

## PARK EVENT PERMIT APPLICATION

### Applicant

Corey Livieri

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**Phone:** (920) 267-2427

### Contact During Event

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**Phone:** (920) 267-2427

### Organizer/Sponsor

**Organization Name:** Monona Grove School District Athletics

**State Sales Tax Exemption Number. ES#:** 053416

**Is Organizer/Sponsor a 501(c)3 non-profit agency?** ☒

### Event Information

**Are you applying for a NEW park event?:** ☐

**Are you applying for a returning park event with significant changes?:** ☐

**Name of Event:** Monona Grove Cross Country Invitational

**Estimated Attendance:** 1200

### Event Category

**Run/Walk:** ☒

**Community Gathering:** ☐

**Music/Concert:** ☐

**Wedding/Private Gathering:** ☐

**Fundraiser:** ☐

**Athletic Competition:** ☒

**Festival:** ☐

**Other:** ☐

**Rally:** ☐

### Brief Narrative of Event:

The Monona Grove Cross Country program is seeking to continue its annual cross country invitational at the Monona Golf Course. While there have been a number of notable meets throughout the Dane County area, none have been located centrally within Madison city limits. We are seeking to draw anywhere between 15-20 area middle and high school teams who are looking to compete close to home on a reputable and proven course. Additionally, given the location, we are looking to draw families and spectators along with the athletes. While the Monona Golf Course offers preferable proximity to Monona, Madison, and other area schools, it also provides the ability for our athletes to compete on a challenging and well-kept course. We had great success with the meet's first year in 2022 with an overwhelming positive response from athletes, coaches, and spectators. A majority of our guests want to return and have already been asking how and if they can sign up for 2023.

### Location Information

**Park Requested:** Monona Golf Course

**Use of Shelter During Event:** ☐

**Use of Shelter During Setup:** ☐

### Event Schedule

**Event Recurrence:** One Day

SETUP DATE	SETUP START TIME	SETUP END TIME
09/08/2023	4:00 PM	7:00 PM
EVENT DATE	EVENT START DATE	EVENT END TIME
09/09/2023	6:00 AM	11:00 AM
CLEANUP DATE	CLEANUP START TIME	CLEANUP END TIME
09/09/2023	11:00 AM	12:00 PM

## Site Map

Each event application must include a detailed event site map with the following items as applicable:

- If the event includes a run/walk component on City streets and/or sidewalks; the approval of the Parks Division for the use of the park **does not imply approval of the proposed route**. Routes need to be approved with a [Parade Permit](#).

A helpful online resource for route mapping is: [Map My Run](#)

**I understand I must attach a site map. I understand I must also attach a route map, if applicable:** ☒

**Explain what impact you anticipate your event will have on the residents/businesses in the areas surrounding the park? Consider things such as noise, parking, traffic, etc. What plans do you have to minimize these impacts?:**

Noise: A PA system will be used for announcements at the start of the event and during the awards ceremony. This PA system will be close to team campsites and the noise will not carry much further outside of that respective area. The only other noise will be the starter's pistol at the beginning of each race. This will pose minimal impact on neighbors of the golf course.

Traffic: After dropping off athletes and coaches near the clubhouse of the golf course, buses will be directed to park one block north at Monona Grove High School. Spectators will also be required to park in the high school lot. Volunteers will be utilized in the golf course lot to direct bus traffic and disabled parking in the golf course lot.

**I understand I may be required to provide insurance for my event, as determined by the City Risk Manager:** ☒

## Safety And Security

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, [Madison Fire](#) may review and make recommendations for emergency plan requirements.
- Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event.

## RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

**Emergency Action Plan** [PDF/ MS Word](#)

**I understand that I must submit the Emergency Action Plan:**

☒

## Accessability Plan

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event.

#### **Accessibility Plan Components [PDF/ MS Word](#)**

For information and compliance contact Jason Glozier, Accessibility and Inclusion Specialist, at [jglozier@cityofmadison.com](mailto:jglozier@cityofmadison.com) or (608) 266-6511.

I understand I may be required to submit an Accessibility Plan, this requirement will be determined upon review of my application: ☒

I understand I should include any accessibility setup in my site map: ☒

#### **Permits Required - Vending**

Will food and/or merchandise be sold at the event?: ☒

1

How many non-profit vendors?: 1

Is this a ticketed event?: ☐

Are entry tickets being sold day-of, in the park?: ☐

I understand I must submit a complete list of vendors and contact information for my event at least two weeks before the event date, if applicable: ☒

#### **Public Amplification**

**Public Amplification Permit(\$):** By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Please be considerate of park neighbors and other park users.

Will there be amplification at the event?: ☒

Type of amplified sound:

Live Music: ☐

Sound System: ☐

Speeches/Announcements: ☒

Other: ☐

If Other, Please Describe:

A PA system will be used to make intermittent announcements (throughout the meet) and help facilitate an awards ceremony at the end of the meet.

Public Amplification Star Date	Public Amplification Star Time	Public Amplification End Date	Public Amplification End Time
09/09/2023	8:00 AM	09/09/2023	12:00 PM

#### **Cleanup And Recycling**

Will you be providing your own receptacles?: ☒

Will you be renting additional Parks receptacles (\$)?: ☐

Trash Barrels:

Recycling Barrels:

**Dumpsters:****Temporary Structure Permit**

Temporary structures include, but are not limited to, tents larger than 10x10, staging, inflatables or anything that is staked into the ground. Dunk tanks, sprinklers or other water features are NOT ALLOWED.

