



# City of Kirkland National Night Out Block Party Guidelines

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"National Night Out" is a nationwide campaign aimed at involving communities in crime and drug prevention awareness. Kirkland residents are encouraged to gather with neighbors to work on common projects and strengthen community relationships. Kirkland City Councilmembers and representatives from the police and fire departments will visit events held on the first Tuesday in August between 6 p.m. and 9 p.m. For more information go to: <https://natw.org/>.

National Night Out activities may be registered with the City of Kirkland in one of the following ways:

- **No Street Closure** - call the Kirkland Police Department at 425-587-3401 at least 48 hours in advance.
- **Street Closure** - submit a National Night Out Block Party Permit Application at least 15 calendar days in advance.

## PUBLIC DISCLOSURE

The City of Kirkland publicizes the location of National Night Out Block Parties and encourages the general public to attend an event near them. Applicants who don't want their event publicized may instead apply for a Neighborhood Block Party Permit and pay the application fee. In either case, information contained within each application is subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.

## APPLICATION

A complete application must be received no less than 15 calendar days prior to the event, or it will not be accepted.

1. Applicant must live on the street to be closed and serve as the event contact.
2. Block party may be held between 8:00 a.m. and 10:00 p.m.
3. A complete application includes the application and map of proposed street closure.

## FEES

There are no fees for National Night Out Block Parties held on the first Tuesday in August.

## NOTIFICATION

Applicant is responsible for contacting neighbors to share details of the block party and temporary street closure. Vehicle access must be provided for neighbors not attending.

## STREET CLOSURE

An adult monitor should be posted at each street closure to ensure resident and emergency access.

Applicant may not close:

1. Arterial streets.
2. Intersections.
3. Streets with a bus stop.

Kirkland Fire Department requires:

1. A 20-foot emergency access lane be maintained at all times.
2. Hydrants and fire protection connections remain clear at all times.
3. Access and egress be maintained at all times.

Street closure barricades:

1. Applicant is responsible for obtaining and placing barricades/street closure signs. At the conclusion of the event, Applicant should remove the barricades and return the street to its original condition. Please note, the City does not lend or rent equipment.
2. Large portable items such as yard waste bins can be used with large street closure signs attached, or
3. ‘Street Closed’ barricades can be rented from a local traffic control company.

**COMPLAINTS**

The best way to handle complaints is to avoid them in the first place. Be a good neighbor and provide advance notice to adjacent property owners – a minimum of two weeks is recommended. Most complaints are reported when activities are unreasonably loud, have been going on for a long period of time, or take place during “quiet” hours. If a complaint is received, a police officer will be sent to the location to address the situation.

**COMPARE PERMIT APPLICATIONS**

Kirkland offers two types of block party permits, which application is right for you?

