

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Madison West High Homecoming Parade

Event Organizer/Sponsor West High School

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

If Yes, provide State of Wisconsin Tax Exempt Number ES 42341

Address 30 Ash St

City/State/Zip Madison WI

Primary Contact Mitch McGrath

FAX 608-204-3206
Phone During Event _____

Work Phone 608-204-3090

E-mail m.mcgrath@madison.k12.wi.us

Website _____

Secondary Contact Boyd Thompson

Phone During Event 608-206-2689

Work Phone 608-204-4104

E-mail boydthompson2@madison.k12.wi.us

Annual Event? Yes No
Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 1000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ Yes No

EVENT CATEGORY

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

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: Chadbourne Street from ~~100~~ to Ash
(Ash from Regis to Van Hise) Bredse Terrace

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/16
Event Start Date(s)/Time(s) 11:20
Event End Date(s)/Time(s) 2 pm

Rain Date(s) None
Set-Up Date(s)/Time for Event N/A
Take-Down Time 2-5pm

Take-Down Time: start to streets reopened
By 2 PM
MLC (PLEASE INITIAL)

APPLICATION SIGNATURE

I/We waive the 21-day decision requirement.

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 Mitch McGrath

Date Oct 7, 2015

West High Homecoming Parade Information 2015

12:20-1:20 Release for Lunch and Parade Staging

Students and Staff will set up for the parade at this time. The staging area includes Chadbourne Street between Spooner and Breese, and Lathrop Street between Regent and Summit. All floats, vehicles, and participants must line up at this time. Our parade will not be allowed to begin without a very high percentage of participants present and prepared.

Next week, all parade entrants will be given a number and a map indicating where they line up. On Friday, there will be numbered stakes on the boulevards marking off "slots" for groups to line up. Match your group's number with the numbered slot.

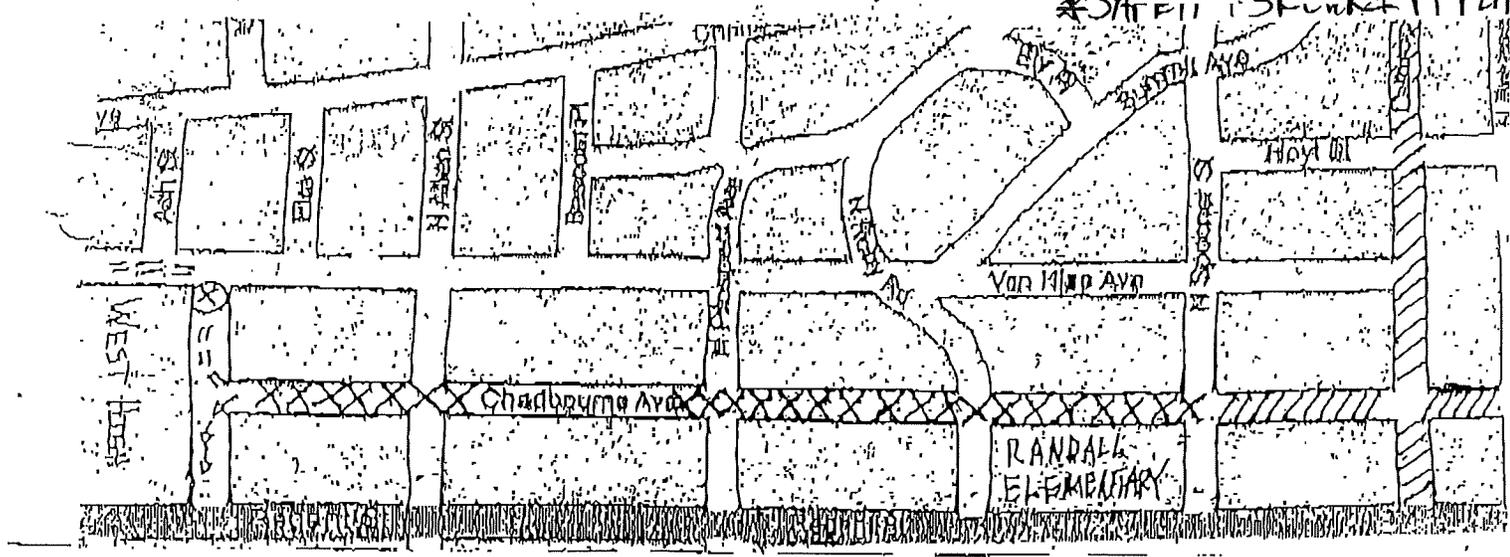
If you are participating in the parade, please accompany or meet your respective club/team/organization in the staging area. After you are lined up in your assigned slot, please have an adult remain by your float, decorated vehicle, or student group in the staging area.

