



**APPLICATION FOR USE OF  
PUBLIC RIGHT-OF-WAY FOR EVENT**

The following special event has been approved by the Special Events Committee.

Submitted by: Denise Miller

Event name: Our Lady of Hungary School Field Day

Event Date: May 29, 2026

Street Closure: Chapin St from Calvert St to Bruce St

Closure Times: 7:30 am to 12:30 pm

Sidewalk Closure:  Yes  No

Comments: Celebrating the last day of school for students with a field day for games.

**CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS**

Elizabeth A. Maradik, President

Murray L. Miller, Member

Abigail E. Magas, Member

Joseph R. Molnar, Vice President

Breana N. Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: May 26, 2026



Tuesday, April 21, 2026

## City of South Bend Special Event Application

### Neighborhood Event

#### Approval Status

Not Started

#### Fee Schedule

\$25 application fee if filed 30 days or greater (up to 180 days) in advance of event.

**Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted**

We accept payments in person or by mail in the form of a check or money order, and we can also process card payments. Please Bring Payment to: Public Works Service Center, 731 S. Lafayette Blvd., South Bend, IN

To complete this form, you will need:

- A map of the requested street closures
- Copy of Notice Brochure notifying your neighbors about the event
- Neighborhood Notice Signature Sheet filled with signatures from at least 50% of the households in your neighborhood.

## Section A - Applicant Information

<b>Date of Application</b>	Tuesday, April 21, 2026
<b>Organization Name</b>	Our Lady of Hungary School
<b>Applicant (Contact) Name</b>	Viola Ramsay
<b>Applicant (Contact) Phone Number</b>	(574) 289-3272
<b>Applicant Email</b>	vramsay@olhsb.org
<b>Address</b>	735 West Calvert Street South Bend, Indiana, 46613

List any professional event organizer, event service provider or commercial fundraiser that is authorized to work on your behalf to plan, produce and/or manage your event.

<b>Service Provider Organization Name</b>	Our Lady of Hungary School
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**Service Provider Contact Person Name** Shannon Matthew  
**Service Provider Phone Number** (574) 289-3272  
**Service Provider Email** smatthew@olhsb.org  
**Service Provider Address** 735 West Calvert Street  
South Bend, Indiana, 46613

## Section B - Event Information

**Event Name** Field Day  
**Expected Attendance** 129  
**Requested Street Closure** Chapin St.  
**From (Cross Street)** Calvert St.  
**To (Cross Street)** Bruce St.

Below, please submit a map of the requested street closures. You may do this in several different ways, as long as the street closures are clearly marked off. Here are a couple of suggested ways to do it:

### Use Google My Maps to customize a map view

1. Go to <https://www.google.com/mymaps>
  2. Select Create a new map
  3. Use the tools on the left to:
    1. Draw a line over the closed road
    2. Add a pin or text
  4. When done, click the  menu → Print map
  5. Choose Save as PDF or take a screenshot
  6. Upload the file to this form
- This requires only a Google account.

### Phone Screenshot + Built-in Markup

1. Open Google Maps and navigate to their route/event area.
  2. Take a screenshot.
  3. Tap Edit / Markup (built into iPhone and Android).
  4. Draw lines to show closures.
  5. Save and upload the image.
- This requires zero accounts and zero added tools.

### Google Maps → Print → "Markup" in Browser

Some browsers (Chrome/Edge) allow annotation directly on a printed or saved PDF.

1. Go to Google Maps and find the area

2. Select Print → "Map only"
3. Choose Save as PDF
4. Open the PDF in the browser
5. Use built-in Draw or Highlight tools
6. Save and upload

**Please use one of the methods above to upload your map!**

**Upload a map of the requested street closures.**



**Provide a brief description and timeline of event (Note: a detailed map plan is required in Section H of this application. This description should be a summary overview.)**

This is our last day of school and we are having a field day for our students for games.

**Neighborhood Special Event applications must be submitted more than 30 days in advance of the event date or the application will not be accepted.**

**Date of Event Setup** Friday, May 29, 2026

**Time of Event Setup** 07:30 AM

**Date of Event** Friday, May 29, 2026

**Event Begin Time** 08:00 AM

**End Date of Event** Friday, May 29, 2026

**Event End Time** 12:30 PM

**Event Cleanup Completion** Friday, May 29, 2026

**Event Cleanup Completion Time** 12:30 PM

**Is there a rain date for this event?**

**Have all residents on the affected block been notified?**

You are required to notify area business owners and residents in writing 15 days prior to the event.

Attach a copy of the brochure or door hanger distributed to all affected residents/businesses/neighborhood groups describing the event purpose, date and time.

A list of names of neighbors notified is also an acceptable submission. 50% of the affected neighbors within the closure must be notified and be amenable to the closure.

