**APPLICATION FOR ROAD TOLL IN NORWAY, MAINE**

NAME OF NONPROFIT ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF RESPONSIBLE PERSON AT EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE FOR RESPONSIBLE PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE AND TIME OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAS THIS ORGANIZATION HELD AN EVENT IN NORWAY BEFORE? \_\_\_\_\_\_\_\_\_\_\_\_\_

IF SO, WHEN? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOW MANY ADULTS WILL PARTICIPATE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \*PLEASE ATTACH A COPY OF NONPROFIT STATUS

The Town of Norway, Maine shall not be liable in any civil action for damages for property or personal injury resulting from a motor vehicle accident arising out of or in the course of solicitations for the purpose of soliciting contributions, conducted by the charitable organization making application.

I have read and agree to follow the “Guidelines and Rules for Road Tolls in Norway, Maine” : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_

OFFICE USE ONLY:

Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chief of Police

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Highway Commissioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fire Chief

**GUIDELINES FOR ROAD TOLLS IN NORWAY, MAINE**

1. Event must be conducted by a charitable nonprofit organization incorporated in or recognized by the State of Maine and benefitting Norway citizens.
2. Applications will be accepted after January 1 on a first come, first serve basis.
3. No events will be allowed from November 15th to April 15th.
4. No events to be held in inclement weather.
5. Events shall be held during daylight hours and events shall not exceed four hours.
6. No events will be held on Memorial Day weekend, 4th of July, Labor Day Weekend or any other time the Town deems necessary to maintain public safety.
7. Events shall be limited to Saturdays and Sundays only.
8. Approved organizations must complete an application to include contact information of a responsible person, date and time of event, diagram of toll layout and proof of nonprofit status.
9. Applications must be received no later than thirty days prior to scheduled event.
10. There shall be no more than 2 planned events per month. No organization shall be granted approval for more than two events per year.
11. The Police Department may suspend the event at any time if any condition of the application or rules is violated, or, in the police officer’s or the Town’s sole discretion, traffic is being impeded or delayed or the public safety is at risk.

**RULES FOR ROAD TOLL IN NORWAY, MAINE**

1. No one under eighteen years old shall participate in Toll.
2. Organizations shall supply their own safety equipment.
3. Any person participating in Toll shall wear ANSI 107-1999 approved safety apparel.
4. Traffic cones and warning signs shall be placed in accordance with approved diagram included in application.
5. No person shall stop or otherwise interfere with traffic flow to solicit contributions.
6. The organization and purpose of Toll must be made known to motorists by placing an informational sign in advance of the event. Distance and size of the informational sign(s) to be determined by the Chief of Police.
7. The organization conducting the event shall remove all cones, traffic barriers, refuse, etc. from site immediately following event.