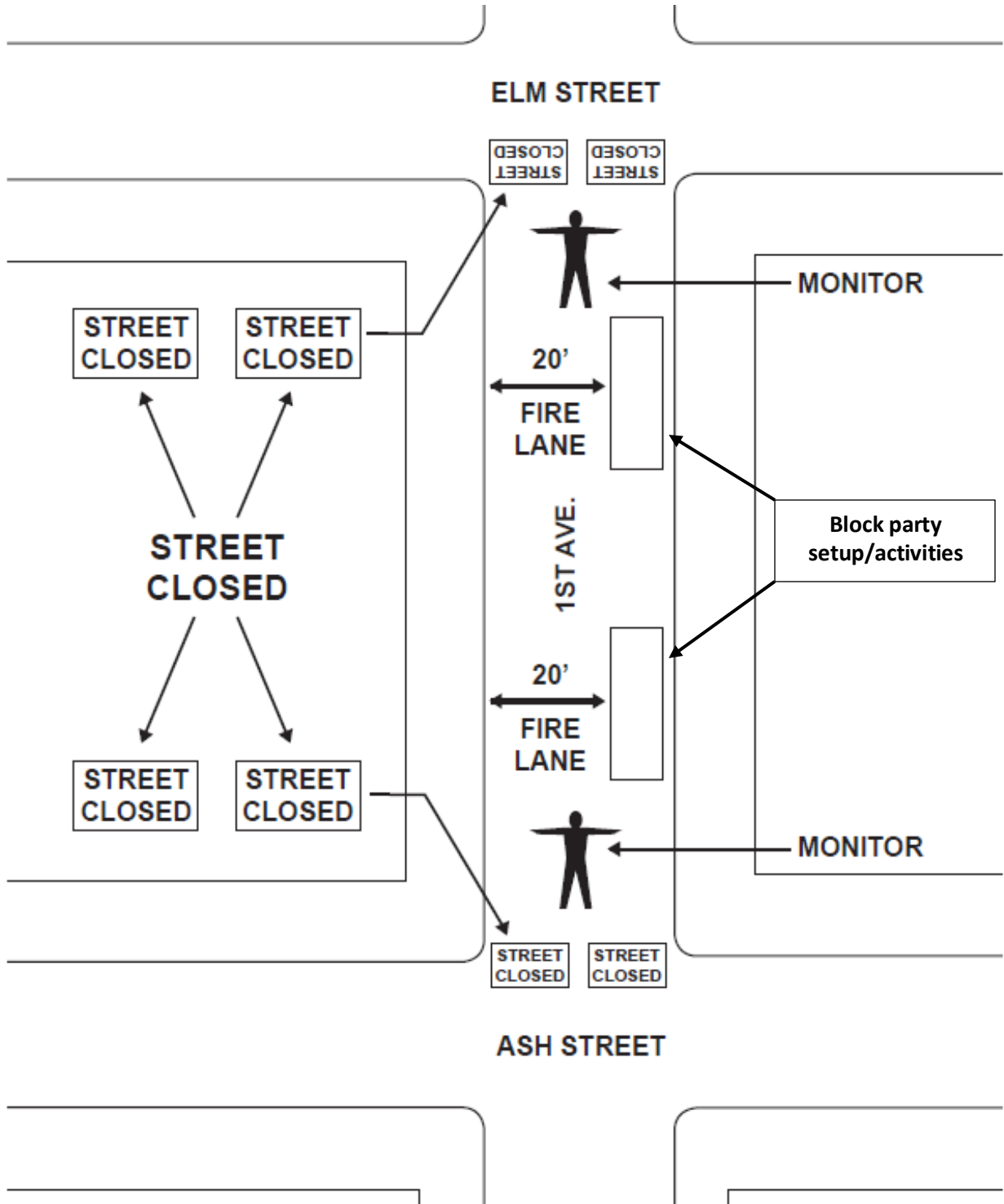
|                                     | <b>National Night Out Block Party</b> | <b>Neighborhood Block Party</b>         |
|-------------------------------------|---------------------------------------|---|
| Street Closure                      | Yes                                   | Yes                                     |
| Event Date                          | 1 <sup>st</sup> Tuesday in August     | Varies                                  |
| Application Fee                     | No                                    | Yes                                     |
| City Representatives                | Visit between 6 p.m. – 9 p.m.         | Visit upon request & staff availability |
| Event information published by City | Yes, general public invited to attend | No                                      |

**Alternate Formats:** Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland contact the City’s Title VI Coordinator at 425-587-3011 or [TitleVICoordinator@kirklandwa.gov](mailto:TitleVICoordinator@kirklandwa.gov).

# BLOCK PARTY STREET CLOSURE EXAMPLE

1. Place barricades with "STREET CLOSED" signs across the entire roadway at each closure.
2. Keep tables/setup to one side of street in order to maintain a 20' emergency access lane.
3. Assign an adult monitor at each closure to move barricades for neighbor and emergency vehicle access.



**STREET CLOSED**

**NATIONAL NIGHT OUT  
BLOCK PARTY**

**DATE: AUGUST \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_**