1:20 Parade

The Parade will begin at the intersection of Chadbourne and Spooner, and end at the intersection of Chadbourne and Ash. The Parade viewing area will be on both sides of Chadbourne Street from Spooner to Ash. At the intersection of Chadbourne and Ash all vehicles will turn to the right; all pedestrians will turn left. If participants are riding in vehicles or on floats they will exit the vehicle or float at the corner of Ash and Van Hise. Vehicles may then enter the West High Parking Lot, go up the ramp in the back of the lot, and park on the practice field. (This will allow parade participants to quickly and safely enter the Stevens Gym for our Homecoming Aud.)

Students in the first part of the parade may view the remainder of the parade from Ash Street or (preferably) on Chadbourne Street. Following the parade, students and staff will walk to the Stevens Gym for our Homecoming Aud. The Aud will begin 15 minutes after the parade. Please assist in moving students to the gym. Everyone will enter the Stevens Gym using the Regent Street doors. The Ash entrance will be locked.

Parking: On Friday there will be No Parking on Chadbourne Street from Breese to Ash. No Parking on Ash from Regent to Van Hise. No Parking on Van Hise from Ash to Highland.



- Parade Staging Area *////*
- Parade Route *XXXXX*
- Pedestrian Participant Exit *→ → → →*
- Parade Vehicles Exit *= = = =*
- Drop Off All Riding Participants *⊗*

Supervision Assignments by Department

Science/Social Studies/Tech Ed./Bus. Ed.
 Special Ed/Guidance/LMC:
 English/For. Lang/Math/Pupil Services:
 FCE/ESL/PE/Art/Music:

Spooner to Roby
 Roby to Prospect
 Prospect to Allen
 Allen to Ash

Supervision Assignments:

Ms. Thiel
 Ben Trollinger
 Ms. Thompson
 Grace Falk
 Mr. McGrath
 Ms. Schacht Dethorne
 Jim Sturdevant
 Sean Grey
 Police #3
 Police #2
 Police #1

Spooner to Roby
 Roby to Prospect
 Prospect to Allen
 Allen to Ash
 Staging Area
 Chadbourne/Ash Intersection
 Chadbourne/Ash Intersection
 Ash Street
 Chadbourne/Prospect
 Chadbourne/Spooner, Staging Area
 Chadbourne/Allen Intersection
 Chadbourne/Ash Intersection
 Ash/Van Hise Intersection
 In the Building
 Available Upon Request

Jake Horton
 Mr. Holmes

Staff: Please lock all classrooms and office areas before leaving for the parade. Students

ORDER: SAFETT + JEWETT
(SAMPLE)

RISE OF THE REGENTS

Celebrate West High's 83rd Homecoming

2012 Official Parade Order

1. Fire Truck and Squad Car
2. Cheerleaders
3. Parade Marshal Pastor Alex Gee
4. Girls/Boys Swim Team
5. Social Studies Dept.
6. DECA
7. Court #1
8. Peer Partners
9. Men's Club
10. Boys Volleyball
11. AVID

