

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event 2015 All City Swim Meet

Event Organizer/Sponsor High Point Swim Club

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

If Yes, provide State of Wisconsin Tax Exempt Number 39-1743099

Address 901 N. High Point Road

City/State/Zip MADISON, WI 53717

Primary Contact GARY HARTUNG

FAX N/A

Work Phone 608-444-7328

Phone During Event Same

E-mail gary.hartung@fds.net

Website highpointswimclub.com

Secondary Contact LISA SANCHEZ

Work Phone 608-239-7316

Phone During Event Same

E-mail lsanchez@fds.net

Annual Event? Different Pool Each Year Yes No
Charitable Event? Yes No

If Yes, name of charity to receive donations: High Point Swim Club

Estimated Attendance 2000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 7 AM to 8 PM Private Property Yes No

EVENT CATEGORY

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

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: 900 block N. High Point Road
7700 block Old Sauk Road

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____ Rain Date(s) None
Event Start Date(s)/Time(s) 7/26 6 AM
Event End Date(s)/Time(s) 8/03 8 P.M.
Set-Up Date(s)/Time for Event 7/26 6 AM
Take-Down Time 8/03 8 P.M.

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/We waive the 21-day decision requirement. _____ (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 Gary J. Hartung President, High Point Swim Club Date 1/14/15

High Point Swim Club
901 N. High Point Road
Madison, WI 53717

City of Madison Parks Division
Attention: Kelly Lamberty
PO Box 2987
Madison, WI 53701

RE: Street Use Permit for 2015 All City Swim Meet

Dear Ms. Lamberty:

As discussed, High Point Swim Club is proud to be hosting the 2015 All City Swim Meet this summer. We are looking forward to a very safe and successful event. Accordingly, with this letter we are applying for a Street Use Permit and we are submitting the required materials necessary to be on the January 21, 2015 City of Madison Street Use agenda. The attached documents are as follow:

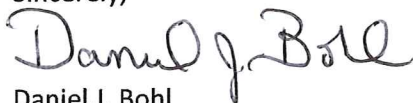
1. Street Use Permit Application
2. Complete Event Schedule
3. Event Site Map and Explanation
4. Safety and Security Plan/Inclement Weather Policy
5. Notification Schedule and correspondence
6. Trash & Recycling Plan
7. Event Bicycle Parking Plan
8. Event Marketing Form

In addition, we fully intend to obtain the necessary insurance to satisfy the City Risk Department, but since the event is so far in the future, we are unable to obtain a policy at this time. Also, at the event, we will have third parties serving food and we will have an amplification system. However, it is our understanding that since the event and these activities are on private property we do not need the Amplification Permit or Temporary Restaurant Permit.

We look forward to working with the City of Madison to make this a fun, safe and successful event! In the meantime, if you notice any missing documentation or have any questions, please feel free to contact me at 608-347-8680 or Email me at bohlapts@gmail.com.

Finally, on behalf of the High Point Swim Club, I would like to personally thank for your time and consideration provided in assisting us to navigate through the City of Madison street use permit process.

