

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event GSAFE Walk/Run/Eat for Safe Schools

Event Organizer/Sponsor GSAFE

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

☒ Yes ☐ No

If Yes, provide State of Wisconsin Tax Exempt Number 049197

Address 122 E. Olin Ave. Ste. 290

City/State/Zip Madison, WI 53713

Primary Contact Timothy Michael

Work Phone (608) 661-4141

E-mail tim@gsafewi.org

Website www.gsafe.wi.org

Secondary Contact Amber Sowards

Work Phone (608) 661-4141

E-mail amber@gsafewi.org

FAX (608) 661-1360

Phone During Event (608) 577-1413

Phone During Event (443) 827-1348

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, name of charity to receive donations: GSAFE

Estimated Attendance 300 - 400

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

☐ 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 run/walk route -

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/11/15

Event Start Date(s)/Time(s) 9:30AM

Event End Date(s)/Time(s) 1:30PM

Rain Date(s) n/a

Set-Up Date(s)/Time for Event 7:00AM

Take-Down Time 2:00PM

Take-Down Time: start to streets reopened

No streets closed for event

APPLICATION SIGNATURE

☒ I/We waive the 21-day decision requirement.

TJM (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, statutes and laws.

Signature Timothy J. Michael

Date 9/9/15

GSAFE Walk/Run/Eat for Safe Schools 2015 Event Proposal

On Sunday, October 11th, 2015, GSAFE will host a walk/run event on Madison's east side to raise money for our organization, to create further awareness of GSAFE's mission, and to provide an opportunity for people who share GSAFE's vision to socialize and network with one another in a fun, high-energy setting.

The walk/run portion of this event will have a 5K walk, a 5K run, and a 10K run, which uses both city streets and the Capital City Bike trail. A parade permit has been submitted to the Madison City Police Department for the route (09/9/2015), and the details of those routes are included in this application on a separate page.

GSAFE has reserved the Goodman Community Center (GCC), where race participants will be able to register the morning of the event and will be provided lunch after the race. Various restaurants and grocery stores have donated food for the lunch portion of our event, and all catering and serving of food will take place inside the GCC.

Below you will find my contact information, the event organizer, as well as the forecasted details of the event, based on the turnout for the 2014 GSAFE Walk/Run/Eat:

Event Organizer Name & Title: Timothy Michael, Manager of GSA Outreach

Organization Name: Gay Straight Alliance for Safe Schools Inc. (GSAFE)

Address: 122 E. Olin Ave. Ste. 290, Madison, WI 53713

Phone: 608.661.4141 **Fax:** 608.661.1360

Organizer's Email Address: tim@gsafewi.org

Organizer's Cell Phone: 608.577.1413

Name of Event: GSAFE Walk/Run/Eat for Safe Schools

Date of Event: Sunday, October 11th, 2015

Location: Goodman Community Center, 149 Waubesa St., Madison, WI

EVENT SCHEDULE

Estimated Times: Course set up begins at 7:00AM (in Atwood area)

Registration opens at 9:30AM (in GCC)