**Copy of Notice Brochure**



**Number of households impacted by proposed street closure** 45

**Number of households represented by signatures** 0

**Will the event have music (live or other)?**

**Will alcohol be served or sold?**

## Section C - Alcohol

- The applicant must apply for and receive a temporary liquor license from the Alcohol & Tobacco Commission. Explore [Indiana ATC forms](#). (Temporary Permits are near the bottom of the form list.) Forms must be filed with the district ATC office five (5) days prior to the requested event date.
  - Application cannot be processed without a copy of this license.
- A refundable \$400.00 deposit paid by card or check (made to City of South Bend) must be submitted with application.
  - Application cannot be processed without deposit. Deposit will be returned upon inspection of vent area by the Board of Public Works.
- Events that will have alcohol sales must provide security. If your event will be hiring a security company, please provide its contact information in sub-section (a) below. Otherwise, please list the names, phone numbers, and qualifications (e.g. off-duty police officer, professional security guard, or event applicant) of three (3) security guards in the fields provided in sub-section (b)

## Subsection A - Security Company Contact Information

## Subsection B - Security Guard Contact Information

## Section D - Food

**Are you having food at your event (food vendors, caterers, food trucks, etc.)?**

IF YES

- The event coordinator must apply for and receive a [St. Joseph County Health Department Temporary Event Permit](#).
- Vendor(s) must have a City of South Bend [business license for Food Vending Vehicle](#). (Contact Michelle Adams at [Madams@southbendin.gov](mailto:Madams@southbendin.gov))
- Vendor(s) must also apply for and receive a St. Joseph County Health permit. Health Permits must be filed with the county 30 days prior to the proposed event. Each vendor must obtain necessary permits to serve on-site and display these permits at the event.
- All applications and guidelines can be found at the [St. Joseph County Health Department Food Service website](#)

## Section E - Equipment, Set-up, and Logistics

**Does your event include the use of fireworks or other pyrotechnics?**

No

IF YES:

Depending on the potential fire risk, applicants may need to receive approval of the South Bend Fire Department (process facilitated by event coordinator).

Only consumer grade fireworks can be used during certain time frames (July 4th and New Year's).

A permit must be applied for with the [Indiana Department of Homeland Security for Commercial Grade Fireworks show](#).

All entertainment events should have a permit from the IDHS Amusement and Entertainment Permit.

**Will there be any musical entertainment features at the event?**

No

## Section F - Indemnity & Hold Harmless Agreement

Our Lady of Hungary School agrees to indemnify, defend and hold harmless the City of South Bend, Indiana, its agents, officers, and employees (collectively ("City")), from any liability, loss, costs, damages or expenses, including attorney fees, which the City, may suffer or incur as a result of any claims or actions which may be made against the City, its agents, employees, or subdivisions by any person, including a participant in the activity, arising out of the approval of this request by the City, through the Board of Public Works, to close a portion of the public right-of-way for the event described above, or for any harm or damage alleged to have occurred because of the holding of the special event. The undersigned certifies that he/she is authorized to bind the APPLICANT to these terms.

**Signed on this date:** Tuesday, April 21, 2026

**Signature** *Viola M. Ramsay*

**Printed Name** Vola Ramsay

**City/State/Zip** South Bend Indiana 46613

**Event Name** Field Day

**Event Location** Chapin Street

**Event Name** Field Day

**Length of Event (Date/Times)** 05-29-2026 / 7:30 am - 12:30 pm

## Section G - Permit and Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$25.00 non-refundable fee for applications filed 30 days or greater in advance of the event date. Applications filed less than 30 days in advance of the event date will not be accepted.

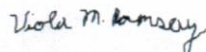
2. All residents within the affected area must be notified of this event. The APPLICANT must demonstrate that they have obtained greater than 50% of the affected residents' signatures. THE APPLICANT must include a copy of a brochure or letter of invitation distributed to all affected neighbors describing the event's purpose, date, and time.
3. The APPLICANT is responsible, prior to the event, for determining if there are any affected residents that need assistance accessing their residence.
4. The cones will be delivered to the APPLICANT's address. The APPLICANT assumes full responsibility for clean-up and assures the City that all cones will be maintained and returned undamaged. The APPLICANT will be liable for the replacement cost of \$50.00 per cone as a result of any missing or damaged cones.
5. Block parties must end by 8:00 p.m.
6. A street will be blocked off from intersection to intersection only.
7. The Special Events Committee reserves the right to deny any block party application based on traffic volume and speed limit records.
8. The Special Events Committee reserves the right to deny any block party application based on information gathered from the South Bend Police Department or other sources.
9. The APPLICANT agrees to allow residents that live on the above-referenced block access in and out of the restricted area as needed.
10. The APPLICANT agrees to abide by all terms and conditions of the South Bend Municipal Code and Board of Public Works' policy adopted in Resolution No. 10628-18 on December 11, 2018.
11. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Board of Public Works.
12. The City of South Bend Noise Ordinance is in effect at all hours. Between the hours of 11:00 p.m. and 7:00 a.m. certain noises are particularly prohibited. These include operating stereos, speakers, musical instruments, and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, or other noise disturbances in the streets in a manner which disrupts the peace.

I have read the Application and the Permit and Agreement for this Special Event and I affirm the truth of the information provided by me to the best of my knowledge. I understand and agree to the above rules and regulations, and any applicable state and federal laws. I also understand that this application may be denied based on any false or incomplete information.

