



City of University Park

Block Party Application Form

Block parties are a great way to meet your neighbors and discuss issues of relevance to the neighborhood. Block parties are intended for all residents of the block and are not private events. Members of the Police and Fire Departments, as well as other City personnel, are available to speak and answer questions at block parties on request. The City will also provide traffic cones and signs to close the block to traffic.

Starting October 1, 2025, the City will charge a \$50.00 fee for approved block party applications. This fee helps cover the City's expenses for delivery and pick-up of traffic cones and related signage for block parties. Refunds of this fee will only be given if the City receives notice of a cancelled block party before the delivery of supplies.

To arrange for a block party, please fill out the application below and return to the City of University Park. Applications should be returned **at least three (3) working days in advance** to:

City of University Park Traffic Division
3800 University Blvd
University Park, Texas 75205
Phone: (214) 987-5430
Email: traffic@uptexas.org

Name: _____ Phone: _____

Address: _____

Block Party Date: _____ Beginning Time: _____ Ending Time: _____

Area to be Blocked: _____

Please note: A City employee will deliver cones and signs to your address between 7 a.m. and 2:30 p.m. on the first business day prior to the event. You are responsible for setting up the equipment before your event and taking it down after the event (please read the attached instructions). We will collect the cones and signs from the same location they were delivered on the first business day following the event.

Delivery Date: _____ Collection Date: _____

Applicant Signature: _____ Date: _____



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Block Party Requirements

IMPORTANT: Emergency vehicles and block residents must be allowed access to the block throughout the event. To assist with that, please have someone available in case traffic cones and signs need to be removed from the street.

- Street must remain clear and open at all times for vehicular access.
 - Do not place or position equipment or party-related items in the street unless they can be quickly and easily removed (no bounce houses, party tents, audio/video equipment, food trucks etc.).
- At least one person must be on the street at all times while the street is blocked.
- Block parties are not permitted on major thoroughfares on October 31.
- All members of the block should be notified of the event in advance.
- Block parties are not intended for private events.

Violating these requirements could result in a suspension of block party privileges.



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Block Party Barricade Instructions

- The City of University Park will deliver six (6) orange traffic cones and two (2) “Neighborhood Event” signs to the address provided on your application between 7 a.m. and 2:30 p.m. on the first business day prior to the event.
- The Block Party applicant is responsible for setting up and removing the traffic cones and signs from the street.
- Traffic cones and signs may be placed on the street no earlier than one (1) hour before the party is scheduled to begin.
- Traffic cones and signs should be removed from the street no later than one (1) hour after the party is scheduled to end.
- The City of University Park will collect the traffic cones and signs from the same location they were delivered to on the first business day following the event.
- Please refer to the attached diagram for proper placement of the cones and signs to block traffic on the street.