

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Cougar Fall Crawl (5K and 1 mile walk/run to benefit Kennedy Elementary School Playground)

Event Organizer/Sponsor: Kennedy Elementary PTO

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: 37-1808994.

**OPTIONAL: Federal Tax Exempt Number:** \_\_\_\_\_

Address: 221 Meadowlark Drive

City/State/Zip: Madison, WI 53714

Primary Contact: Nancy Kujak-Ford Work Phone: 608-843-0684

Email: nancy.kujakford@gmail.com Phone During Event: 608-843-0684

Website: https://jfkcougarspto.wixsite.com/jfkpto FAX: none

Secondary Contact: Peggy Hoffmann Work Phone: 608-469-6333

Email: phoffmann23@gmail.com Phone During Event: 608-469-6333

Annual Event?  Yes  No

Charitable Event?  Yes  No

If Yes, Name of charity to receive donations: Kennedy Elementary PTO

Estimated Attendance: 100 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):  Yes  No

Hours: 9:00am to 11:00am

## EVENT CATEGORY

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

Other: \_\_\_\_\_

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  State St. Mall/800 State Street

30 on the Square (aka top of 100 block of State Street)  Other (specific blocks/streets requested below)

Street Names and Block Numbers: Kennedy Elementary School at 221 Meadowlark Drive Madison, WI 53714 (see map for routes)

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: Saturday, October 6, 2018 Event Start and End Times: 9:00am – 11:00am

Rain Date (if any): none Set-Up Start Time: 8:00am

Take-Down Start Time and End Times: 10:00am – 11:00am

TAKE-DOWN TIME: START TO STREETS REOPENED

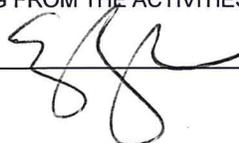
Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No

If class B license is denied, will the event(s) occur?  Yes  No

NKF By initialing, I/we waive the 21-day decision requirement.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature 

Date 8/6/18

## **STREET USE PERMIT APPLICATION – COMPLETE EVENT SCHEDULE**

The schedule begins when event set-up starts, including set-up on sidewalks, terraces or parking and ends when the street is re-opened for normal use. The schedule should encompass all activities planned for the event, such as:

- Vending – Food, Beverages and/or Merchandise
- Music/Performances (may require Amplification Permit, see below)
- Displays, Exhibits, Demonstrations
- A moving event such as a Rally, Parade, etc.

### **EVENTS WITH AMPLIFICATION**

If your event is to have sound amplification, include the time of amplification in your event schedule. You will also need to complete the Street Use Amplification Permit Application.

By Ordinance, public amplification is not allowed at street use events except with approval of the Street Use Staff Commission. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions.

