

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Katie Medema
Madison Metropolitan School District
30 Ash Street
Madison, WI 53726
Email: Kmedema@madison.K12.Wi.Us
Phone: (608) 204-3205

Contact During Event

Katie Medema
Madison West High School
30 Ash Street
Madison, WI 53726
Email: Kmedema@madison.K12.Wi.Us
Phone: (815) 535-3205

Event Information

Name of Event: Madison West High School Homecoming Parade

Event Type: One Day

Estimated Attendance: 500

Is this a new event:

Event Additional Information

Run/Walk: ☐

Music/Concert: ☐

Festival: ☐

Rally: ☐

Parade: ☒

Posting no parking signs or bagging meters? ☒

Other: ☐

If other, please describe:

Site Map

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

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

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

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

Parade Staging areas: Road Closure/No Parking
1600-1700 Chadbourne (Spooner to Breese), 0-100
Lathrop (Hoyt to Regent)

Parade areas: No Parking
Parade Start: Chadbourne & Spooner
Parade End: Chadbourne & Ash
Parade Exit: Ash and VanHise intersection

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
10/02/2024	12:30pm	10/02/2024	2:20pm	10/02/2024	3:00pm	10/02/2024	3:45pm	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: * ☐

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event: ☐

If the Temporary (Picnic/Beer) License is denied will the event occur?: **No**

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required: ☐

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
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SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

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

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).

I understand that I must submit the Emergency Action Plan:

☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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

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

Event Website:

Notes:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

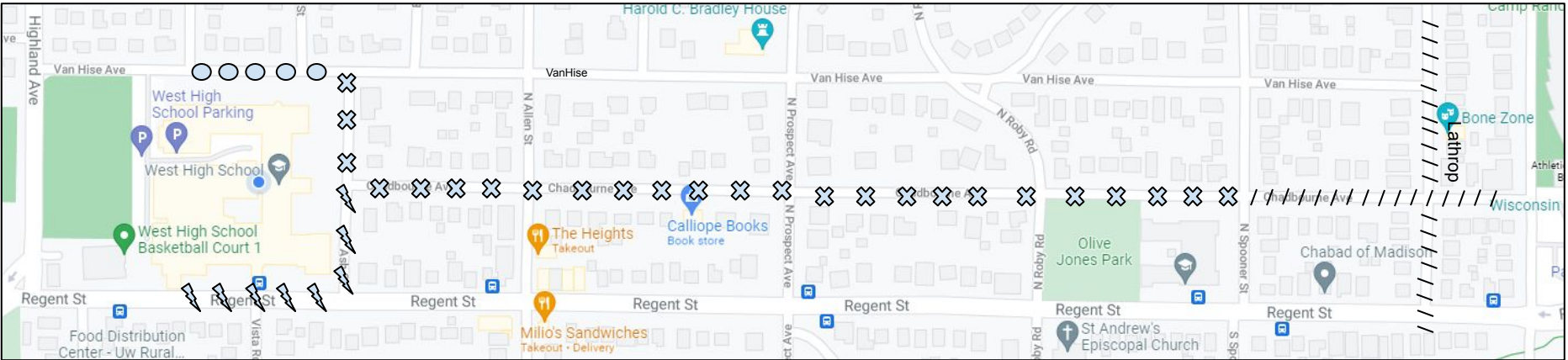
THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement: ☒

Signature

By initialing, I/we waive the 21-day decision requirement :	KM
Signature:	Katie Medema
Date:	09/10/2024

- // Parade Staging Area
- ✕ Parade Route
- ⚡ Pedestrian Participant Exit
- Vehicle Participant Exit



WEST HIGH SCHOOL

HOMECOMING PARADE

October 2, 2024

Likely Parade Participants

Madison Fire Department and Madison Police Department
West High Clubs
Sports teams
Poms & Cheer
Homecoming Court



West High Homecoming Parade Schedule 2024

September 30, 2024

- Post No Parking signage
 - Chadbourne Street from Breese Terrace to Ash St
 - Ash St from Van Hise Ave to Regent St
 - Lathrop St from Hoyt St to Regent St
 - Van Hise St. from Ash to Highland
- Post Flyer notifications to neighbors

September 27, 2024

8:30am – 3:30pm 1120 Sayle Street

- Pick up 14 barricades and 7 'Road Closed' signs (Custodial team will pickup)

October 2, 2024

12:00pm

- Post barricades and 'Road Closed' signs
 - Barricade the intersections of Chadbourne at
 - Spooner
 - Roby
 - Prospect
 - Allen
 - Close the roads at:
 - Lathrop at Summitt and Regent
 - Chadbourne at Breese Terrace
 - Ash at Regent St
 - Van Hise at Elm St
 - Van Hise at Ash to Highland

1:30pm

Release for lunch and parade staging

Students and staff will set up for the parade at this time. The staging area includes Chadbourne St between Spooner St and Breese Terr. and Lathrop St between Regent St and Summitt. 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.