Sincerely,



Daniel J. Bohl
High Point Swim Club

High Point Swim Club
2015 All City Swim Event Timeline & Est. Attendees

Date and Description	Time Range	Est. Maximum # of People on Site During Time Range	Notes
Sunday, July 26th			
Team warmups and site tours	6AM - 8PM	200	
Monday, July 27th			
Site prep	6AM - 8PM	25	
Tuesday, July 28th			
Site prep	6AM - 8PM	60	
Tent city – put up tents			
Put up snow fences			
Wednesday, July 29th			
Site prep	6AM - 8PM	80	
Bleacher setup			
Pool deck setup			
Tents at pool site			
Church parking lot setup			
Put signs			
Thursday, July 30th			
Arrival of Officials, Staff, Coaches, Volunteers	6AM - 7AM	100	
Arrival of Swimmers and Parents	7AM - 8AM	1,200	
Morning Events	8AM - Noon	1,800	
Lunch break	Noon - 1PM	1,800	
Afternoon Events	1PM - 5PM	1,800	
Clean-up and Prep for Next Day	5PM - 9PM	100	
On-site Security	9PM - 6AM	10	
Friday, July 31st			
Arrival of Officials, Staff, Coaches, Volunteers	6AM - 7AM	100	
Arrival of Swimmers and Parents	7AM - 8AM	1,500	
Morning Events	8AM - Noon	2,000	
Lunch break	Noon - 1PM	2,000	
Afternoon Events	1PM - 5PM	2,000	
Clean-up and Prep for Next Day	5PM - 9PM	100	
On-site Security	9PM - 6AM	10	
Saturday, August 1st			
Arrival of Officials, Staff, Coaches, Volunteers	6AM - 7AM	100	
Arrival of Swimmers and Parents	7AM - 8AM	1,500	
Morning Events	8AM - Noon	2,000	
Lunch break	Noon - 1PM	2,000	
Afternoon Events and Awards	1PM - 6PM	2,000	
Clean-up and Prep for Next Day	6PM - 9PM	100	
On-site Security	9PM - 6AM	10	
Sunday, August 2nd			
Clean-up – All Day	6AM - 8PM	50	
Monday, August 3rd			
Clean-up – All Day	6AM - 8PM	10	

2015 All City Swim Meet – Event Plan

Event Vehicular Traffic Control Description

There will be a City of Madison Police Officer and Squad located near the Entrance of the High Point Swim Club to assist in traffic control at the Pool drop off site and assist in pedestrian traffic crossing High Point Road. The officer will be there from 7:00 AM until 1 hour after the last event ends. There will also be an officer located at the east parking lot entrance at the High Point Church during peak drop off times from 7:00 AM to 9:00 AM each day of the meet. The swimmers and their parents from each pool attends a tour of the event site the Sunday before the meet and at this time we will inform the swim participants of the proper drop off location and encourage drop offs to approach the Church from the East on Old Sauk road so that they will make a right hand turn into the parking lot. There will also be correspondence directed to each participating pool for distribution to their participants that will highlight how to access the Event. We will inform them that they will be unable to make a left turn when traveling from the west on Old Sauk Road into the west side entrance of the Church parking lot and will discourage them from making a left off Old Sauk at the east entrance. The police officer stationed at the Church will assist those making a left turn at the East entrance (although discouraged) to facilitate normal traffic flow on Old Sauk during peak drop off times. There will also be 2 electronic sign boards as located on the site map that will assist in directing traffic flow for the event. We are working with Pool Member and City of Madison Police Lieutenant Mike Hanson on coordinating Police assistance for the event. Finally, there will be a team of volunteers directing traffic in the parking and drop off areas located at the Church.

We will require City approval to vacate the street parking as shown on the map along High Point Road. This will allow for a drop off lane (blue highlighted area on the event map) and keep traffic flowing on High Point Road in both directions for the duration of the event to through traffic. We will section off this lane with Cones provided by the Pool and have volunteers staffed there to provide directions and assistance. As outlined above, there will be a Police Officer and Squad located here at all times to direct vehicular and pedestrian traffic. We will also make sure that event attendees do not block the entrance to the condos by the pool and make sure they don't park in the private parking lots in the neighborhood. This will be accomplished through signage, volunteer monitoring and neighborhood outreach.

In the event of a fire or EMS emergency, we will have volunteers responsible to make sure that those emergency vehicles have access to the fire and EMS lanes. Please see Safety and Security Plan for more detail on these locations and process.

