered for Street Closure Approval**

1. Public vs. Private Access

Since Borough streets are public property, the closure of Borough streets shall be approved only for special events open to the public.

2. Public Disruption vs. Public Benefit

Since the closure of Borough streets will result in some degree of disruption and inconvenience to businesses, residents and the general public as well as traffic flow, the Borough of Carlisle must consider such disruption in determining whether a particular street closure warrants approval.

3. **Location**

Hanover and High streets involve major disruption as compared to a secondary street which will cause minimal disruption. The specific location of the street closure is an important consideration.

4. **Times**

Length of time and time of day must be considered.

5. **Other Events**

Are there other events taking place simultaneously such as a car show, college graduation, major construction or road repair project, etc. which would compound the disruption of the street closure.

6. **Community Benefit**

To what degree does the event benefit the community? Does the event enhance the quality of life in the Borough? If the event exclusively benefits a private entity or individual, a street closure may not be warranted.

7. **Commercial Benefit**

Does the event benefit businesses or commerce within the Borough of Carlisle? This would be a positive factor as long as such an event doesn't give some businesses an unfair advantage over others and is not unreasonably disruptive.

8. **Alternate Location**

Is there an alternate location available which doesn't involve a street closure or involves a less disruptive street closure but which still allows the applicant to conduct their special event successfully.

9. **Non-discrimination/Free Speech**

The Borough of Carlisle should not be in the business of dictating what type of speech is acceptable. Even an organization which promotes a negative message may be entitled to a public forum. The Borough can however place restrictions on the time of day, duration and location of special events in which a group, individual or organization wishes to exercise their right of free speech. Public safety and public disruption are key factors in establishing conditions for special events.