

**City of Washington**  
**5<sup>th</sup> and JEFFERSON STREET COLLECTIONS**  
**GENERAL RULES AND GUIDELINES**

The City of Washington allows local non-profit organizations to take collection of monies at the intersection of 5<sup>th</sup> and Jefferson Streets for the organization's benefit. The City of Washington Parks Department coordinates these events.

**GENERAL RULES AND GUIDELINES**

- Only one (1) organization will be allowed to collect at a time.
- Only individuals over the age of 17 can be in the street collecting.
- All individuals in the area involved with the collection must wear a Class II, break-a-way Safety Vest provided by the collecting organization.
- Collectors shall wear a badge indicating their name and group.
- Collectors shall not cause danger, obstruction, inconvenience or annoyance any person.
- All collection devices shall display the name of the charity.
- All equipment brought to the area must be removed at the end of the collection
- If emergency sirens are heard, the intersection will be evacuated immediately in order to allow emergency equipment to proceed without incident.
- Hold Harmless Agreement must be signed by organization and individuals collecting.
- Organizations will be allowed to collect two (2) times within a calendar year.
- Applications must be submitted at least one (1) month prior to the requested date.
- When you arrive if the lights are not on flash, please call 636-390-1050.
- To cancel your event, the day of or after normal business hours, please call 636-390-1050. Otherwise please call the Washington Parks Office 636-390-1080.
- If above rules are not followed, the collection will be stopped.
- Any complaints received, the City of Washington Police Department will cancel the collection immediately and all participants will be required to leave the area.

## **PROCEDURES TO REQUEST A COLLECTION**

1. Obtain a Special Event/Use Application form from the City of Washington Parks Department, 1220 S. Lakeshore Dr., Washington, MO, 636-390-1080.
2. Fill out the Special Event/Use Application form and return to the Parks Office.
3. Insurance requirements must be at the Washington Parks Office 2 weeks prior to your collection date.
4. Hold Harmless Agreements must be signed and turned into the Parks Office prior to your collection. The Parks Office is open Monday – Friday 8:00 a.m. – 5 p.m.

## **INSURANCE REQUIREMENTS**

The organization collecting must provide the City of Washington with a General Liability insurance policy listing the City of Washington as additional insured and include the endorsement page. The limits must be at least \$1 million per occurrence with at least \$2 million general aggregate.

**THESE RULES AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE CITY. THE CITY RESERVES THE RIGHT TO MODIFY OR WAIVE ANY RULES AS IT DEEMS NECESSARY AND IN THE BEST INTEREST OF THE CITY.**