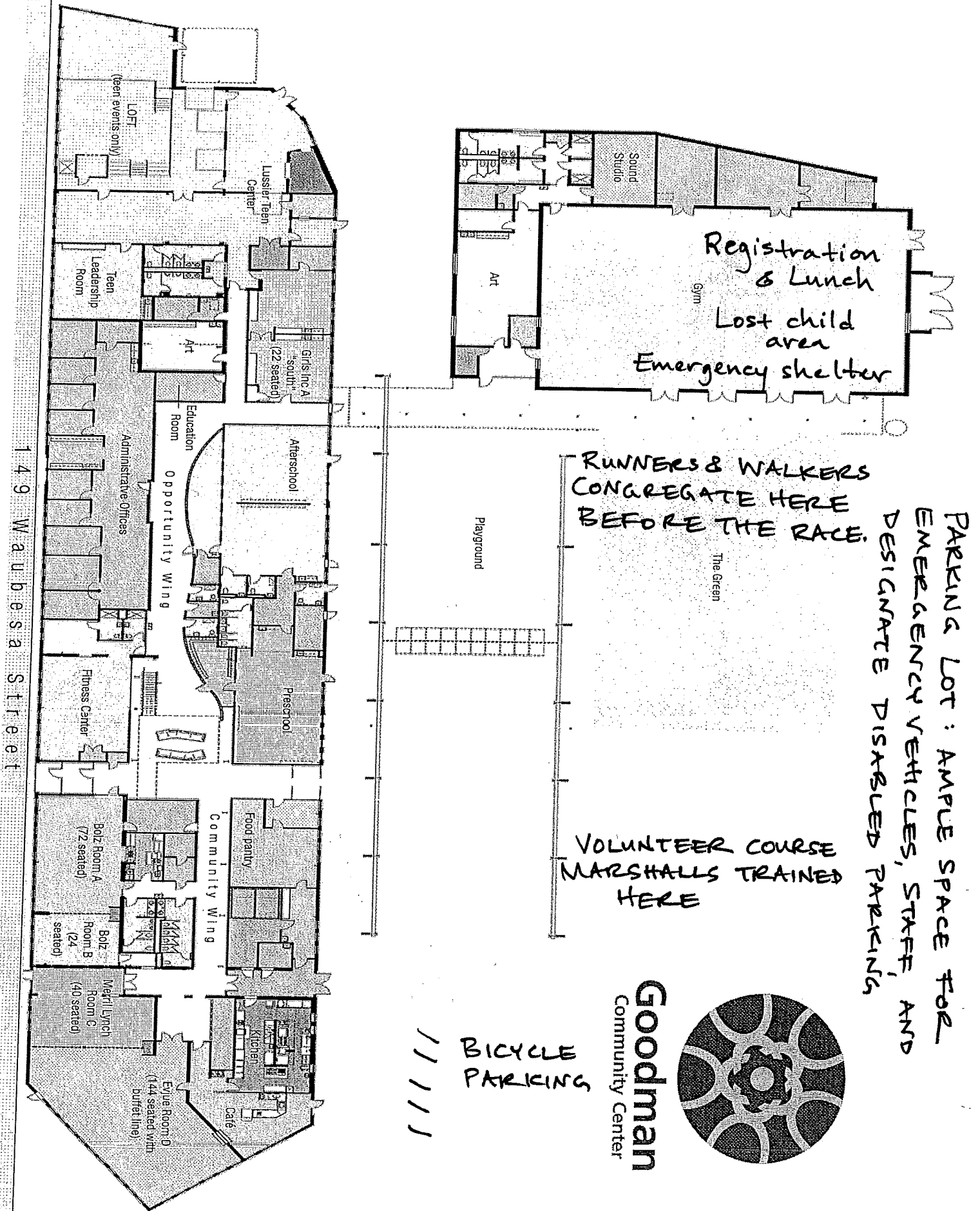
Race begins at 11:00AM (outside of GCC)

Race is over and lunch is served at 12:00PM (in GCC)

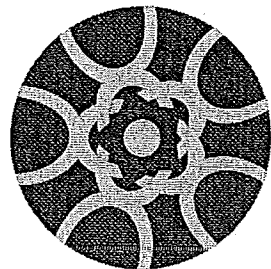
Event is over and clean up is finished by 2:00PM

