

TOWN OF WARE
BOARD OF SELECTMAN

APPLICATION FOR THE CONDUCT OF A "TOLL ROAD"

Name of Organization

Address

Date Organization Established

Chairperson/Person in Charge:

Name _____ Title _____

Address _____ Telephone # _____

Email _____

Date Requested _____ Alternate Date _____

Time Requested _____ to _____

Purpose _____

Number of Participants _____ (Please attach a separate paper listing names, addresses and ages of all participants.)

Attached herewith is a certificate of insurance for the event which designates the Town of Ware as an additional named insured for the event.

I have been provided with a copy of the "Toll Road Policy and Map" and am aware of the requirements associated with its provisions of conduct.

Signature of Chairperson/Person in Charge Date

Application Approved by Board of Selectmen on _____

Clerk to Board of Selectmen

cc: Toll Road Approved Applications File
Police Department
Fire Department

TOLL ROAD POLICY TOWN OF WARE, MA

1.1 PURPOSE AND AUTHORITY

To provide, rules, requirements, and guidance for Ware non-profit organizations to conduct voluntary Toll Roads in the Town of Ware. The Board of Selectmen shall be the enforcement agency for all rules and regulations pertaining to this policy.

1.2 DEFINITION AND INTENT

Toll Roads are defined as an event during which members of a group stand in appropriate public roadways to collect small donations from passing vehicles. The intent of this policy is to establish the procedures for conducting Toll Roads in a safe manner within the Town of Ware.

1.3 APPLICABILITY

Non-profit organizations from Ware wishing to conduct a Toll Road, within the Town of Ware, shall apply for a permit 30 days prior to the date of the event.

1.4 SPECIAL PERMIT GRANTING AUTHORITY

The Board of Selectmen shall be the entity which grants the special permit and approval is at their discretion.

1.5 SPECIAL PERMIT SUBMITTAL REQUIREMENTS

Form available at Board of Selectmen Office/Town Manager Office.

Special Permit shall include the following:

1. Name and address of the Organization.
2. Date Organization was established.
3. Name, address and contact numbers for the officer and contact person of the above organization.
4. Organization to provide a Certificate of Insurance for a minimum of One Million Dollars (\$1,000,000.00) limit of General Liability Insurance covering the event. Further, the Town of Ware must be named as an additional insured under the policy for the event applied for.
5. Number of participants to take part in conducting the Toll Road.
6. Name, address and age of all participants who will participate in the Toll Road.
7. The organization shall only solicit from the following designated areas:
 - a. North and Main – Eastbound, Westbound and Southbound

- b. Intersection of East Main, Main and Church and South Streets. Main Street -Eastbound only, East Main Street - Westbound only, South Street -Northbound only, Church Street – Southbound only.
 - c. Pulaski and South Street – Eastbound only.
8. The purpose of the event.

1.6 STANDARDS FOR TOLL ROAD SPECIAL PERMITS

No special permit may be granted by the Board of Selectman for a Toll Road unless the following conditions are satisfied.

- 1. Locations Conditions
 - d. Toll Roads are only to be conducted at controlled intersections (traffic light/stop sign) per attached map
 - e. During daylight hours
- 2. Visibility Conditions
 - a. Warning Signs alerting oncoming traffic of a voluntary Toll Road shall be located at least 150 feet prior to intersection and should be a legible text such as Arial or Times Roman and be at least 2 ½" letters. The signs should read – **WARNING VOLUNTARY TOLL ROAD AHEAD**. The sign should be Yellow or Orange with black lettering.
 - b. ALL participants are required to wear ANSI II reflective clothing at all times.
- 3. Minors shall not be allowed to participate in the street at a Toll Road in the Town of Ware if under the age of 18.
- 4. Frequency
 - a. The Board of Selectman shall limit the number of occurrences an organization will be allowed to conduct a Toll Road to two (2) per calendar year.

1.7 COMPLIANCE OF POLICY

- 1. Violations
 - a. Minors in the road
 - b. Toll collectors outside of designated areas.
 - c. Acts that endanger public safety
 - d. Lack of Warning Signs or signs not in compliance with this policy
 - e. Lack of reflective clothing
 - f. Report of violations from safety officials
- 2. Penalties
 - a. First offense - Organization_banned from conducting Toll Roads for 1 year.
 - b. Second offense – Organization banned from conducting future Toll Roads

3. Enforcement

- a. **The Board of Selectman shall implement penalties as appropriate**
- b. **The Ware Police Department shall have the authority to terminate a Toll Road immediately if the standards as described in Section 1.6 are being violated**
- c. **The Ware Police Department shall notify the Board of Selectman of the violation**

Policy Adopted: May 26, 2009