



NEIGHBORHOOD BLOCK PARTY REGISTRATION PACKET



West Valley City National Night Out Program

West Valley City Communications Department, Neighborhood Services Office

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neighborhoods@wvc-ut.gov

www.wvc-ut.gov/nno



WWW.WVC-UT.GOV/NNO

West Valley City National Night Out

Welcome to **National Night Out 2020!** It is America's Night Out Against Crime! This is the **37th** annual National Night Out, a crime and drug prevention event sponsored by the National Association of Town Watch. More than 50 events were held around the City in 2019. Groups that register with the City will potentially have visits from Police, Fire and City Council-members. Past block parties in the City have been very creative, ranging from simple neighborhood meetings to neighborhood dinners with live entertainment. Some groups choose to close a neighborhood street while others hold events at City parks or in a neighbor's yard. It does not require a large amount of money to make an event a success.

Due to COVID-19 National Night Out has officially been postponed until October. We hope that we will still be able to have safe events. We have included a chart that shows our plan, but please be mindful that requirements may change as we receive updated directions from the state. To better meet the needs of all the neighborhoods that wish to participate, and to help schedule city resources more effectively, we are asking groups to plan their block party on one of the following nights:

Saturday, September 26 OR Tuesday, October 6 OR Friday, October 16

Ideally, we would like to try and limit these nights to no more than 20 events each. If your group chooses another night during the month, it is very likely that staff will not be able to make visits. If you have questions about a specific date, please contact us.

Start planning early, here is your checklist:

- Organize a neighborhood block party committee.
- Please complete and return the **ENTIRE** registration packet by

Thursday, September 11

- Decide if you will be closing a street and submit a street closure request form **with** the packet. If your event is on a City street, this is **REQUIRED**, it is NOT optional!
- Invite your neighbors (reminder cards and door hangers will be available in limited quantities).
- Post a National Night Out banner a few days before your event to remind your neighbors to attend (limited quantities for registered groups)
- Due to COVID-19 there will be additional requirements of block party organizers to make sure events are as safe as possible.
- PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE IF YOU HAVE ANY QUESTIONS ABOUT NNO OR ABOUT WHAT RESOURCES WE MIGHT BE ABLE TO ASSIST WITH.

PLEASE NOTE: THIS PACKET IS ONLY FOR NATIONAL NIGHT OUT BLOCK PARTIES
for events held other months, please visit wvc-ut.gov/blockparty for the correct forms



Planning with COVID-19

COVID-19 has severely disrupted our lives and has left many of our neighbors feeling more isolated than ever. National Night Out is an essential part of helping bring neighbors together and creating a sense of connection to the places we live. Given current circumstances and limitations to in-person gatherings we hope that the following will help you plan your event for 2020. Please keep in mind that this is subject to change as updates are provided to us by the state.

BLOCK PARTIES	DATES	ORANGE	YELLOW	GREEN
Neighborhood Block Parties	Saturday, September 26 Tuesday, October 6 (new official day) Friday, October 16	NO EVENTS	NO EVENTS that encourage in-person gathering points. NO FOOD. Possible Alternatives: - Parades - Chalk Art Festival - Drive Thru Party - Drive In Movie - Concert in the Park - Porch Decorating Contest - Scavenger Hunt Party - Gift Bag Deliveries - Letter Writing Campaign - Neighborhood Yard Art - Holiday Decorating Contest	Block Party Requirements (subject to change): - No Events Over 500 People - Sign in Table with a Map (document who is in attendance) - Hand Wash / Sanitation Stations - Regular Sterilization of High Touch Point Surfaces - Food lines for food to be served to attendees - No buffet lines - Controlled entrance and exit points - Assistance Program (limited supplies): Water, Paper Products, Hand Soap, Signs - Signage for Guidelines

ORANGE

If we return to an orange status, we will be canceling all neighborhood events. No exceptions.

YELLOW

Consider alternatives to in-person gatherings. Be creative.

Some gatherings are still possible, but please limit the size to under 50 people at all times.

ALL attendees MUST sign in to the event.

ALL attendees MUST wear a face mask.

Social distancing guidelines MUST be followed.

Signage will be provided that will be required at any in-person gatherings.

No potluck food buffets.

GREEN

Gatherings must limit the size to under 500 people at all times.