Estimated Number of Participants: 350-400 people

2015 GSAFE WALK/RUN/EAT FOR SAFE SCHOOLS SITE MAP

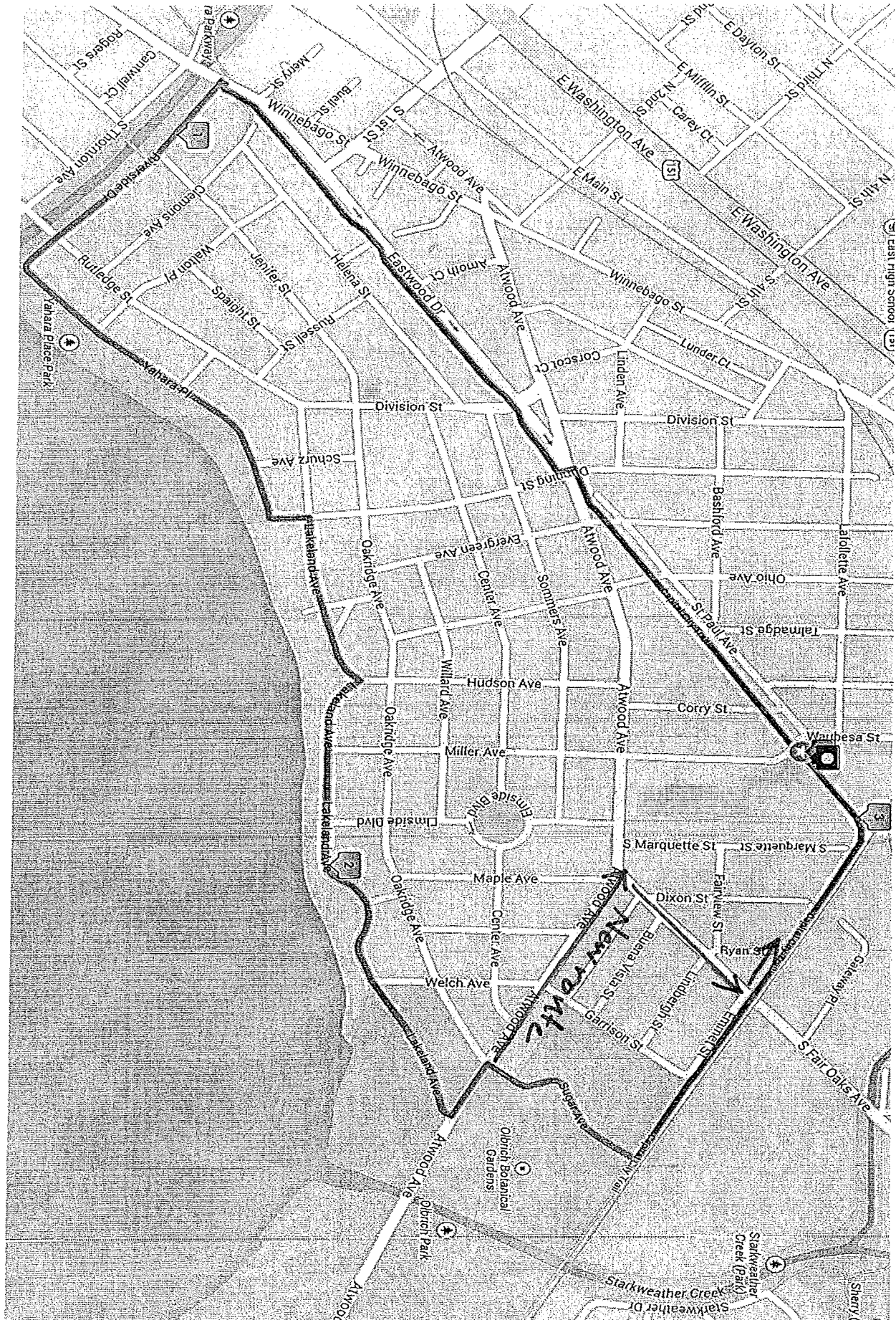


Goodman
Community Center



BIKE PATH - WALK/RUN START & FINISH LINE

GSafe Walk/Run/Eat for Safe Schools 2015 5K Route



GSAFE Walk/Run/Eat for Safe Schools 2015 Event Proposal

RECYCLING PLAN

Very little trash or recycling is created by this event, and the vast majority of it is created by the lunch, which will take place within the Goodman Community Center. The Goodman Community Center has numerous receptacles for recycling, and all refuse created by the meal will be disposed of or recycled on site.

There will be volunteers working at two temporary water stations along the route, and they will be handing out paper cups of water. After the last walker/runner has passed, it will be the volunteers' responsibility to follow the route and pick up any and all cups left behind by runners and walkers. They will dispose of these cups properly upon returning to the Goodman Center.

PROPOSED 5K ROUTE (*Submitted September 9th, 2015*)

- Walkers and runners will congregate in the parking lot off of the Capital City Trail at Waubesa Street and St. Paul Avenue
- Walkers and runners will follow the Capital City Trail, staying in the right lane and allowing for passage of any bicyclists, until they reach Dunning Street
- Walkers and runners will then cross Dunning Street at the light, and turn left to cross Atwood Avenue at the light
- Walkers and runners will continue to follow the Capital City Trail, crossing Division Street at the light, until they have reached Riverside Drive
- Walkers and runners will cross and turn left on Riverside Drive, keeping with the direction of traffic and staying alongside the curb
- Walkers and runners will cross and turn left onto Yahara Place and take the sidewalk
- Walkers and runners will cross and take a left onto Dunning Street
- Walkers and runners will take a right onto Lakeland Avenue, staying on the sidewalk
- Walkers and runners will continue to follow Lakeland Avenue through Olbrich Park and emerge at Atwood Avenue
- Walkers and runners will cross Atwood Avenue and turn left onto the sidewalk
- Walkers and runners will continue on Atwood Avenue on the sidewalk
- Walkers and runners will turn right onto Sugar Avenue, passing through Olbrich Gardens property and stay along the curb
- Walkers and runners will re-enter the Capital City Trail and turn left
- Walkers and runners will continue on the trail and cross Fair Oaks Avenue
- Walkers and runners will continue on the trail and exit into the Goodman Center parking lot at 149 Waubesa Street

Route has been slightly modified due to construction as recommended by Mark Winter.