Event Pedestrian Traffic Control Description

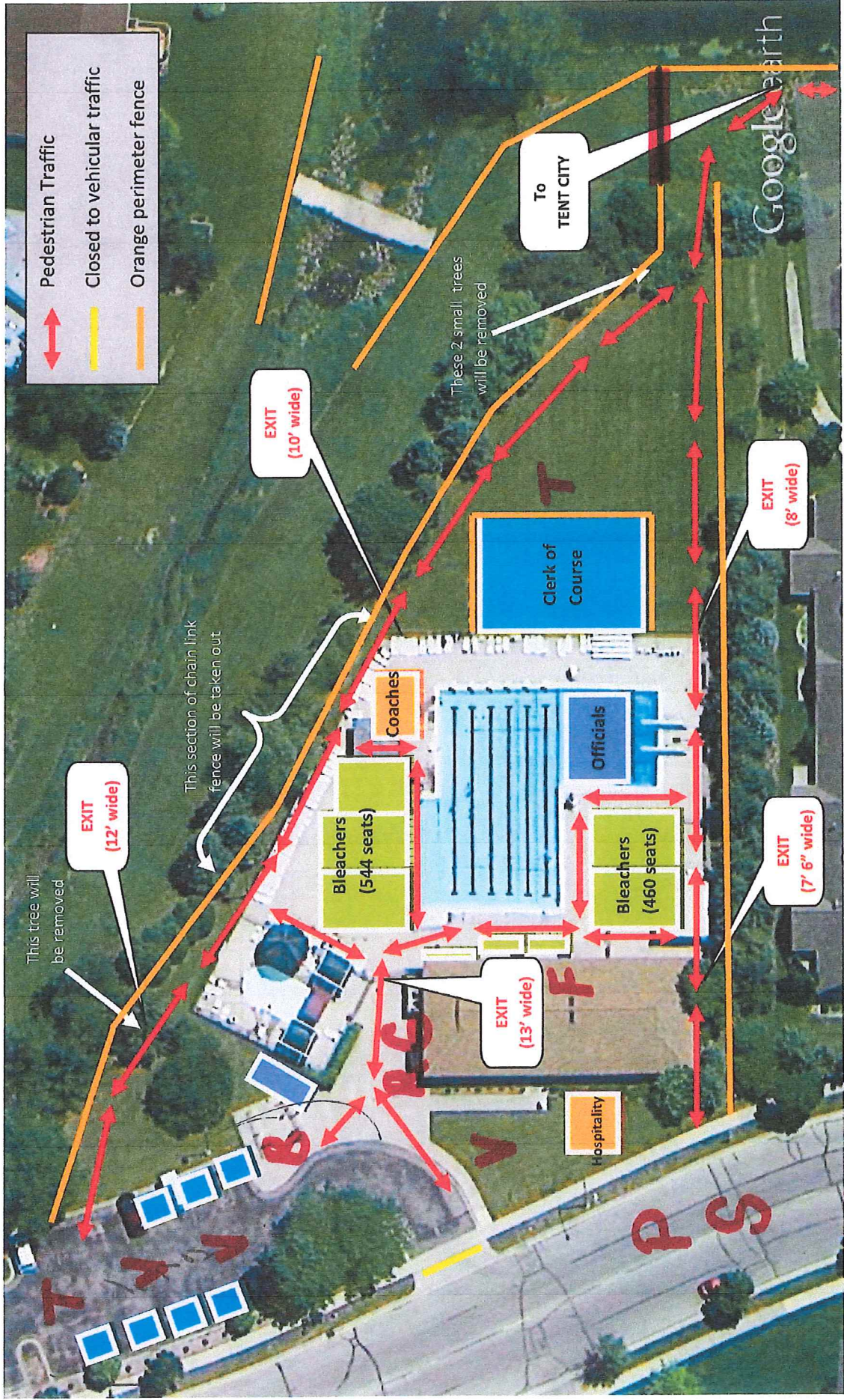
The pedestrian traffic flow is indicated in the Event Site Plan. We will control the pedestrian flow through the use of fencing, signage, and volunteer direction. We will make every effort to make sure that the spectators adhere to the traffic flow patterns outlined in the plan and prevent them from entering onto unauthorized private property. We will be utilizing the City owned green space between the High Point Pool and the High Point Church to travel to and from Tent City and the Pool. We have received permission from Kathleen Cryan at the City of Madison for the use of this area. We have also entered into a contract with High Point Church to utilize the grassy area in the back of the Church for Tent City. Finally, we have provided ingress and egress from all directions to allow easy access to the Bleachers, the Pool area, the grounds and Tent City. As a result, we have made every effort to allow for a smooth spectator flow between events and provide multiple accessible exits in the event of an emergency.