12. Court #2
12. Madison West Latin
13. Science Olympiad
14. Court #3
15. Court #4
16. Student Council
17. Sheepshead
18. ESL Department
19. Boys Cross Country
20. Girls Cross Country
21. Rocket Club
22. Court #5
23. Football
24. Feeder Program—Football

25. Diversity Alliance
26. Theater
27. Court #6
28. BSU
29. Boys Basketball
30. Court #7
31. Freshmen Advisory
32. Dance Team
33. Girl's Volleyball
34. Baseball
35. Court #8

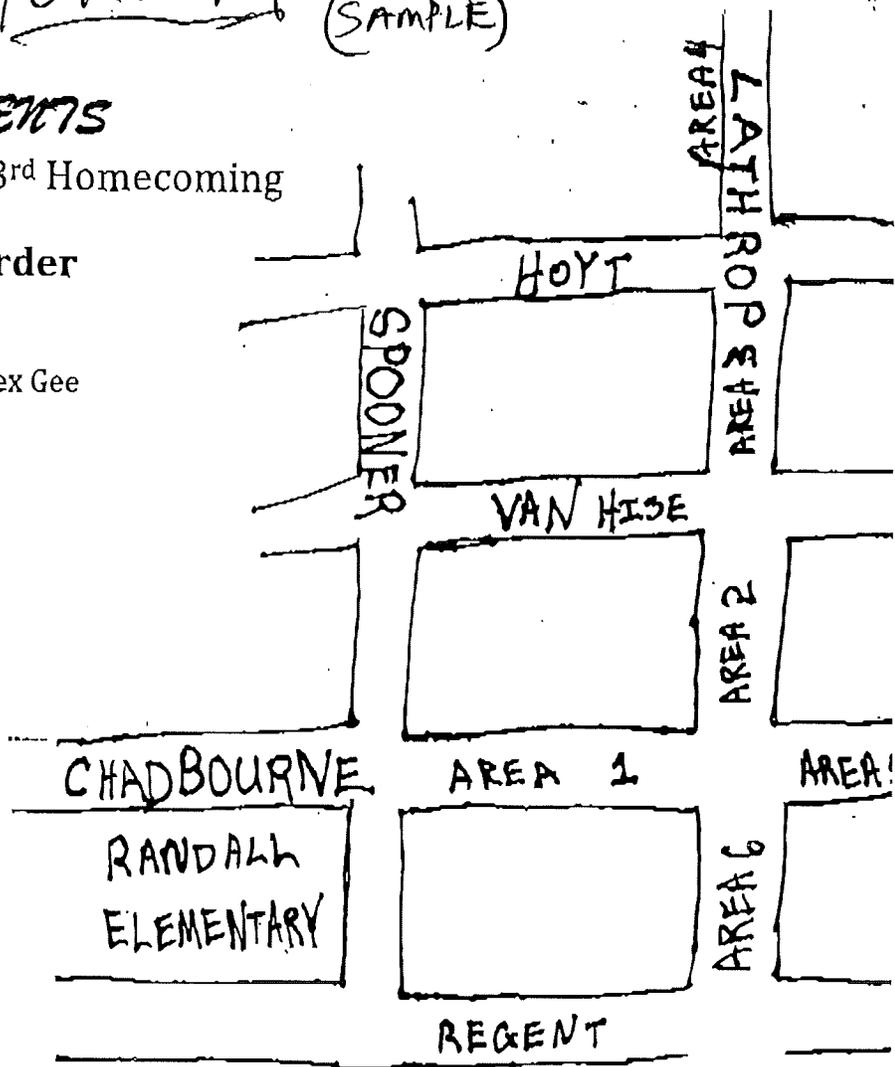
36. English Department
37. Girl's Golf
38. Taiko
39. ROOF
40. Science Department
41. Court #9
42. Pro Start
43. Green Club
44. Court #10
45. Forensics
46. Counseling
47. Young Democrats
48. Boys Soccer
49. Squad Car

Area 5

See Mr. McGrath if you have a float that is difficult to maneuver to your assigned spot. He will assign you to a spot in Area 5 and then move you into the parade in your assigned order.