**Signed on**

Tuesday, April 21, 2026

**Signature**



**Printed Name**

Viola Ramsay

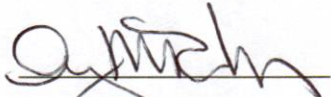
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Date: \_\_\_\_\_

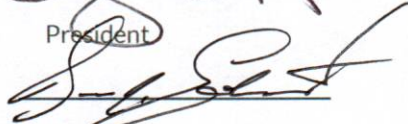
Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SPECIAL EVENTS COMMITTEE APPROVAL



President



Member



Member



Member

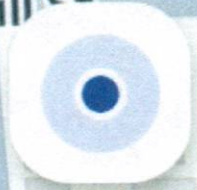
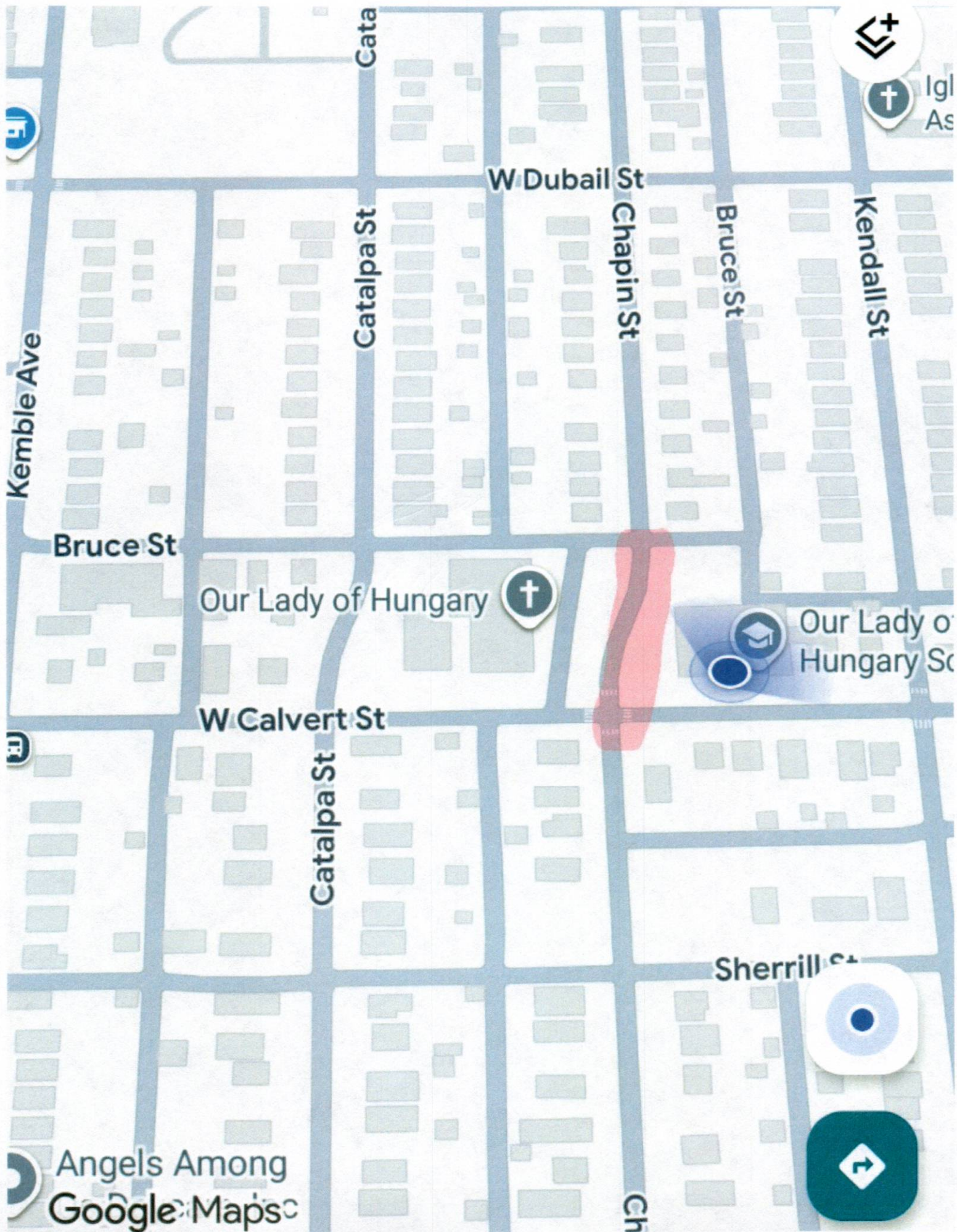
\_\_\_\_\_

Member

5/13/26

\_\_\_\_\_

Date



Angels Among  
Google Maps



Our Lady of Hungary School  
735 W. Calvert St. • South Bend, IN 46613 • 574-289-3272

05/01/2026

Dear Neighbors,

### Notice to our Neighbors

We, at Our Lady of Hungary wanted to inform our neighbors that on Friday, May 29, 2026, we will have a one block section closed on Chapin Street from Calvert Street to Bruce Street from 7:30 am to 12:30 pm for our students' last day of school celebration.

We thank you for your understanding and cooperation!

Our Lady of Hungary Administration Team  
Viola Ramsay