Ancillary Services Location and Description

Vending will be supplied by third parties and located in the High Point Pool parking lot, in the grassy area in front of the pool and in Tent City as shown on the Site Map. Bucky's Toilets will provide 30 portable toilets to be located in the Pool parking lot, behind the Clerk of Course and in the Tent City area. There will be a Handicap portable toilet and hand washing trailer in both the Pool Parking lot and Tent City. A sink and hand sanitizer station will be located near the Clerk of Course. Bucky's will pump out the toilets at the end of each day or upon request if needed. Hospitality will be staffed by Volunteers and located in front of the Pool. The First Aid Stations will be located in Tent City and in the Guard house at the pool. See the Safety and security plan for a detailed description of the First Aid Stations.

Miscellaneous Description

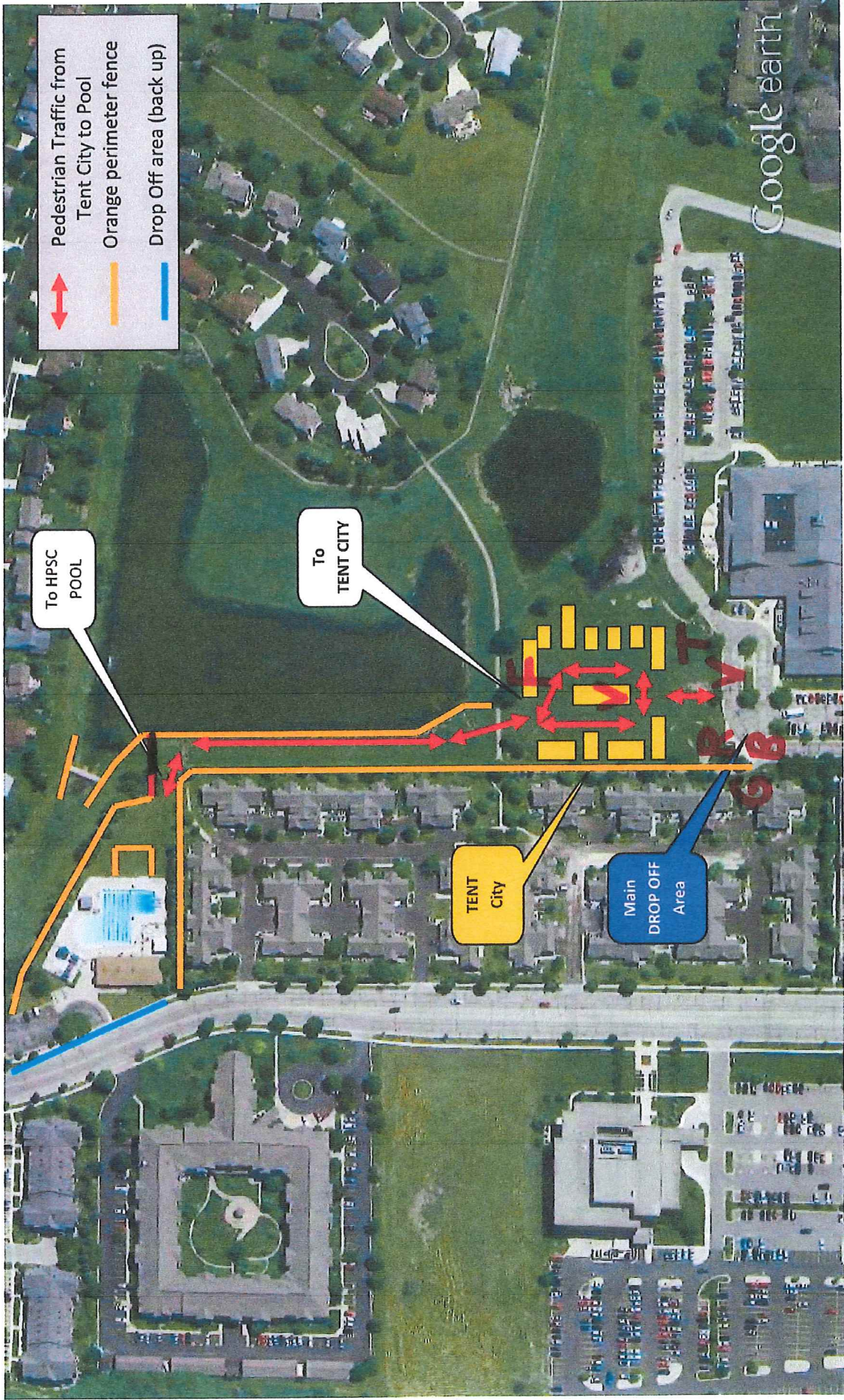
Bicycle parking, Vehicle Parking, Bleacher Seating, Dumpster Placement and Fencing are all shown on the plan and are self-explanatory. Please review the Bicycle Parking Plan and Recycling Plan for more detail.



