



**CITY OF GALLUP
EVENT · PARADE · PARKS · FILM
COURT HOUSE SQUARE
PERMIT CHECK LIST**

Office of the City Clerk
P.O. Box 1270
Gallup, New Mexico 87305
(505) 863-1254

Profit _____ Non-Profit Permit Number _____
Applicant(s) Gallup High School Jennifer Arviso - Parent
Mailing & E-Mail Address atruijillo@gmcs.org Jennifer Arviso 505-862-1070
Home/Office/Cell Phone # 505-721-2608 or 870-1785-D.T.
Type of Event Parade Date[s] 3-31-2023 Time[s] 4:00 PM.
Location(s) Girls Basketball 4A STATE Champions
Parade Route STANDARD PARADE ROUTE 8th STREET EAST ON APERC. (SEE MAP)

NOTE* Obtain signatures in order shown, attach a written scope of event and provide a Certificate of Insurance for requested event. All street closures are City Council approved, 30 days in advance.

1. CITY POLICE DEPARTMENT: Acting Chief Erin Toadlena-Pablo or Designee 863-9365

ONE Police
Car Escort

Assigned Officer(s) SHIFTS 3/4 N/A
Police Department Fees _____ N/A
Special Equipment/Conditions _____ N/A
Security Plan Review _____ N/A

Approved: Disapproved _____

Field Services Signature: LT Mark Swank Date 03/23/23

2. CITY FIRE DEPARTMENT: Chief Jesus "Chuy" Morales or Designee 722-4195

ONE
Fire
Engine.

Assigned Firefighter/EMT(s) Fire Engine with two personnel N/A
Special Equipment/Conditions _____ N/A
Fire Department Fees _____ N/A
Site Review _____ N/A

Approved: Disapproved _____

Fire Department Signature: J. Morales Date 3/23/23

3. CITY COORDINATION: Ben Welch, Community Services Coordinator 863-1275

Single contact coordinates City of Gallup logistics and/or department requirements; Public Works, Gallup Joint Utilities, Parks, & Recreation. **NOTICE:** City of Gallup will not provide security, PA/Sound equipment, tables, chairs, tent{s}, canopies, concessionaires, bleachers, coolers, stages, port-a-potties, heavy equipment, wash basins, generators, extension cords, office equipment, printing, BBQ grills, crock-

pots, food warmers, water/soft drinks, food, volunteers, give-a-way prizes, gift certificates, money/cash etc., etc., and importantly, not limited to the above-mentioned list. **All Street Closures to be approved prior to event. Requests will be heard at regularly scheduled City Council meeting 30 days in advance.**

SEE
STANDARD
Parade
Route.
Map.

Below for Event Coordinator use only {based from written scope of event}

Public Works	STREETS ASSIST w/ Parade	N/A
GJU	ASSIST w/ Parade	N/A
Parks/Recreation	ASSIST w/ Parade	N/A
Logistics	STANDARD Polka Route	N/A
Additional City staff	Gallup Polka, Fire, Street, Park, Solid Waste	N/A
Special Interest	4A Girls Basketball Champions	N/A
Special Equipment/Conditions	ASSIST w/ Parade	N/A
Street Closures	Request Heard 3-28-23 6:PM.	N/A

ATTACHED.

Provide Certificate of Insurance for all events. Any amusement ride; including but not limited to, bouncers, jumpers, wooly riding, trains, climbing walls, mechanical bulls, etc., require an additional Certificate of Insurance prior to the event. All food vendors must have approved Certificates from EID to serve food at events.

Approved: _____ Disapproved _____

Gen. Services Dept. Signature: Ben Kels Date 3-23-2023

4. CITY CLERK'S OFFICE: Alfred Abeita II, City Clerk or Designee 863-1254

Liquor/Alcohol requires "Special Dispenser License" application. Application coordinates with City Manager's office for any requirements and CM signature {no exceptions}. **Signed application must be returned to City Clerks Office.**

Department Fees Received
 Police Department _____
 Fire Department _____
 Other City Departments _____
 Alcohol Permit _____

Loud Speaker Permit: Issued _____ N/A _____
 Application Complete _____ Incomplete _____
 Date/Time Issued For _____ Void After _____

City Clerk Signature: _____ Date _____

NOTICE: NO FIRE ARMS ALLOWED. Inappropriate behavior and/or abuse of "any" City staff or any violations of the City of Gallup Municipal Codes: Unnecessary Noises {Section 5-1-24A thru 5-1-24C} and/or Disorderly Conduct {Section 5-1-10A thru 5-1-10H} shall result in termination/cancellation {before and/or during} events. The "Applicant" understands the City of Gallup reserves the right to cancel or terminate events if required for the Public Health, Safety, and Welfare of City residents. Damages to City property during events is the "Applicant's" responsibility to repair and/or replace at no cost to the City. Copies of applications returned to appropriate departments.

11:37 AM
 DECISION
 3-23-23

Parade

1 message

Debra Trujillo <DTRUJILL@gmcs.org>
To: Ben Welch <bwelch@gallupnm.gov>

Wed, Mar 22, 2023 at 9:07 AM

The basketball coaches of Gallup High School are asking for permission to have a parade. It would be small, very small (1 float), plus, of course, a police car and fire truck. The girls' basketball team took the 4A State Championship on March 10, 2023. We are asking now because after the tournament, all schools were closed due to Spring Break. The coaches would like to hold this parade as soon as possible and would/could be after school one day during the week if necessary.

Thank you so much for your time and consideration.

Debra L. Trujillo
Special Education Teacher
Gallup High School

* Jennifer Arviso - Parent will be
speaker/requester for street closure.
along w/ coach TODD McBRIDE - Debra & Chris Trujillo.

Date: Friday, March 31ST, 2023

Time: 4:00 pm.

STANDARD Parade Route: 8th Street heading
East to conclude @ Puerco. Intersection of
Aztec & PUERCO.

Parade will consist of one (1) Police Escort,
one (1) Float, & (1) one Fire Truck

SEE ATTACHED MAP.



AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

Page _____ of _____

AGENCY Poms & Associates Insurance Brokers		NAMED INSURED New Mexico Public Schools Insurance Authority	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**FORM NUMBER: _____ FORM TITLE: : **Notes**

Summary of New Mexico Tort Claims Act Section 41-4-19:
Maximum Liability Governmental entities and agencies, including public schools, public charter schools and community colleges and universities are granted immunity from liability.
Commercial General Liability Products and Completed Operations Professional Liability Contractual Liability
Imposed by New Mexico Tort Claims Act [NMSA 1975 §41-4-1 through 41-4-29]
\$400,000 Bodily Injury Per Person
\$200,000 Property Damage Per Property Address
\$300,000 Medical
\$750,000 Per Occurrence
\$1,050,000 Combined Limit/Maximum Liability