### **PROVIDE DETAILED EVENT SCHEDULE:**

Sat 10/6/18

8am - event set up (tables) ~~at~~

Mon

8<sup>30</sup>am - Registration starts

9<sup>00</sup>am - Race starts

9<sup>45</sup>am - Race ends

10am - clean-up starts

11am - clean-up ends

# Site Map

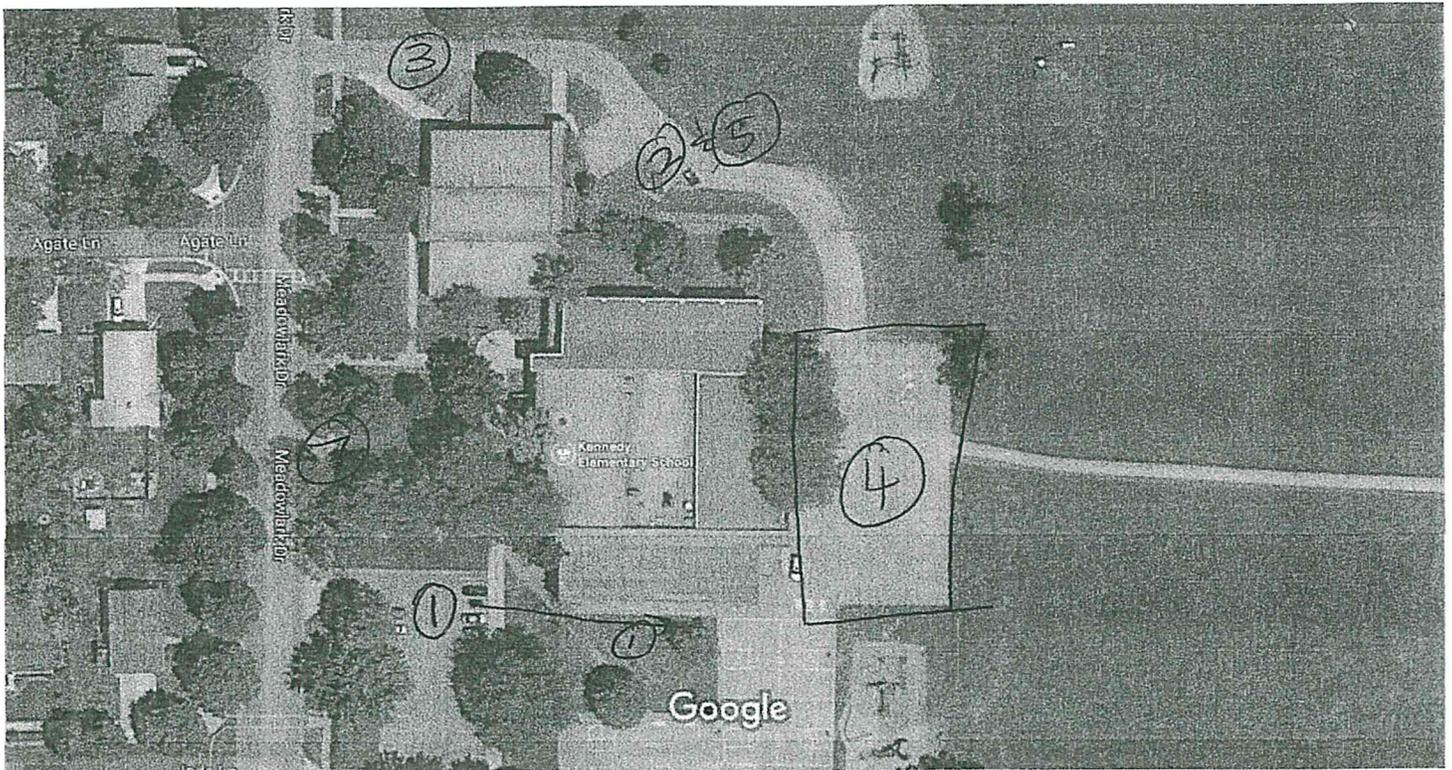
10/6/18

Google Maps

Kennedy Elementary School

— Cmgan Fall Crawl

~~10/10/18~~

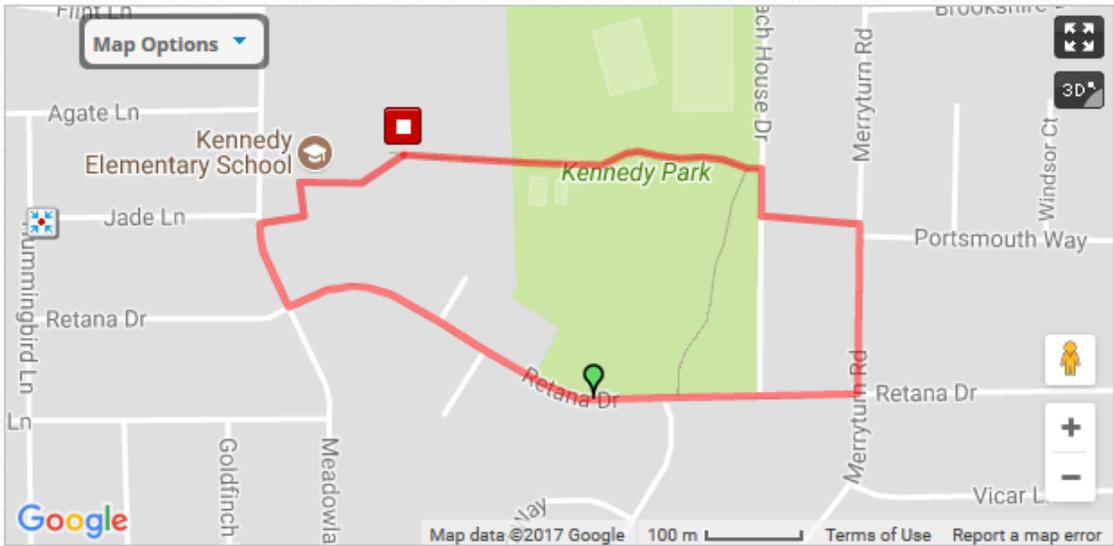


Imagery ©2017 DigitalGlobe, Map data ©2017 Google United States 50 ft

See # below on map.

