

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event CAPITAL CITY SIC FOR ORGAN, TISSUE & EYE DONATION

Event Organizer/Sponsor NATIONAL KIDNEY FOUNDATION OF WISCONSIN

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

If Yes, provide State of Wisconsin Tax Exempt Number 008763

Address 16655 W. BLUEMOUND ROAD #240

City/State/Zip BROOKFIELD, WI 53005

Primary Contact KEISTA FLANAGAN FAX _____

Work Phone 608-712-2769 Phone During Event 608-712-2769

E-mail keista@targetdestination.com

Website www.kidneywi.org

Secondary Contact Tim Hyland

Work Phone 608-220-7715 Phone During Event 608-220-7715

E-mail tim@targetdestination.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: NKF of WI

Estimated Attendance 750 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 6pm to 7:30pm Yes No

EVENT CATEGORY

- Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)
 Other _____

LOCATION REQUESTED

- Capitol Square (note specific blocks below) Podium/700-800 State Street
 30 on the Square (a.k.a. top of 100 block of State Street) Other (specific blocks/streets requested below)
Street Names and Block Numbers: see attached overview documents

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 7/27 Rain Date(s) N/A
Event Start Date(s)/Time(s) 7/27 6:30p.m. Set-Up Date(s)/Time for Event 7/27 4:00p.m.
Event End Date(s)/Time(s) 7/27 8:30p.m. Take-Down Time 7/27 8:00p.m.
Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____ I/We waive the 21-day decision requirement. _____ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature [Signature] Date 7/22/13

2013 Capital City 5K Run/Walk for Organ, Tissue and Eye Donation

Event Description

The National Kidney Foundation of Wisconsin's Capital City 5K Run/Walk for Organ, Tissue and Eye Donation is a timed run/walk to raise awareness about the need for more organ, tissue and eye donors. More than 112,000 adults and children, including more than 1,800 right here in Wisconsin, are currently waiting to receive a life-saving transplant.

Schedule of Events:

Saturday, July 27, 2013

Noon – 3:30pm	Set up registration and finish line at Goodman Park
4:00pm – 6:15pm	Packet pick-up/day-of-race registration
6:00pm - 6:30pm	Announcements start; Marshal participants to start line
6:30pm	Run/Walk begins at Capitol Square (top of King Street)
7:00 – 9:00pm	Finish Line Festival at Goodman Pool

Site Map/Route: (Please see attached map)

The route begins with a start at the top of King Street on the Capitol Square. Participants will be marshaled according to pace (fast runners, slower runners, fast walkers, slower walkers). Participants will head down King Street to Wilson then across Blair/Williamson/John Nolen to the Bike Path. Participants will follow the bike path along Lake Monona then head to the Wingra Creek underpass beneath John Nolen to Goodman Pool.

Overview of Race Management Plan:

Safety and Security Plan:

- Participants will line up in the designated staging area (Top of King Street back to MLK)
- Volunteers will be stationed at key intersections directing runners/walkers (King/E. Main).
- Police will be utilized at key intersections holding vehicles to allow large groups of runners through at key intersections (King/Doty (2), Butler/Wilson (1), Blair/Williamson (2), and Lakeside/John Nolen (1)).
- The Capitol Square will be barricaded at King/Main.
- Lead and follow bike volunteers will escort the runners from Start to Finish.

- One aid station will be provided and located on the west side of Monona Terrace next to the bike path.
- Lost child area will be located at the finish line in the information booth.
- In the case of inclement weather, participants will take cover in the Capitol or at Goodman Pool.

Medical Plan:

- UW Sports Medicine will direct the medical effort for the Capital City 5K Run/Walk
- Physicians, nurses and athletic trainers will staff the medical tent at the finish line and also be stationed at the aid station on the route.
- If emergency transport is necessary, Run/Walk personnel will initiate 911 and also contact the Medical Tent with information regarding the situation.

Clean Up and Recycling Plan:

- The majority of consumables will be disposed of/recycled at the Goodman Pool (finish line).
- The Aid Station crew will be responsible for cleaning up and trash, etc. around their station.
- A crew of 4 - 5 will be responsible for checking the route for any visible trash.

Components:

- As a general rule, the 5K Run/Walk will use the far right lane for the event
- Fixed Course Marshals – stationed at intersections to control pedestrian/bicycle traffic while race participants pass
- Bicycle Course Marshals – lead and shelter the runners in advance and to the side of the route, travelling with the participants to create the safe envelope
- Lead Marshals – either on bike or cart to advance the pack and create the first layer of clearing the course
- Follow Marshals – primarily bicycle, may also add cart for SAG function and course clean up if needed

Notification Requirements:

As in past years, we will post signs along the bike path two weeks in advance and contact the alders in the area to make them aware that the event is once again occurring.

Certificate of Insurance:

A certificate of insurance naming the City of Madison and its Parks Division as an additional insured will be submitted a minimum of 45 days prior to the event.

Accessibility:

As in previous years, the Capital City 5K is open to all ages, ability levels and accessible to person who are disabled.