The week prior to the parade, all parade entrants will be given a number and a map indicating where they line up.

All participants should meet their club/team/organization in the staging area. After a group lines up in their assigned slot, an adult should remain with the group, their float or their decorated vehicle in the staging area

2:20pm

- Parade begins

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 St 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. Everyone will enter the Stevens Gym using the Regent St doors. The Ash entrance will be locked.

3:30pm

- Streets are open

Student Council students will walk the parade route and pick up trash. West High maintenance crews will drive the parade route and remove all wood stakes. Barricades and parking signs will be removed along the parade route.

Madison West High School Homecoming Parade

Parade Rules and Regulations

- All parade units must be pre-registered.
- Parade units must stay in assigned order.
- All vehicles must be driven by an adult driver with a valid Wisconsin Driver's License. Driver may not be a student. At no time should a student be driving a parade vehicle.
- 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. Participants riding must remain seated at all times.
- 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.
- 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.
- 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.
- 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.
- No jumping on or off vehicles. Once you are on, you are on.
- Spacing between groups participating should be no closer than 2 car lengths and no further than 3 car lengths.
- Parade units must proceed to the end of the parade route before stopping and unloading.

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.

West High School Homecoming Parade EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "West High School Homecoming Parade" will be held Wednesday, October 2nd and its route will be on Chadbourne St from Spooner to Ash St. The parade is anticipated to begin at 2:20 pm.

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

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: Assistant Principal Katie Medema
SECONDARY CONTACT: Head Principal Dan Kigeya

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 not have on-site EMS.
3. We will have on-site Police / Security. Coordination of security between the Madison Police Department and West High School is being led by Katie Medema and the District Safety and Security Director, Sedric Morris and MPD

D. 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 Katie Medema/Dan Kigeya 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.

E. Fire

1. No use of fire, fireworks or pyrotechnics will be permitted during the parade.
2. 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.
3. 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.

F. 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

G. Law Enforcement

1. The need for constant Law Enforcement presence at this event has been identified.
2. Should an incident occur that requires Law Enforcement to be called 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
3. Police Officers from the Madison Police Department will be stationed throughout the parade route and staging area. (Details regarding number of officers and positions are included with the route map)

H. Vehicles

1. Prior to the start of the parade, all vehicles will be inspected. The cars must meet standards set by the West High Staff. If a vehicle appears to be in bad shape it will not be permitted to participate in the parade.
2. Should a car break down during the event, West High Staff members and parade participants in the entry will come to the float/vehicle's assistance. The car will be placed into neutral and pushed to the nearest intersection, where it can be moved out of the parade.

I. Crowd Control

1. Traffic barricades manned by Madison Police Department Officers will be used in the major sections of Chadbourne Street to keep people on the sidewalks and out of the streets. Traffic barricades will be set-up to block traffic beginning at 12:00 pm for staging. These barricades will remain in effect until the end of the parade. This ensures the safety of the crowd and the parade participants.
2. Staff will be positioned in the following locations for supervision
 - Spooner - Roby
 - Roby to Prospect
 - Prospect to Allen
 - Allen to Ash
 - Ash to Van Hise
 - Van Hise to Highland (enter West Parking lot)
 - Staging Area
 - Chadbourne/Ash Intersection

- Ash Street

J. Suspicious Package or Person

1. If a suspicious package or person is found along the parade route or in the staging area, parade volunteers will be instructed to call 911. Event staff will wait for further instruction from law enforcement and follow their direction.

K. Lost/Missing Person

1. If a child is lost supervisors will make contact with Madison Police and inform them of the situation.
2. If a lost/missing child is located, a supervisor for that geographic area is to stay with the lost child and contact the Madison Police Department.

L. 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: West High Staff (named in section I. of this document)

M. Clean-up and Recycling Plan

1. Participants are responsible for disposing of their floats properly and must have their floats dismantled by 5:00 pm. Trash containers will be located on the corner of Ash and Van Hise for participant use.
2. Student Council students will walk the parade route and pick up trash. West High maintenance crews will drive the parade route and remove all wood stakes. Barricades and parking signs will be removed along the parade route.

N. Parking

On Monday there will be "No Parking" on :
Chadbourne St from Breese to Ash St
Lathrop St from Hoyt to Regent St
Van Hise Ave from Ash St to Highland Ave
Ash St from Van Hise Ave to Regent St