All City Swim 2015 – Pedestrian Traffic for HPSC Pool

- F - First Aid
- T - Portable Toilets & Hand Washing
- B - Bike Racks

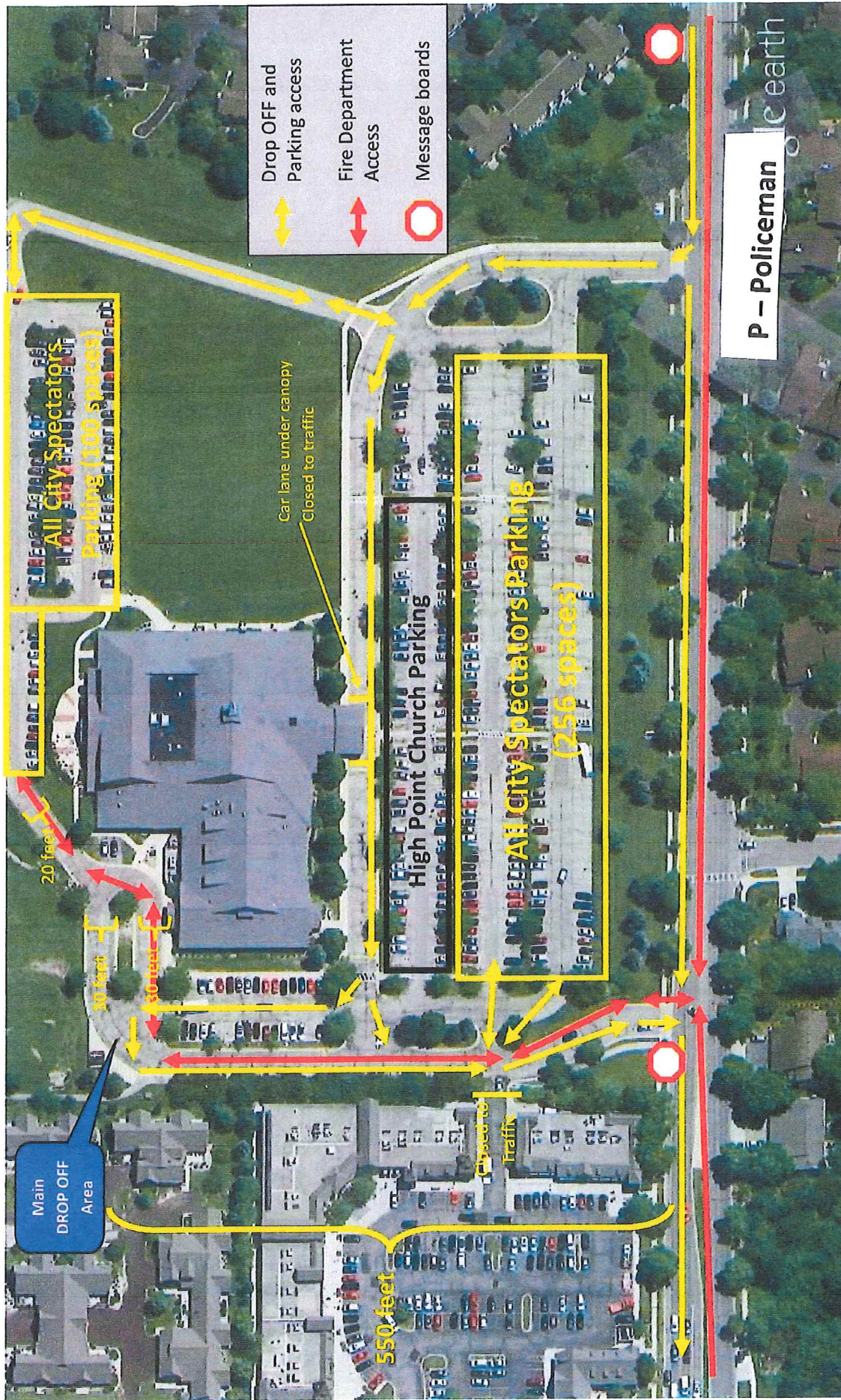
- R - Recycling Dumpsters
- G - Garbage Dumpsters
- V - Vending
- P - Policeman
- S - Police Car