Area 6

Homecoming Court 1-10



STREET USE PERMIT APPLICATION – TRASH AND RECYCLING PLAN

Include plans for collection and disposal of materials during and after event - number and location of garbage/recycling containers and dumpsters; number/schedule of volunteers/staff assigned to collection and clean up.

City containers are available for use:

Trash or recycling barrels, minimum of 8 @ \$12.50 each = \$100

If City containers are not used, please provide name of collection agency providing equipment and service for the event.

Any group that leaves the area in a condition that requires special clean up by park crews will be charged the full cost of clean-up.

If you need assistance with your recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

DETAIL TRASH AND RECYCLING PLAN:

- Student Council students will walk the parade route and pick up trash.
- West High maintenance crew will drive the parade route and remove all wood stakes.
- No additional barrels necessary.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "West High Homecoming Parade" will be held October 16, 1015 at Chadbourne Street beginning at Chadbourne and Spooner and coming up to Ash Street.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Homecoming Parade" (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

- The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Mitch McGrath, Assistant Principal.

B. Emergency Notification

- 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.
- We will / will not have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER)
- We will / will not have on-site Police or Security (West Education Resource Officer and Madison Police Officer Corey Saffold.

Also

AD Sand Botham	576-3611
Asst. Principal Mitch McGrath	206-2689
ERO Saffold	206-3172/209-2442
SSA Rex Miller	712-4885
SSA Dion Johnson	576-9989
SSA Grace Falk	228-9016
SSA Jim Sturdevant	333-9809
SSA Jake Horton	712-5080)

C. Severe Weather

- Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website.
- 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 Mitch McGrath/Beth Thompson and will be responsible to monitor the weather conditions before and during the event.
- During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Mitch McGrath/Beth Thompson will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
- 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 throughways.
5. Crowd control will be managed by: List of school officials above..
6. Parking for vendor and staff vehicles will be: No Vendors.
7. Parking for attendee vehicles will be: Neighborhoods surrounding West High School.

V. CONTACT INFORMATION

Primary Contact	Mitch McGrath, Assistant Principal	608-206-2689
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Secondary Contact	Beth Thompson	608-347-3691
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

Madison West Homecoming Parade

-Parade Rules and Regulations-

1. All parade units must be pre-registered.
2. Parade units must stay in assigned order.
3. All vehicles must be driven by an adult driver with a valid Wisconsin Driver's License. At no time should a student be driving a parade vehicle.
4. At no time may participants stand in the back of a pick up or stand in any manner on a vehicle. Floats and flatbeds need to have appropriate railings or participants riding must remain seated at all times.
5. No person shall ride on the hood, trunk, roof, or door frames of vehicles. Couples riding in convertibles will sit on the frame of the vehicle directly above the back seat, with their feet in the back seat.
6. Vehicles must follow the course in a cautious and safe manner. There shall be no quick starts, stops or peeling of rubber. No swerving back and forth and no reckless driving of any kind.
7. Persons who are walking should hand off or toss underhand items approved for distribution to spectators. Persons distributing such materials must walk alongside their own unit and not intrude upon other unit's activities or presentation space.
8. There shall be no throwing of any type of item from vehicles to spectators. Candy can be tossed underhand in a manner whereas it slides along the street and reaches the spectators sitting curbside. This can only be done by walking parade participants.
9. No jumping on or off vehicles. Once you are on, you are on.
10. If a unit has music, play music at a reasonable level.
11. Spacing between groups participating should be no closer than 2 car lengths and no further than 3 car lengths.
12. Parade units must proceed to the end of the parade route before stopping and unloading. (See map: the corner of Van Hise and Ash is the official unloading point.)
13. Madison West Officials reserve the right to deny approval of or immediately remove parade units or vehicles which have violated these regulations or present other safety concerns.

Thank You for Celebrating our 84th Homecoming!