- ① Accessible Path for wheelchairs & parking space for handicap
- ② Dumpsters - will use school dumpsters
- ③ Emergency vehicles access lane (20')
- ④ Event perimeter
- ⑤ Garbage & Recycling - clean up will be removed by school
- X⑥ Portable toilets (n/a - will use school toilets)
- ⑦ Signage (in front of school)
- X⑧ Stages - will have none @ event
- X⑨ Temporary structures - will have none @ event
- X⑩ Tents - n/a will have none @ events
- X⑪ Vendor - n/a will have none @ event

**ACTIONS** PRINT SEND TO PHONE ☆ **BOOKMARK**

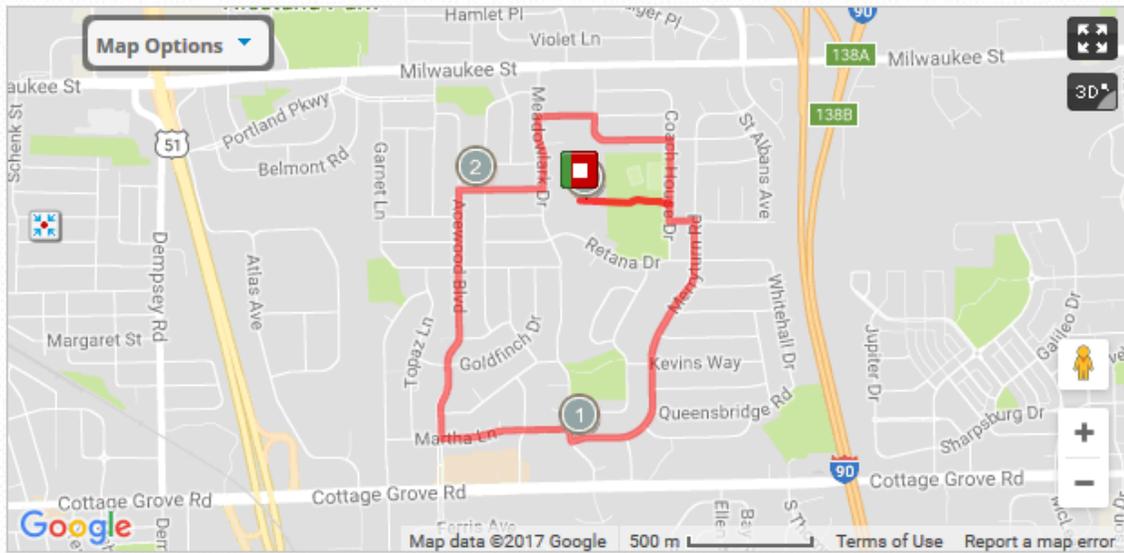


**CLIMB DETAILS**

[Learn About Climb Ratings](#) [Download Data](#)

COUGAR FALL CRAWL – 1 MILE  
 SU, OCTOBER 1, 2017

**ACTIONS** **PRINT** **SEND TO PHONE** **★ BOOKMARK**



## CLIMB DETAILS

[Learn About Climb Ratings](#)

[Download Data](#)

COUGAR FALL CRAWL – 5K  
SU, OCTOBER 1, 2017

Cougar Fall Crawl for Kennedy Elementary School  
Sponsored by Kennedy PTO

1 mile walk route

- 0 mi Head east toward Coach House Dr
- 0.22 mi Head south on Coach House Dr toward Retana Dr
- 0.25 mi Direct/offroad route segment
- 0.31 mi Head south on Merryturn Rd toward Portsmouth Way
- 0.41 mi Head west on Retana Dr toward Coach House Dr
- 0.77 mi Turn right onto Meadowlark Dr Destination will be on the right
- 0.83 mi Direct/offroad route segment
- 0.86 mi Direct/offroad route segment
- 0.88 mi Direct/offroad route segment
- 0.91 mi Direct/offroad route segment
- 0.95 mi Destination

Same Route / event  
took place  
Sun 10/1/19  
w/out issues.