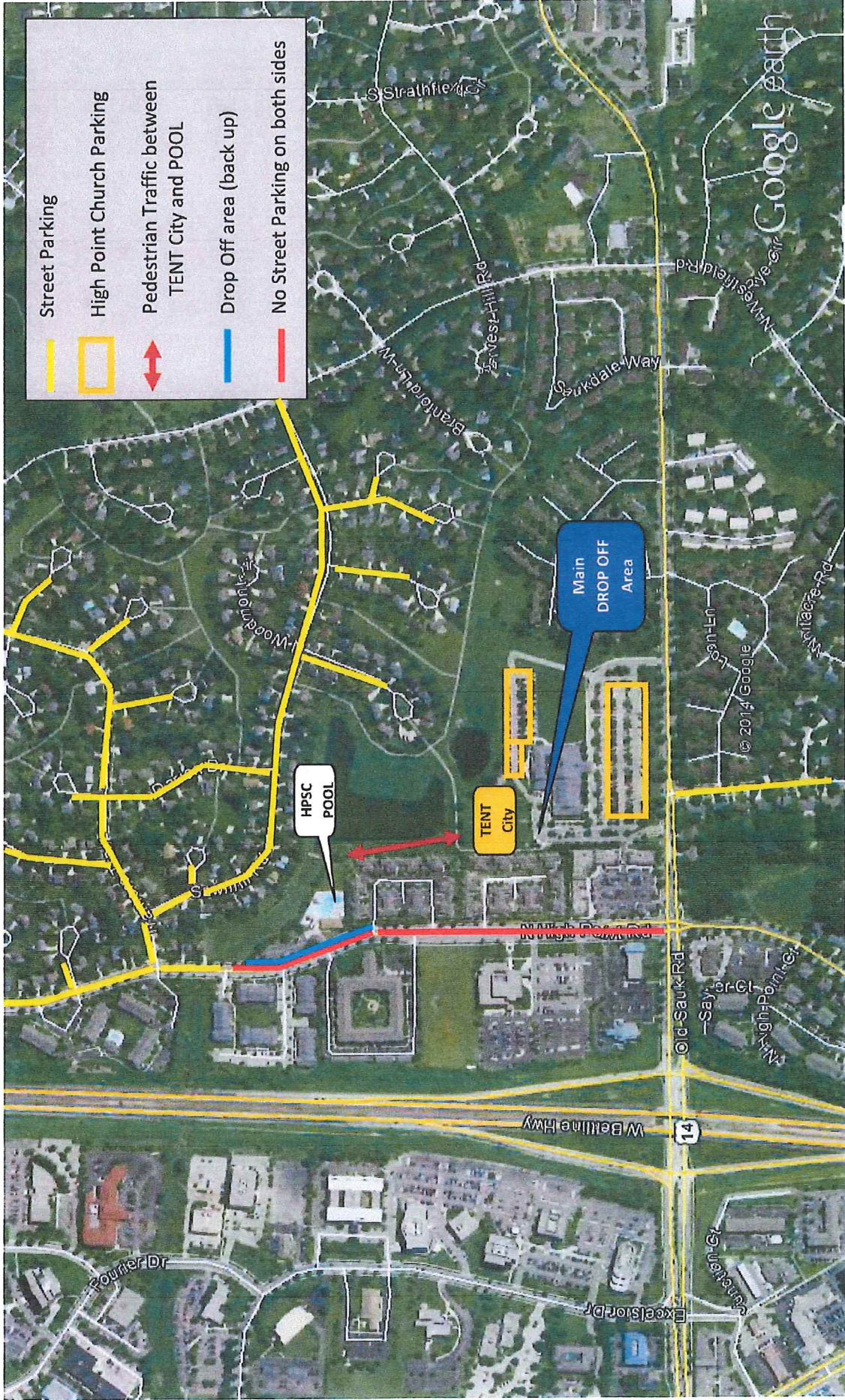
All City Swim 2015 – Pedestrian Traffic between HPSC Pool and TENT CITY