ALL attendees MUST sign in to the event. A map for your sign in table will be provided.

ALL attendees should be encouraged to wear a face mask and follow social distancing guidelines.

Signage will be provided that will be required at any in-person gatherings.

No potluck food buffets.

Please visit the state website for more information <https://coronavirus.utah.gov>



Block Party Registration

NEIGHBORHOOD INFORMATION

Neighborhood Group Name:

Is your group registered with the City? NO YES

Is this your groups first year participating in NNO? NO YES

City Council District:

Police Beat:

Code Enforcement Area:

CDBG Area?

NEIGHBORHOOD CHAIRPERSON

NNO EVENT ORGANIZER

Name:

Name:

Email:

Email:

Home Address:

Home Address:

Zip Code:

Zip Code:

Home / Cell Numbers:

Home / Cell Numbers:

TShirt Size
(1 per group):

SM

MD

LG

XL

XXL

Other _____

EVENT INFORMATION

Event Date: Saturday, September 26

Tuesday, October 6

Friday, October 16

Exact Address of Event:

City Park

Residence

Street

Clubhouse

Other: _____

Number of Homes Invited:

Expected Adult Attendance:

Expected Youth Attendance:

NOTE:

If your event is on a City street a
STREET CLOSURE REQUEST is
REQUIRED, it is **NOT OPTIONAL!**

Exact Start Time of your Event :

Expended End Time of your Event :

Suggested Time for Staff Visits:

TWO ATTACHMENTS ARE **REQUIRED**:

Map of the ENTIRE area being invited to your NNO event

Copy of the flier you will be using (if different from the City provided door hanger)

How will you be promoting your event in order reach **EVERY** member of your neighborhood?

Any other important event details, special requests, etc.



Block Party Street Closure Request Process

THIS PACKET IS FOR EVENTS BEING HELD IN AUGUST
*** REQUIRED IF YOUR EVENT IS IN A CITY STREET ***

Step 1:

- Ask neighbors to sign the "Street Closure Request Petition."
You are required to receive signatures of support from 51 percent of the homes on the street that will be closed.
- Ask your neighbors for comments prior to the party and before going door to door for signatures.
- You must make an attempt to contact **EVERY** homeowner on the street you are proposing to close and ask for their support.
- A flier should be delivered to every home about the proposed block party with your address and phone number on it.
Attach a copy of the flier that was used.

Step 2:

- **Attach a map** that CLEARLY identifies the section of the street that you are requesting permission to close.

Step 3:

- Return the completed application, petition, flier and area map to the Neighborhood Services Office.
- The completed application needs to be received **2 WEEKS** before your event to allow processing time.
- Once received, staff will help you obtain the necessary approvals.

Step 4:

- After the approval, make arrangements with the Neighborhood Services Office to pick up barricades or caution tape. Barricades will be **REQUIRED**.
- Barricades are not stored at City Hall, an **appointment** will be needed to arrange pick up from the storage unit.
- There are a limited number of barricades being used by **MANY** groups, barricades need to be **returned the next business day** to the storage unit.
- West Valley City **DOES NOT** deliver or set up the barricades.



Block Party Street Closure Request

NEIGHBORHOOD INFORMATION

Neighborhood Group Name:

NNO EVENT ORGANIZER

PERSON RESPONSIBLE FOR BARRICADES

Name:

Name:

Email:

Email:

Home Address:

Home Address:

Zip Code:

Zip Code:

Home / Cell Numbers:

Home / Cell Numbers:

DATE & TIME INFORMATION

Event Date:

Saturday, September 26

Tuesday, October 6

Friday, October 16

Closure START Time:

Closure END Time:

Event START Time:

Event END Time:

LOCATION INFORMATION

Name of the street being proposed for closure:

From house number:

To house number:

Attach a map that CLEARLY identifies the section of the street that you are requesting permission to close.

Barricades needed:

NO YES How many? _____

Caution tape needed:

NO YES How much? _____

FOR OFFICE USE ONLY

City Council District:

Police Beat:

Code Enforcement Area:

CDBG Area?

PR&NS Approval:

Police Approval:

Fire Approval:

Public Works Approval:



Block Party Street Closure Request Petition

**I live on the street that will be closed for the neighborhood
National Night Out block party.
I support closing the street for this purpose.**

Name: _____ Address: _____

Comment: _____



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