



CITY OF SAINT PAUL

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

Telephone: 651-266-8989  
Facsimile: 651-266-9124  
Web: [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

## SKYWAY SYSTEM USE APPLICATION

### Applicant

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

*I, by signing in the appropriate space below, affirm that (1) I am an authorized representative of the applicant; (2) I have read the rules and regulations governing skyway use; and (3) I agree, on behalf of the applicant, to abide thereby.*

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

### Building Manager

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

Building Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*I, by signing in the appropriate space below, authorize the above named group to use the portion of the building requested in this application and accept full responsibility for applicant's use of space.*

\_\_\_\_\_

Building Manager

\_\_\_\_\_

Date

**DSI Review Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Staff Approval

\_\_\_\_\_

Date

## SKYWAY USE COMPLIANCE REVIEW COMPONENTS

Property owner request/authorization to conduct proposed activity in and/or impacting public easement space through their property with acknowledgement that property owner accepts responsibility/liability for the activity:

- per past practice, property owner consent typically accepted in the form of a “SKYWAY SYSTEM USE APPLICATION;”
- in circumstances when additional insurance coverage(s) required of event organizer by property owner and/or City of Saint Paul, a Certificate of Insurance is required naming the City as an additional insured Certificate Holder (City of St. Paul c/o DSI, 375 Jackson St., Saint Paul, MN 55101, Fax 651-266-9124).

Location specifics in format of a site/floor plan illustrating the width (minimum of 48” required) of public pedestrian passageway to be kept open at all times during course of event in easement/bridge and indicating where all associated activities, equipment, etc. will be placed in relation to event.

Time and duration of event (specify time for setup, performance/activity, takedown, etc.).

Activity specifics including:

- event type (exhibit, performance, fundraiser sale, etc.) and content;
- total number of people anticipated including event staff/organizers, participants, performers, spectators, tech assistance, etc. (note how event to be promoted);
- crowd control plan (limit size of crowd, actively prevent blockages of pedestrian traffic & exits, monitor and intervene in unruly behavior, etc.);
- equipment, furniture, signs, etc. to be used/present in space;
- sound/volume level and clarify whether sound will be amplified;
- note whether filming/photography planned.

Except where a use application review specifically provides, the regulations set forth in Chapter 140 of the Saint Paul Legislative Code, the General Policy Statement for the Construction of the Saint Paul Skyway System last amended 2/24/2006, the applicable easement agreement terms for affected properties, and other applicable City Ordinances and State Statutes are still in effect and enforceable during all phases of a reviewed/approved skyway activity, performance, use, etc.

Failure to comply with these conditions and those outlined in communications preparing for the event may result in the event being temporarily halted and/or immediately cancelled by City/DSI staff, the Saint Paul Police Department, and/or the property management along with potential criminal citations to all responsible parties, summary abatement proceedings and/or revocation of the Fire Certificate of Occupancy.

To review the applicable ordinance, the City of Saint Paul Legislative Code is available online at [www.stpaul.gov](http://www.stpaul.gov) and [www.municode.com](http://www.municode.com) (search Chapter 140. Skyway Conduct). Contact the Department of Safety and Inspections (DSI) at 651-266-8989 or [dsicomplaints@ci.stpaul.mn.us](mailto:dsicomplaints@ci.stpaul.mn.us) for more detail.