



CITY OF LANCASTER

Service Safety Director
104 East Main Street
Lancaster, OH 43130
(740) 687-6608

Street Contributions Solicitor Permit – Application

Permit To Solicit Charitable Contributions in the Roadway

All applications must be submitted two weeks prior to the date(s) being requested, in order to be eligible for review.

1. Applicant Information

Organization Name: _____

Organization Address: _____

City: _____ State: _____ ZIP: _____

501(c)(3) Number: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ E-mail: _____

Emergency Contact: _____ Phone: _____

Insurance Company: _____

2. Event

Date of Collection: _____

Start Time: _____ End Time: _____

3. Agreement

Upon signing this permit, you acknowledge receipt of a copy of Codified Ordinance Chapter 751, Section 751.07 and understand that street collections may only be conducted at Center Alley, Main Street between Broad and Columbus Street.

Signature: _____ Date: _____

4. Liability Release

Upon signing of this document, the undersigned hereby releases the City of Lancaster from any and all liability arising out of street collecting of funds and also agrees to indemnify the City for all damages in accordance with Codified Ordinance Chapter 751, Section 751.07, Sub-Section 10.

5. Collection Workers

All collection workers soliciting in the street:

Name: _____

Address: _____

Signature: _____ Date: _____

Use a separate sheet for any additional collection workers.

6. Checklist of Documents Required

Personal Liability Insurance Policy (\$1,000,000)

Please mail or drop off this application to:

**City of Lancaster, Service Safety Director
104 East Main Street, Lancaster, Ohio 43130**

For Office Use Only:

Subject to the information contained in this Street Contributions Solicitor Permit application, permission is hereby:

Approved

Denied

Service Safety Director's Signature: _____

Date: _____

CC: Fire, Police, LDOT, Mayor

Codified Ordinances of Lancaster Ohio – Chapter 751 PEDDLERS

751.07 PERMIT TO SOLICIT CHARITABLE CONTRIBUTIONS IN THE ROADWAY

(a) The Service-Safety Director or his/her designee may issue a permit to solicit contributions on a street, highway or roadway from the driver or occupant of a vehicle when all of the requirements of subsection (b) hereof have been met.

(b) Charitable organizations may apply for and obtain a permit to solicit contributions in the street, highway or roadway but not on a freeway as provided by Ohio R.C. 4511.051 when a permit issued by the Service-Safety Director or his/her designee as follows:

(1) The Service-Safety Director or his/her designee shall prescribe a form and receive applications to solicit contributions on a street, highway or roadway.

(2) An application may be made only by a charitable organization that has received from the Internal Revenue Service a currently valid ruling or determination letter recognizing the tax exempt status of the organization pursuant to Section 501(c) of the Internal Revenue Code with a local charitable organization meeting within Fairfield County. The Internal Revenue Service ruling or determination shall be attached to the application prescribed by the Service-Safety Director and/or his/her designee.

(3) Collections shall be made only at Center Alley, Main Street between Broad and Columbus Street. A permit shall be obtained from the Service-Safety Director.

(4) Collections shall not commence before thirty minutes after sunrise and shall not continue beyond thirty minutes before sunset.

(5) Collections shall not exceed thirty hours on three continuous days, and shall be one time only, per calendar year.

(6) All persons collecting in the streets shall be eighteen years of age or older.

(7) All collectors shall be neatly attired and wear orange safety vests when working in the street collecting moneys.

(8) Only four people may be in the same location at one time for street collections.

(9) A one million dollar (\$1,000,000) personal liability insurance policy for any occurrence shall be carried by the collector and proof of such insurance shall be provided to the Service-Safety Director.

(10) A collector shall sign a release of liability form for the City, relieving the City from all liability and agreeing to indemnify the City for all damages.

(11) The supervisor of all organizations engaged in street collections shall list all workers who will collect at a specific time. Each worker shall sign the release liability mentioned in subsection (a)(10) hereof, and the supervisor shall sign for the organization.

(12) Orange cones and orange vests shall be furnished by the Lancaster Street Department. A plan showing where collectors are recommended to stand shall be given to each organization.

(13) Two temporary signs shall be displayed that shall notify motorists of street collections ahead.

(14) The Service-Safety Director shall be given fourteen days notice prior to requesting the street collection permit.