5K Run/Walk Route

- 0 mi Head east toward Coach House Dr
- 0.22 mi Head south on Coach House Dr toward Retana Dr
- 0.26 mi Direct/offroad route segment (crossing)
- 0.32 mi Head south on Merryturn Rd toward Retana Dr
- 0.8 mi Continue onto Open Wood Way Destination will be on the right
- 1.02 mi Head west on Open Wood Way toward Meadowlark Dr
- 1.03 mi Turn right onto Meadowlark Dr (crossing)
- 1.06 mi Turn left onto Martha Ln
- 1.37 mi Head west on Martha Ln toward Acewood Blvd
- 1.37 mi Turn right onto Acewood Blvd
- 1.98 mi Head south on Acewood Blvd toward Agate Ln
- 1.98 mi Turn left onto Agate Ln
- 2.18 mi Head north on Meadowlark Dr toward Flint Ln
- 2.36 mi Head east on Beehner Cir (crossing)
- 2.42 mi Direct/offroad route segment
- 2.49 mi Head south on Lamplighter Way
- 2.62 mi Continue onto Sudbury Way
- 2.72 mi Head south on Coach House Dr
- 2.88 mi Head west
- 3.1 mi Destination

0.26- walkway heading east midway through block connecting Coachouse to Merryturn  
2.42- walkway heading east connecting Beehner to Lamplighter

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "Cougar Fall Crawl" will be held 10/06/2018 at Kennedy Elementary School at 221 Meadowlark Drive Madison, WI 53714.

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Cougar Fall Crawl" (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 Nancy Kujak-Ford.

### 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 Nancy Kujak-Ford 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 Nancy Kujak-Ford 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**

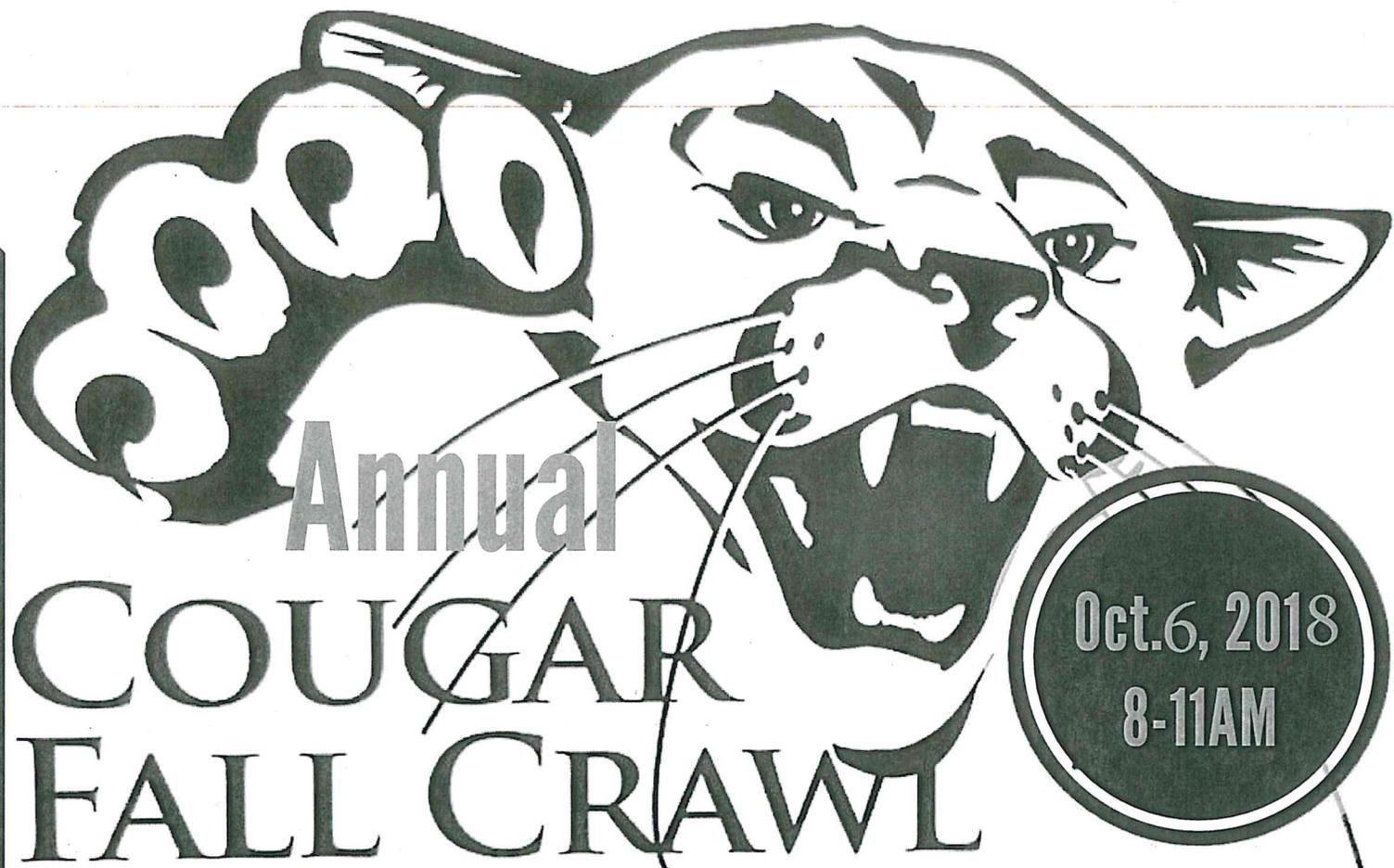
1. The need for constant Law Enforcement presence at this event  
 has /  has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Should an incident occur that requires Law Enforcement, to be called to this 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: Peggy Hoffman.
6. Parking for vendor and staff vehicles will be: at school parking lot.
7. Parking for attendee vehicles will be: on street or will walk to school.

