

I. Courtesy Community Notification

Courtesy notification to community members is required if a Special Event includes any of the below factors:

- parking lot closures,
- traffic control (e.g., road closure, traffic management, etc.),
- amplified sound or loudspeakers, or
- has portions occurring before 8:00 a.m. or after 9:00 p.m.

The City of Salina will provide, as part of the permitting process, the Courtesy Community Notification to the properties abutting the site of the Special Event, Salina Downtown, Inc. and ACE District resident and business members (as applicable). Notification will be sent out no later than fifteen (15) days before your event start date.

The City of Salina will work with special event organizers to make necessary accommodations and appropriate modifications to event details should the City receive any complaints or objections upon notification. Such concerns will not automatically deny permitting a special event.

The following information will be provided in the Courtesy Community Notification, as applicable:

- Event Name
- Host Organization
- Organizer's Contact Information
- Type of Event
- Event Date
- Event Time
- Event Location
- Estimated Attendance
- Road / Sidewalk Closures
- Amplified Sound or Loudspeaker Details

Social Media:

Please provide us with the social media platforms you'll use to promote your event. The City of Salina is not responsible for or involved in promoting your special event. However, when appropriate, the City of Salina will share your content on our social media platforms for courtesy community notification purposes only.

NOTE: Please ensure you have written approval and confirmation from the City of Salina before announcing your event date or location.

Want to receive City email notifications, including special events happening in Salina? Sign-up [here](#).

Are you a resident or business in the Arts, Commerce, and Entertainment (ACE) District and want to receive notifications about special events happening downtown? Sign-up [here](#).

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding courtesy community notification requirements.