Narrative:

Case Number: NKF of WI Capital City 5k Run/Walk

Date: 07/27/2013

Location: Start on Main Street near King Street, Finish at Goodman Pool

Equipment Set-up: 4:30 p.m.

Participant Staging: 6:00 p.m.

Race Start: 6:30 p.m.

Start area returned to normal: 7:00 p.m.

Overview: Packet pick-up and all other festivities are held at Goodman Park on the afternoon of July 27th. Participants are shuttled via bus to the start line and staged in the start shoot on the two rightmost lanes (parking/bus lane & rightmost traffic lane) of E. Main Street between MLK and King Street, leaving left traffic lane and left parking lane available as normal.

Participants are staged in order of anticipated speed, fastest placed closest to start line while walkers placed near the back.

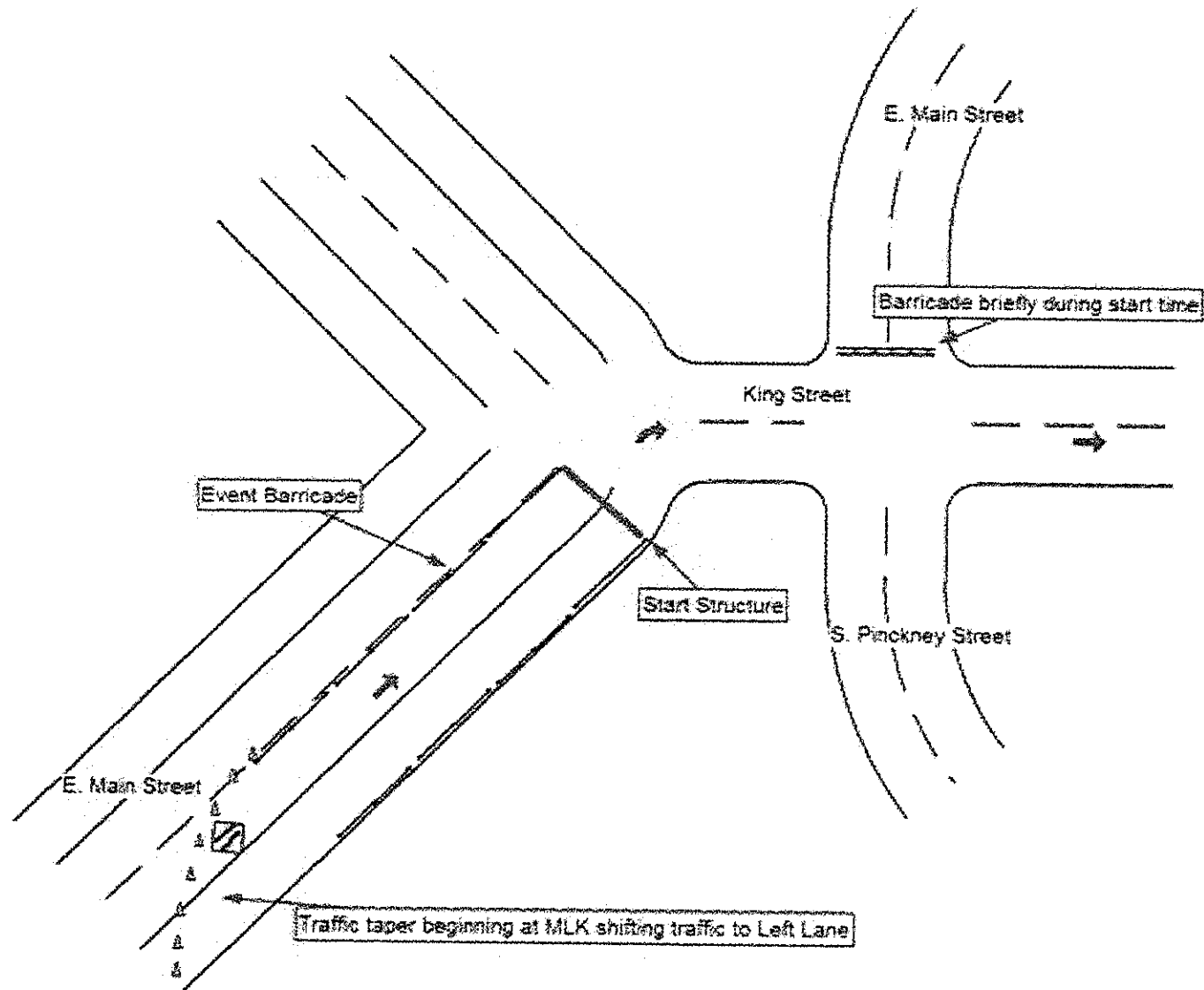
Once race begins, due to the numbers anticipated, participants will take the whole roadway heading down King Street. Once they reach E. Wilson, participants must stay to the right of the traffic median and remain in the proper traffic lanes.

Participants cross Blair and take an immediate right onto bike path.

Traffic Management: Officer needs anticipated to remain the same as past two years. One additional officer need is encouraged to lead participants down King Street given the use of the whole road. This officer could be bicycle, motorcycle, or squad and is essentially only needed for the very beginning of the event.

