



Guidelines

One of the reasons Ames is an attractive place to live is its strong neighborhoods. The volunteers who originally organized the Street 'N' Greet Block Party Trailer believed neighborhood block parties strengthen relationships and help Ames be a more welcoming and inclusive community. The Street 'N' Greet Block Party Trailer makes it easy for neighbors to get together, and is available free of charge to Ames residents.

The following procedures and guidelines apply to its use:

- The Street 'N' Greet Block Party Trailer is **available for two events per weekend**, from April through October. Choose from Fridays from 5:00 PM – 9:00 PM, and Saturdays and Sundays from 10:00 AM to 9:00 PM.
- The person making the reservation must be at least 18 years of age and a resident of Ames.
- **Reservation requests may be submitted online at www.cityofames.org/trailer.** After a reservation request is submitted, City staff will contact you regarding the requested date and will review the event details for your block party. Once approved, you will receive an email including confirmed event details. Guidelines for the trailer and suggestions for how to throw a block party may be reviewed at www.cityofames.org/trailer.
- Use of the trailer may depend on meeting City permit requirements for closing the street and parking the trailer on the street. The City processes and sends necessary permits to the block party contact person.
- To promote your event, a Street 'N' Greet Block Party yard sign is included with the reservation. City staff will make arrangements with the block party contact person to deliver and install the sign at the party trailer site during the week before the block party. Please place the sign inside the trailer after the block party is over. Along with the sign, City staff can also deliver the key to the trailer. If a delivery time cannot be coordinated with the block party contact person, City staff will deliver the sign only and the block party contact person will need to pick up the trailer key from City staff at the Parks and Recreation Department office located at 310 East 9th Street (Ames Municipal Cemetery).
- At least two hours before the scheduled block party start time, the Street 'N' Greet Block Party Trailer will be delivered to an on-street parking space. The trailer may not be relocated after delivery.
- **Please return block party equipment to its original location in the trailer after use.** Place the key on the key hook inside the trailer and lock the trailer. City staff will pick up the trailer within one business day of the event. The trailer and its contents will be reviewed, and City Staff will notify the block party contact person of any shortages or damage.
- Properly dispose of all trash and other party debris—the City will not haul trash.
- **To cancel a reservation, call the Parks and Recreation Department at 515-239-5341** as soon as possible, so other groups may have an opportunity to reserve the Street 'N' Greet Block Party Trailer.

If the Street 'N' Greet Block Party Trailer has not arrived by two hours before the start of the event, contact the Police Department using the non-emergency dispatch number, 515-239-5133.