



**PARKS AND RECREATION DEPARTMENT**  
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## OPERATIONAL PARADE PROCEDURE

The City of American Canyon is committed to providing a safe, family-friendly environment for all. Participating individuals, community partners, and nonprofit organizations will be required to follow this operational procedure for a City-organized parade. At any time, this operational procedure may alter or change, and additional rules and regulations may be applied to specific parade events.

### REGISTRATION & ENTRY FEES

All participating groups are required to register through the City of American Canyon's registration system and pay the entry fee. Registration cutoff will be strictly enforced; late submissions may not be accepted. Each member of a community nonprofit organization or partner participating in the parade must register and sign the City's Liability Waiver. There is no Entry Fee for these participants; it will be covered by their respective nonprofit organization or community partner.

Individuals participating in a city-organized parade will be required to register through the City's registration system, pay the entry fee, and sign the City's Liability Waiver prior to participating.

### LIABILITY WAIVERS

Each participant, excluding City employees and City elected officials, i.e. City Council, and Commissioners will be required to sign the City of American Canyon's registration waiver prior to participating in the parade.

### DAY OF CHECK-IN

Registered participants are required to check in with City staff on the day of the parade. The check-in location will be communicated to each participant prior to the event date. Late arrivals may not be permitted to participate in the event.

### PARADE PARTICIPANTS

Depending on when and where the event is located, the parade route may be long and the weather may be cool or warm. Please come prepared with appropriate foot attire and clothing; strollers and wagons are welcome. Stay hydrated throughout the event.

Individuals, community nonprofit organizations, and partners are encouraged to participate in the parade. Children under 18 must be accompanied by an adult. For groups with children aged 10 and under, there must be at least one adult for every ten children. Participants and groups may not stop for stationary performances and should maintain the parade's pace at all times. Behavior that is vulgar, offensive, abusive, sexually explicit, threatening, or aggressive is prohibited. Respect for other is required at all times. Any participants engaging in negligent, reckless, offensive, threatening, or dangerous behavior will be asked to leave immediately.

### ALCOHOL, TOBACCO, AND DRUG-FREE

City-organized parades are alcohol, tobacco, and drug-free events, prohibiting the use of alcohol, drugs, tobacco, and tobacco-like products such as vapes, smokeless tobacco, and e-cigarettes during the event.

## HANDOUTS/GIVEAWAYS/PROPS

In an effort to keep our streets clean, we prefer that no items be handed out during the parade. For the safety of our spectators and participants, items may not be thrown, tossed, or sprayed from moving vehicles. If promotional materials or swag are distributed, they must be handed out by walkers. No political literature may be distributed – please refer to the 'Signs and Campaigning' section for details.

Drones, air horns, water guns, fireworks, poppers, or the use of weapons shall not be permitted in any City-organized parade. Peddling or selling of merchandise during the parade is not permitted.

## INSURANCE

Community Groups, businesses, and nonprofit organizations are required to provide General Liability Insurance with a minimum of one million (\$1,000,000.00) per occurrence, and two million (\$2,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. All such Liability Insurance shall name the City of American Canyon, inclusive of its employees, volunteers, representatives, and agents as additionally insured by separate Scheduled Endorsement.

For vehicles in the parade, the driver will be required to provide proof of valid auto insurance for the make and model of the vehicle with a minimum limit of \$250,000.00 per person, \$500,000.00 per accident Bodily Injury Liability, and \$100,000.00 Property Damage.

## SIGNS & CAMPAIGNING

Each entry must have a sign identifying the title of their group or entry. The sign may include contact information and an organizational logo.

The following signs will not be permitted:

- Political Campaign signs.
- Signs that are offensive, vulgar, sexually explicit, threatening, graphic, or inappropriate.

To ensure compliance with California Fair Political Practices Commission regulations, including but not limited to the Political Reform Act, all participants are prohibited from engaging in political activity in conjunction with this City-funded activity. Elected officials currently in office may display a sign stating their name, the position they hold, and the entity they represent. For example: Jill Smith, Mayor, City of American Canyon. Campaigning of any kind, including endorsing any political candidates or statements is not permitted in any City-organized parade; this includes the display of signs, endorsements, wearing of buttons, handing out flyers, swag, etc. Individuals who violate this rule will be asked to put away their campaigning materials or signs, and may also be asked to leave the event.