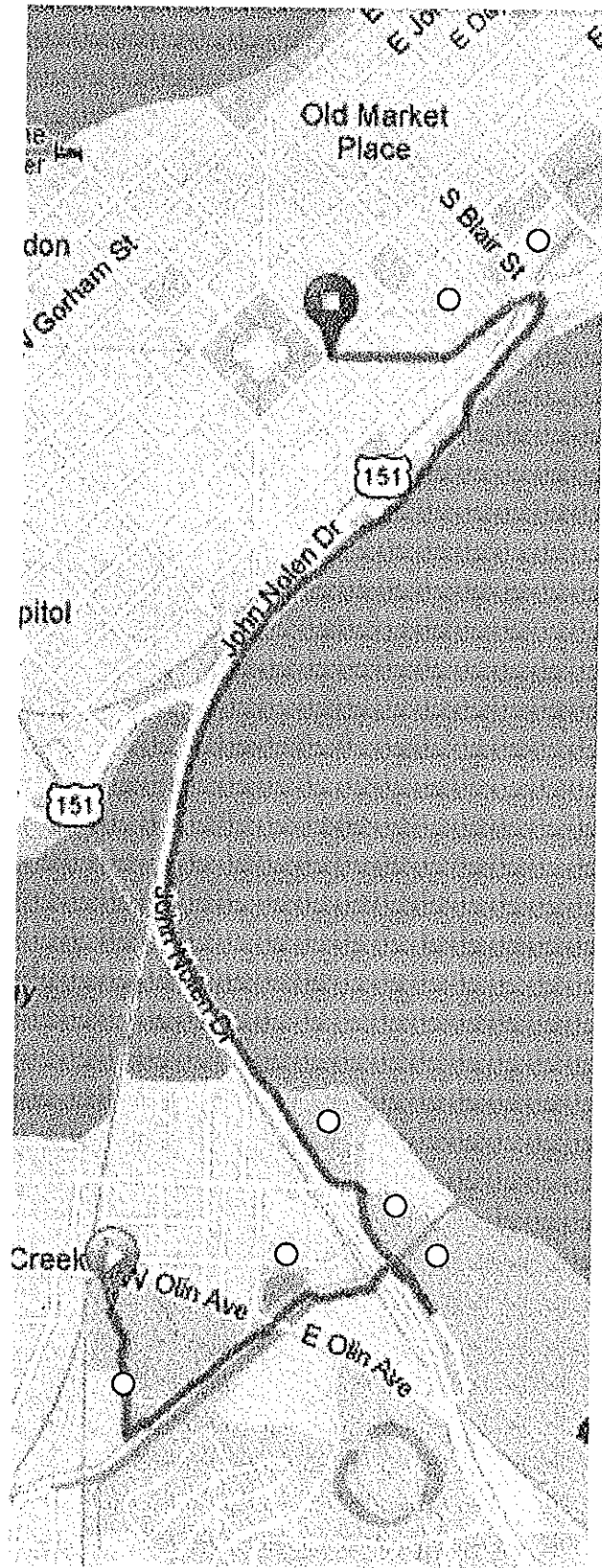
Course Management: To manage participants and relay information along the route, a number of elements are added including lead bicycle volunteers, follow bicycle volunteers, course infrastructure staff and volunteers, stationed and mobile medical volunteers, and event staff.

NKF CapCity 5K Start



Case Number: NKF of WI Capital City 5k Run/Walk
Date: 07/27/2013

2013 National Kidney Foundation of Wisconsin Capital City 5K Run/Walk for Organ, Tissue and Eye Donation



National Kidney Foundation of WI – Capital City 5k – July 27, 2013

Starting on the Capital Square and finishing at Goodman Pool:

- Start – On E Main St heading towards King St. (start shoot taking two rightmost lanes of block between MKL and King St.)
- Veer Right – onto King St using the whole road
- Veer Left – onto E. Wilson using the right side of roadway (staying to the right of the median)
- Continue Straight – across John Nolen (at Blair/Williamson/John Nolen/E. Wilson intersection) and immediately Right onto Capital City bike path
- Follow Capital City Bike Path past Monona Terrace, past Broom St, past Northshore Dr
- Continue on Capital City Bike Path to E. Lakeside St
- Shift off of bike path and onto E Lakeside St into Leftmost lane (opposing traffic)
- Remain in Leftmost lane following E Lakeside which turns into Olin Turville Ct. continue to turnaround (U-Turn to the Right)
- Continue towards Wingra Creek Bike Path, turn left taking path under John Nolan on Left side of creek.
- Slight Left rejoining main path along Right side of creek.
- Continue Straight following Wingra Creek Bike Path under Olin Ave and towards back most portion of Goodman Park
- Shift Right at curbcut access to/from bike path adjacent creek pedestrian bridge near City Maintenance Building Parking lot
- Immediate Left – onto Maintenance access Rd parallel to Wingra Path
- Right around the westernmost parking median – heading straight to paved path leading to back entrance of Goodman Pool
- Finish in flat area on path just prior to reaching parking lot