If you are erecting a tent in excess of 400 sq. ft. You are also required to apply for a Tent License through the City of Madison Fire Department. An application is available online: [Annual Tent License Application](#), (608) 266-4200.

**Will temporary structures be set up at the event?:**

☐

**Tents:** 0

**Staging:** 0

**Inflatables:** 0

**Trailer:** 0

**Description:**

**I understand I must call Diggers Hotline if I am putting up a temporary structure:**

☐**Marketing**

**Conditional approval of the event is required before promoting, marketing, or advertising the event.**

**Do you want this included in the Madison Parks online calendar of events?:**

☒

**Is registration required?:**

☐

**Cost of Registration:**

**Event Website:** <https://mononagroveathletics.com/>

**Brief description of the event for Parks online Event Calendar:**

Monona Grove High School Athletics will be hosting other area schools for the first annual Monona Grove Cross Country Invitational. The event will feature middle and high school cross country running races throughout the morning.

SPECTATOR AND BUS PARKING AT  
MONONA GROVE HIGH SCHOOL

An aerial photograph of a golf course with various areas highlighted for an event. A yellow arrow on the left points to a parking area. An orange box and line indicate disabled parking and an accessible path. Cyan boxes mark portable toilet locations. A yellow box marks the concessions area. A pink box marks the team camps area. Text labels identify these areas.

DISABLED  
PARKING

PORTABLE  
TOILETS

ACCESSIBLE  
PATH

CONCESSIONS

TEAM CAMPS - 10X10  
PORTABLE TENTS

PORTABLE  
TOILETS

**DUMPSTERS:** Each team camp will be provided with trash bags. Bags will be collected and disposed of at Monona Grove HS after meet.

**EVENT PERIMETER:** The meet will not expand beyond the already established perimeter of Monona Golf Course.



MONONA DRIVE



**LAP ONE**  
**LAP TWO**

FINISH

START



# Special Event Application

## Accessibility



### ACCESSIBILITY PLAN

Events permitted in the City of Madison are required to have an accessibility plan. The scope and details of the accessibility plan depend on the scope and details of the event. The accessibility plan could include the following:

- Accessible parking spots which include temporary access aisles where needed (indicated on event site map).
- Accessible path of travel from parking or drop-off areas, as well as throughout event to any area accessible to the general public.
  - An accessible path of travel connects all elements and is at least 36" wide.
- Accessible communication plan (must include opportunity for request of interpreters, multiple ways to access festival information)
  - Interpreters must be booked but can be cancelled if organizers do not receive RSVPs from the deaf community 72 hours prior to the event.
  - At a minimum, schedules should be in print and accessible to screen readers electronically.
- Accessibility features included in advertising materials (websites and fliers) at least 2 weeks in advance of event. Possible information to include:
  - Accessible parking locations
  - Accessible seating locations
  - Accessible restrooms
  - Available interpretation services
  - Available quiet areas
- Cluster portable toilets in groups of no more than 6, and ensure at least one accessible portable toilet per cluster of portable toilets.
- Provide an ADA seating area to ensure access for people who need it.
- Maintain accessible path to, and within, all temporary structures
- Contacting parking enforcement regarding vehicles illegally parked in temporary accessible stalls.

**Describe your event's accessibility plan. Include any accessibility setup in your site map.**

- **Parking:** The Monona Golf Course parking lot will be reserved for disability-accessible parking. All other parking will be directed one block north to Monona Grove High School.

- **Paths:** There are numerous open, sizable, and flat paths from the parking area near the club house to the event. Given the nature of the event, there are also many viewing points throughout much of the golf course grounds.

- **Restrooms:** Small clusters of portable toilets will be located in two areas - near the club house and near the team campsites. Those with restricted abilities will be permitted to use either set of toilets.

For information and compliance contact City of Madison Department of Civil Rights at [dcr@cityofmadison.com](mailto:dcr@cityofmadison.com) or (608) 266-4910.

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The **Monona Grove Cross Country Invite** will be held **September 9, 2023** at **Monona Golf Course, 111 E. Dean Avenue**

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

## III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

## IV. BASIC PLAN

### A. Emergency Action Plan (EAP) Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: FIRST/LAST NAME.

### B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- 2. We ☐ will / ☒ will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
- 3. We ☐ will / ☒ will not have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER)

### C. Severe Weather

- 1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
- 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such FIRST/LAST NAME and will be responsible to monitor the weather conditions before and during the event.
- 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee FIRST/LAST NAME will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 4. There are very limited provisions for sheltering participants in the event of severe weather.
- 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

### D. Fire

- 1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard.
- 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
- 3. If cooking is intended, you must contact the fire department and -
  - a) Must have a valid fire extinguisher, 2A10BC



- b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
  - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
  - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

#### **E. Medical Emergencies**

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

#### **F. Law Enforcement**

1. The need for constant Law Enforcement presence at this event  
☐ has / ☒ has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
  - a) nature of emergency
  - b) precise location
  - c) contact person with callback number

#### **G. Emergency Vehicle Access**

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by: NAME.
6. Parking for vendor and staff vehicles will be: LOCATION(S).
7. Parking for attendee vehicles will be: LOCATION(S).

#### **V. CONTACT INFORMATION**

Primary Contact	Corey Livieri		CL (920) 267-2427
Secondary Contact	Scott Brinen		SB (608) 220-4881
Emergency	Dane County 911 Center		911
Non-Emergency	Madison Fire Department		(608) 266-4420
Non-Emergency	Madison Police Department		(608) 255-2345