Activity	Allowed?	Example
Display of Name and Title	Yes	Mayor Jill Smith
Display of Seeking Office	No	Vote for Jill Smith
Display of Ballot Initiative	No	Vote Yes on Measure XYZ
Display of Endorsement	No	Elect Jill Smith for Mayor

## BICYCLES

Bicycles are permitted and highly encouraged in a City-organized parade. Bicyclists are required to follow all traffic safety laws, including wearing a helmet while riding. Bicyclists are required to ride down the center of the parade route and may ride side-by-side with no more than 3 bicyclists in a row. Bicyclists should always maintain the pace of the parade.

## ANIMALS

Animals are permitted in a City-organized parade. The animal must always be in full control of its

owner; dogs are required to be restrained by a leash not exceeding six feet at all times. Participants must clean up after their animals and dispose of the waste appropriately. Please note that trash receptacles for animal waste may not be available along the parade route.

As responsible animal owners, participants must be mindful of weather conditions to ensure animal safety. Ensure your animal stays hydrated, is comfortably dressed, and has appropriate safety equipment while walking in the parade route.

### **MOTOR VEHICLES**

Drivers of motor vehicles are required to submit to the City of American Canyon 30 days before the event a copy of the driver's valid driver's license, current vehicle registration, and proof of valid auto insurance per the limits outlined in the 'Insurance' section.

Vehicles are to be driven in a single-file line, down the center of the parade route. Motorcycles may drive side by side, but no more than two across, and must drive down the center of the parade route. Motor vehicles should always maintain the pace of the parade, leaving one car length (approximately 20 feet) between you and the group in front.

Motor vehicles must comply with all traffic safety laws, including the requirement for drivers and passengers to wear seat belts, for motorcycle riders to wear helmets, and to be in full control of their motor vehicle. It is prohibited for individuals to ride on the running boards, roofs, fenders, or external platforms, such as truck beds, of any vehicle. To ensure safety, parade participants and spectators should not be invited to approach or interact with moving vehicles during the parade or jump on or off of a motorized vehicle. In addition, there is no swerving, or stunt driving.

### **FLOATS/TRAILERS**

A float is a decorated platform, either built on a vehicle like a truck or towed behind – like a trailer. Floats must be of good quality and taste and contain some element of showmanship.

Towed floats are to be pulled by a towing vehicle like a truck or tractor, and securely hitched throughout the duration of the parade. The driver must have clear vision on all sides of the towing vehicle – obstructions will be removed by City staff. Float height and the height of the towing vehicle must not exceed 13 feet as measured from the ground to the highest point of the float and/or towing vehicle. No one is permitted to stand or ride on the float tongue, tractor bars or hitch assembly.

Floats, displays, and decorations should be structurally sound and designed to withstand adverse weather conditions. There should be no open contacts, exposed or unprotected wires, or exposed bulbs on the float. Additionally, floats are not permitted to have any flames or heating devices, such as candles, kerosene or gasoline, torches, space heaters, or heat blowers. All materials must be flame-resistant or flame-retardant. No part of the float should drag or touch the ground or street; all parts of the float must maintain a minimum clearance of 12 inches from the ground. Each float and each tow vehicle must carry at least one ABC fire extinguisher. 2-A:10-B:C, with current certification or purchased within the last 90 days of the parade; participants will be required to provide the receipt to City staff on the day of the parade.

### **SOUND**

The use of music is highly encouraged. Please ensure that any music included is family-friendly. All music selections must be approved by City staff at least 30 days before the parade. Failure to comply may result in the music not being approved to be used during the event.

The use of high-intensity sound-making devices is strongly discouraged during the parade. All sounds must be kept at compatible levels. The City reserves the right to prohibit the use of any sound-making devices at any time during the event.