**V. CONTACT INFORMATION**

Primary Contact	Nancy Kujak-Ford	608-843-0684
Secondary Contact	Peggy Hoffmann	608-469-6333
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345



Annual  
**COUGAR  
FALL CRAWL**

Oct. 6, 2018  
8-11AM

**1 MILE/5K WALK OR RUN**

**JOIN THE KENNEDY COMMUNITY FOR  
THIS FUN NEIGHBORHOOD EVENT TO  
HELP RAISE FUNDS FOR PLAYGROUND  
IMPROVEMENTS**

Strollers Allowed  
Community Welcome  
Family Race Pack Discounts

Questions? Email:  
[nancy.kujakford@gmail.com](mailto:nancy.kujakford@gmail.com)

For more info and to register:  
[jfkcougarspto.wixsite.com/jfkpto](http://jfkcougarspto.wixsite.com/jfkpto)

## **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:**

- Volunteers will have trash cans from school and will remove all trash.
- Volunteers will clean up (2) aid stations by names.

## STREET USE PERMIT APPLICATION – EVENT SITE MAP

It is important that the event site map be as detailed and clear as possible. Include the following location information if applicable to your event:

- Tents
- Stages
- Fencing
- Vendors
- Portable Toilets
- Dumpsters
- Staging Areas
- Remember to include:
  - Emergency vehicle access lanes (minimum of 20').
  - Accessible paths for wheelchairs as well as disabled parking spaces.

### EVENTS INCLUDING A RUN, WALK OR PARADE

A detailed route map should also be provided if the street closure is for a run, walk, parade or other "moving activity." You will also need an Approved Parade Permit. You must fill out this on-line [Parade Permit](#) application. This Parade Permit is located on the Police website. Be sure to come back to THIS page (Step 4: Event Site Map) to continue your Street Use Application Process.

A helpful online resource for route mapping is Map My Run at <http://www.mapmyrun.com/>

### PROVIDE EVENT SITE MAP:

(A) we will stay on side walks and will cross Meadowlark - We will have volunteers at that crossing. Do we need a parade permit if we don't use the streets?