GSAFE Walk/Run/Eat for Safe Schools 2015 Event Proposal

PROPOSED 10K ROUTE *(Submitted September 9th, 2015)*

- Runners will congregate in the parking lot off of the Capital City Trail at Waubesa Street and St. Paul Avenue
- Runners will follow the Capital City Trail, staying in the right lane and allowing for passage of any bicyclists, until they reach Dunning Street
- Runners will then cross Dunning Street at the light, and turn left to cross Atwood Avenue at the light
- Runners will continue to follow the Capital City Trail, crossing Division Street at the light, until they have reached Riverside Drive
- Runners will cross and turn left on Riverside Drive, keeping with the direction of traffic and staying alongside the curb
- Runners will cross and turn left onto Yahara Place and take the sidewalk
- Runners will cross and take a left onto Dunning Street
- Runners will take a right onto Lakeland Avenue, staying on the sidewalk
- Runners will continue to follow Lakeland Avenue through Olbrich Park and emerge at Atwood Avenue
- Runners will cross Atwood Avenue and turn right onto the sidewalk (this is where the 5K route and 10K route split off in different directions)
- Runners will continue on the sidewalk on Atwood Avenue and cross Walter Street, staying on the sidewalk
- Runners will take a left onto Cottage Grove Road and stay on the sidewalk
- Runners will take a left onto Dempsey Road and stay on the sidewalk
- Runners will exit Dempsey Road and take a left onto the path through Eastmorland Park
- Runners will exit the Eastmorland Park path and take a left onto Milwaukee Street, staying on the sidewalk
- Runners will take a left onto Leon Street
- Runners will take a right onto the path that leads through Sherry (OB) Park
- Runners will go right at the fork in the path that leads through Sherry (OB) Park, crossing the foot bridge over Starkweather Creek
- Runners will exit the path and continue onto Ivy Street
- Runners will and take a left onto South Fair Oaks Avenue, staying on the left side of the road on the sidewalk
- Runners will continue on South Fair Oaks Avenue until they reach the Capital City Trail
- Runners will turn right to cross South Fair Oaks Avenue and re-enter the Capital City Trail (this is where the 10K route and the 5K route come back together)
- Runners will continue on the Capital City Trail and exit into the Goodman Center parking lot at 149 Waubesa Street

GSAFE Walk/Run/Eat for Safe Schools 2015 Event Proposal

SAFETY & SECURITY

See attached Emergency Action Plan document for supplemental information.

We expect to begin setting up the course early on the morning of the 11th. Adequate, trained course marshals will be on hand to insure the safety of the runners and walkers, and we will be requesting assistance from the Madison Police Department to assist runners in crossing Atwood Avenue (in three locations) and Fair Oaks Avenue.

GSAFE has submitted a Certificate of Insurance naming the City of Madison as an additional insured as we anticipate that this event will draw more than 250 people.

The staff of GSAFE are certified in basic first aid and CPR. The event organizer will have cell phone numbers for all course marshals out on the route, and will be available to them during the run/walk in case of emergency. All course marshals will receive specific instructions on what to do in case of emergency, and will be given contact information for Tim Michael, Event Organizer (608.577.1413) and Amber Sowards, Co-organizer (443.827.1348).

Since there will be young children at the Walk/Run/Eat, we will designate the gymnasium at the Goodman Community Center as our "lost child area", and will instruct all event volunteers to escort any lost children there. All event participants return to the gymnasium after the walk/run, so it will be easy to return any lost children to their parents. All participants' valuables will be secured within the Goodman Center during the walk/run.

There is only one bus line that could potentially be affected by this event: Route 7. Route 7 travels along Atwood Avenue and Fair Oaks between the hours of 11AM and 12PM on Sundays, and may potentially cross paths with 5K and 10K runners. I will look to the City of Madison and transit officials for instruction on how to best accommodate the needs of our event participants and Metro riders.

There will be two temporary water stations set up along the routes, but no food will be served or sold outside of the GCC. There will be a brief, megaphone-amplified speech at the beginning of the race, between 10:45AM and 11:00AM.

NOTIFICATION SCHEDULE

We do not anticipate closing any streets, and the traffic and bus routes will be interrupted minimally during this event. A letter of notification will be sent out to Alderperson Marsha Rummel on the same day that this permit application is submitted. Based on the guidelines laid out in the application information, however, it does not seem necessary that we notify all residents and businesses of the event. The walk/run portion of this event has a very minimal impact on the neighborhoods surrounding the Goodman Community Center.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "GSAFE Walk/Run/Eat for Safe Schools" will be held October 11th, 2015 at Goodman Community Center, 149 Waubesa Street, Madison, WI.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Walk/Run/Eat for Safe Schools" (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: Tim Michael.

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 ()
- 3. We ☒ will / ☐ will not have on-site Police or Security (To be hired from city of Madison)

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 Tim Michael 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 Tim Michael 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: GSAFE staff.
6. Parking for vendor and staff vehicles will be: Goodman Center parking lot.
7. Parking for attendee vehicles will be: Goodman Center parking lot and in the Madison Kipp Corporation parking lot.

V. CONTACT INFORMATION

Primary Contact	Tim Michael	(608)577-1413
Secondary Contact	Amber Sowards	(443)827-1348
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694