

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: Fallen Officer Scholarship Ride

Event Date: August 8, 2026

Street Closure: N/A-Pre-approved route

Closure Times: 12:00 pm to 5:00 pm (ride)

Sidewalk Closure: ☐ Yes ☒ No

Comments: Ride beginning at SBPD, making stops at cemeteries along the route to honor fallen officers. Ride ends at FOP 36 Grounds.

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: July 28, 2026

Tuesday, June 23, 2026

City of South Bend Special Event Application

Motorcycle Ride

Fee Schedule

\$50 application fee if filed 60 days or greater (up to 360 days) in advance of event

\$100 expedited application fee if filed 30-59 days in advance of event

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

Review the Instructions on the Special Events page before completing the application.

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

Section A - Applicant Information

Date of Application	Tuesday, June 23, 2026
Organization Name	F.O.P. #36
Applicant (Contact) Name	DOMINICK RODRIQUEZ
Applicant (Contact) Phone Number	(574) 310-0495
Applicant Email	drodriquez@southbendin.gov
Address	701 W Sample St South Bend, Indiana, 46601

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.

Section B - Event Information

Event Name	Fallen Officer Scholarship Ride
Event Classification	Non-Profit*

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

This event starts at the SBPD and typically stops at cemeteries of fallen officers to honor their sacrifice. Ultimately the event ends at the FOP 36 Grounds. The ride has taken place for approximately 13 Years.

Date of Event Setup Saturday, August 8, 2026

Time of Event Setup 12:00 PM

Date of Event Saturday, August 8, 2026

Event Begin Time 12:00 PM

End Date of Event Saturday, August 8, 2026

Event End Time 05:00 PM

Event Cleanup Completion Saturday, August 8, 2026

Event Cleanup Completion Time 05:00 PM

Total Anticipated Attendance 120

The proposed event will require the closing of: Streets

Is this event ticketed, or does it include fees? Yes

List fees and fee groups below

\$25 for bike and operator

\$40 for bike, operator, and passenger

Does the event have any partnered sponsorships? Yes

List the number of sponsors at each level of partnered sponsorship:

No sponsors currently committed

Is this a returning event or part of a series of special events? Yes

Provide the date, location, and attendance of past special events and/or future planned events in the series:

08/16/2025

Section C - Contingency and Strategic Planning

For each of the following, please provide detailed descriptions. If you run out of space, attach a response to this application submission:

Emergency Safety Plan – This plan should include, but is not limited to:

- The number of Indiana police officers, fire, and emergency medical personnel, and the need to use any of the City's public safety or emergency response services.
- If hiring a private security service, provide contact information, proof of insurance and the number of hired event personnel.

Proposed internal communications systems and public address systems.

Emergency Safety Plan

the ride will be escorted by police motorcade

Proposed Cleanup Plan – This plan should include, but is not limited to:

- Measures in place to collect and remove trash, litter and recyclables.

Proposed Cleanup Plan

cleanup will be completed at the South Bend Police Department

Inclement Weather Plan – This plan should include, but is not limited to:

- Safety measures that will be taken in the event of a tornado warning, tornado watch, thunderstorm, and extreme temperatures.
- Rain date.
- Weather information and forecasts can be found at <https://www.weather.gov/>

Inclement Weather Plan

will be canceled in the event of unsatisfactory weather

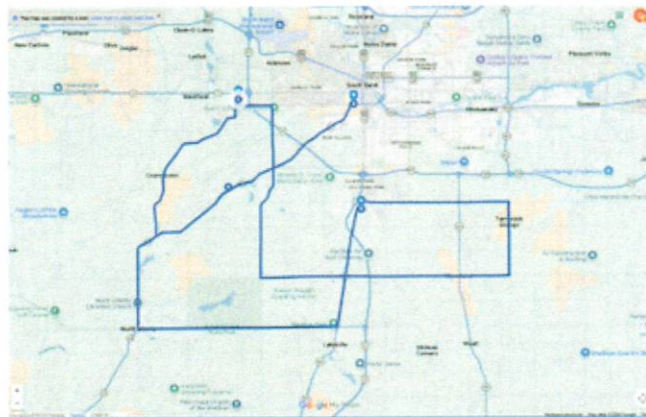
Section D - Site Plan / Route Map

Site Plan / Route Map - For All Events:

Provide an attached map with the geographic locations of all event items listed below.

- Outline of entire event venue including the names of all affected streets and areas.
- Complete route map, including any stops and the length of time associated with such stops. Please note if special security or safety measures will be needed for any stop.
- Please note that the route must exist entirely within St. Joseph County, Indiana if police escort is involved at any point of your ride.
- It shall be the South Bend Police Department's sole determination whether a police escort is provided to your event.

