COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS **STANDARD OPERATING PROCEDURES**	S.O.P. No. HMD-75-04-1-000 PAGE 1 OF 2
SUBJECT PERMITS FOR PARADES WITHIN STATE HIGHWAY LAYOUTS	DISTRIBUTION A

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PURPOSE

To define the policies regarding the issuance of permits concerning parades to be held within the limits of a State Highway.

RESPONSIBILITY

The Maintenance Engineer.

POLICY

As outlined herein.

Authorization of Permits

In accordance with the following instructions:

GENERAL

1. (a) All requests for parades must be submitted to the District Office.

   (b) Standard Forms HMD 008, 005 & 602 as used with all Headquarters Permits must be completed and forwarded to Boston together with the following data supplied by the Applicant.

   (c) A letter of approval signed by the Mayor, Chairman of the Board of Selectmen or other equally responsible official, together with a statement that the State will not be held liable for any damages to local roads caused by the increase in traffic generated by the detour.

   (d) Fire and police approval signed by their respective Chiefs with a statement that they have been advised of the time, date, parade route and location of the detour.

   (e) The Applicant shall also notify the State Police and the District Office shall verify this notification.

   (f) A sketch of the parade route and proposed detour.

2. (a) Permits will not be issued for parades on a "No Access Highway".

   (b) Sufficient uniformed police warranted to man the detours and control motor and pedestrian traffic shall be present to effect the minimum delay to motorists and the safety of the spectators at no expense to the Department or the Commonwealth.

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(c) The Grantee clause holding the Commonwealth harmless shall be included in the body of the permit.

(d) Permits will not be issued for parades on State Highway where the detour is not capable of handling the average hourly volume generated at that part of the day.

(e) The Grantee is responsible for removing all debris from the State Layout and regarding, landscaping and seeding areas damaged by vehicles, to the satisfaction of the Engineer. The Grantee shall be further responsible for signposts and all other items of State property.