Map File Upload



Section E - Mitigation of Impact

IF YOU ARE USING AND/OR CLOSING PUBLIC SIDEWALKS OR STREETS

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

Section F - Insurance

A Certificate of Insurance (copy) confirming the existence of a liability policy (General Liability and Automobile Liability) of not less than \$700,000 per occurrence and \$1,000,000 aggregate, which specifically names the City of South Bend, IN as an additionally insured for the event must be submitted.

Copy of Certificate of Insurance must be submitted two (2) weeks prior to the date of the event

Section G - Indemnity & Hold Harmless Agreement

F.O.P. #36 agrees to indemnify, defend and hold harmless the Civil 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.

Section L - Permit and Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$50.00 non-refundable fee for motorcycle rides applications filed 60 or greater days in advance of the event.
2. The APPLICANT must comply with all terms and conditions of this Permit and Agreement.
3. The APPLICANT shall reimburse the City for the actual cost of the event, if the City incurs unexpected, undisclosed expenses related to the event.
4. Notification of approval/denial of this request will be issued in writing by the City's Board of Public Works or Special Event Committee.
5. The APPLICANT shall provide the City a Certificate of Insurance showing a liability policy in full force and effect with limits of \$700,000.00 per occurrence and \$1,000,000.00 aggregate and the City of South Bend, Special Events Committee, and Board of Public Works listed as an additional named insured for this event.
6. The APPLICANT assumes full responsibility for providing ample disposal containers for refuse/recycling and assures the area will be cleaned up upon the conclusion of the event.
7. Barricades will be delivered and picked up at the event location upon request. The APPLICANT is responsible for seeing that all cones are maintained and returned undamaged.
8. The APPLICANT will follow the City of South Bend Noise Ordinance, which 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 radio receiving sets, musical instruments, and other sound reproduction devices if audible fifty(50) feet away, as well as shouting, yelling, hooting, whistling, or singing in the streets in a manner to disturb the peace.
9. The APPLICANT assures the City that the area will be closed during the times indicated on the application only. Event end times are pursuant to the recommendations of the Board of Publics, South Bend Police Department or the Special Events Committee.

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

Section L - Permit & Agreement

1. Pursuant to Local Ordinance No. 10628-18, there is a \$50.00 non-refundable fee for Tier II and III event applications filed 60 or greater days in advance of the event, or a \$100 non-refundable expedited fee for applications filed between 30 and 59 days in advance of the event.
2. The APPLICANT must comply with all terms and conditions of this Permit and Agreement.
3. The APPLICANT must obtain signatures from and/or make an attempt to notify all residents that reside on the block. **A copy of a brochure or door hanger distributed to all affected residents/businesses describing the event purpose, date, time and contact information must be included with the attachments to this application. The applicant is responsible for providing affected residents and business owners with transportation to their property.**
4. The APPLICANT shall reimburse the Board for the actual cost to the City for the event, if deemed necessary.
5. Notification of approval/denial of this request will be issued by return of this form, upon signed authorization by the Special Events Committee.
6. The APPLICANT shall provide to the Board a Certificate of Insurance showing a liability policy in full force and effect with limits of \$700,000.00 per occurrence and \$1,000,000.00 aggregate and the City of South Bend, Special Events Committee, and Board of Public Works listed as an additional named insured for this event.
7. The APPLICANT assumes full responsibility for providing ample disposal containers for refuse/recycling and assures the area will be cleaned up upon the conclusion of the event.
8. Barricades will be delivered and picked up at the event location. The APPLICANT is responsible for seeing that all cones are maintained and returned undamaged.
9. The APPLICANT will follow the City of South Bend Noise Ordinance, which 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 radio receiving sets, musical instruments, phonographs and other sound reproduction devices if audible fifty (50) feet away, as well as shouting, yelling, hooting, whistling, or singing in the streets in a manner to disturb the peace (Municipal Code 13-57).
10. The APPLICANT assures the City that the area will be closed during the times indicated on the application only. Event end times are pursuant to the recommendations of the South Bend Police Department.

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.

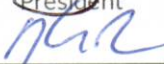
Date: _____

Applicant Signature: _____

Printed Name: _____

SPECIAL EVENTS COMMITTEE APPROVAL



President


Member



Member

Member



Member
7/8/26

Date

bedenied based on any false or incomplete information.

Signed on

Tuesday, June 23, 2026

Signature

A handwritten signature consisting of the letters 'DR' in a stylized, cursive font.

Printed Name

DOMINICK RODRIQUEZ