- R - Recycling Dumpsters
- G - Garbage Dumpsters
- V - Vending

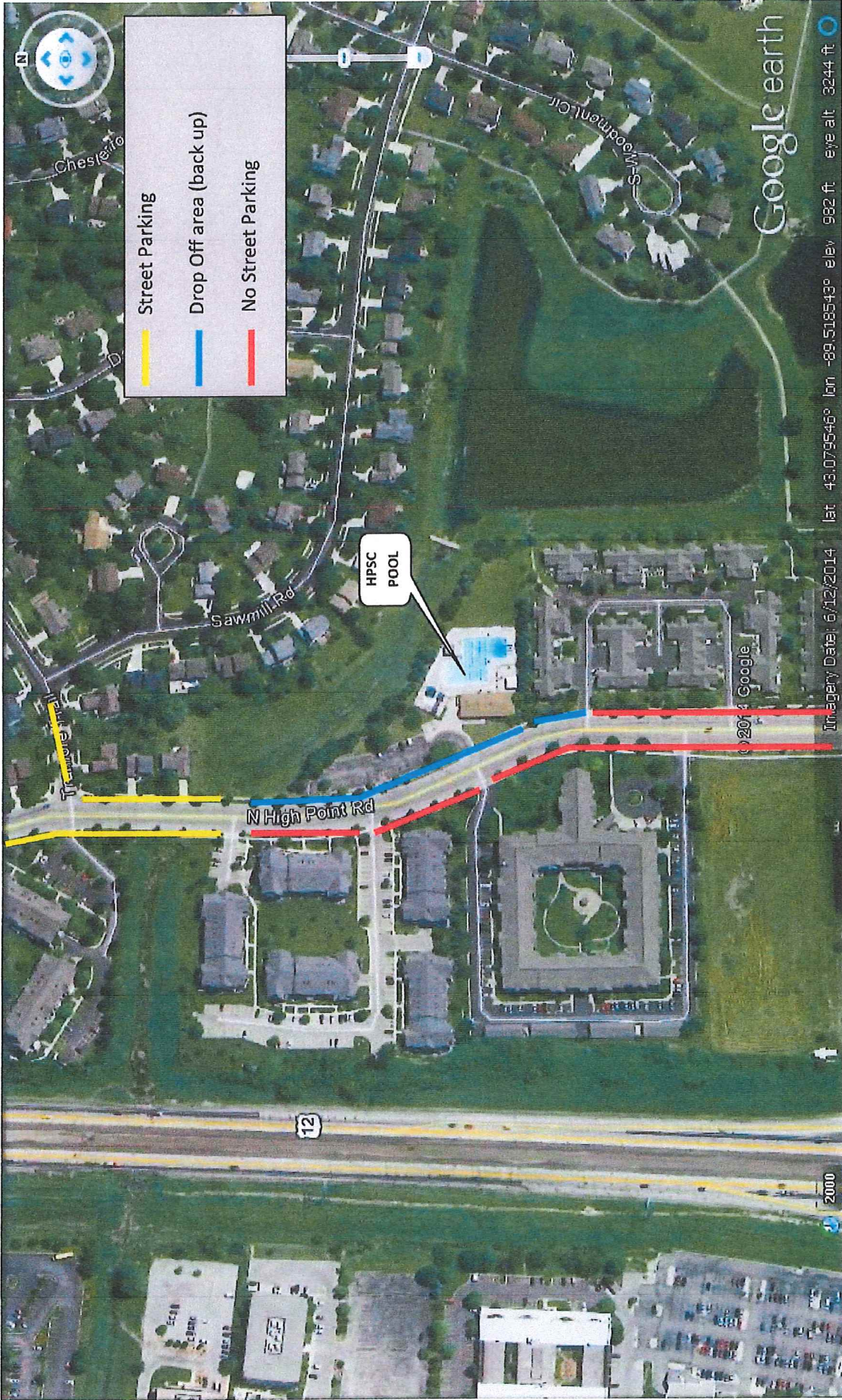
- F - First Aid
- T - Portable Toilets & Hand Washing
- B - Bike Racks



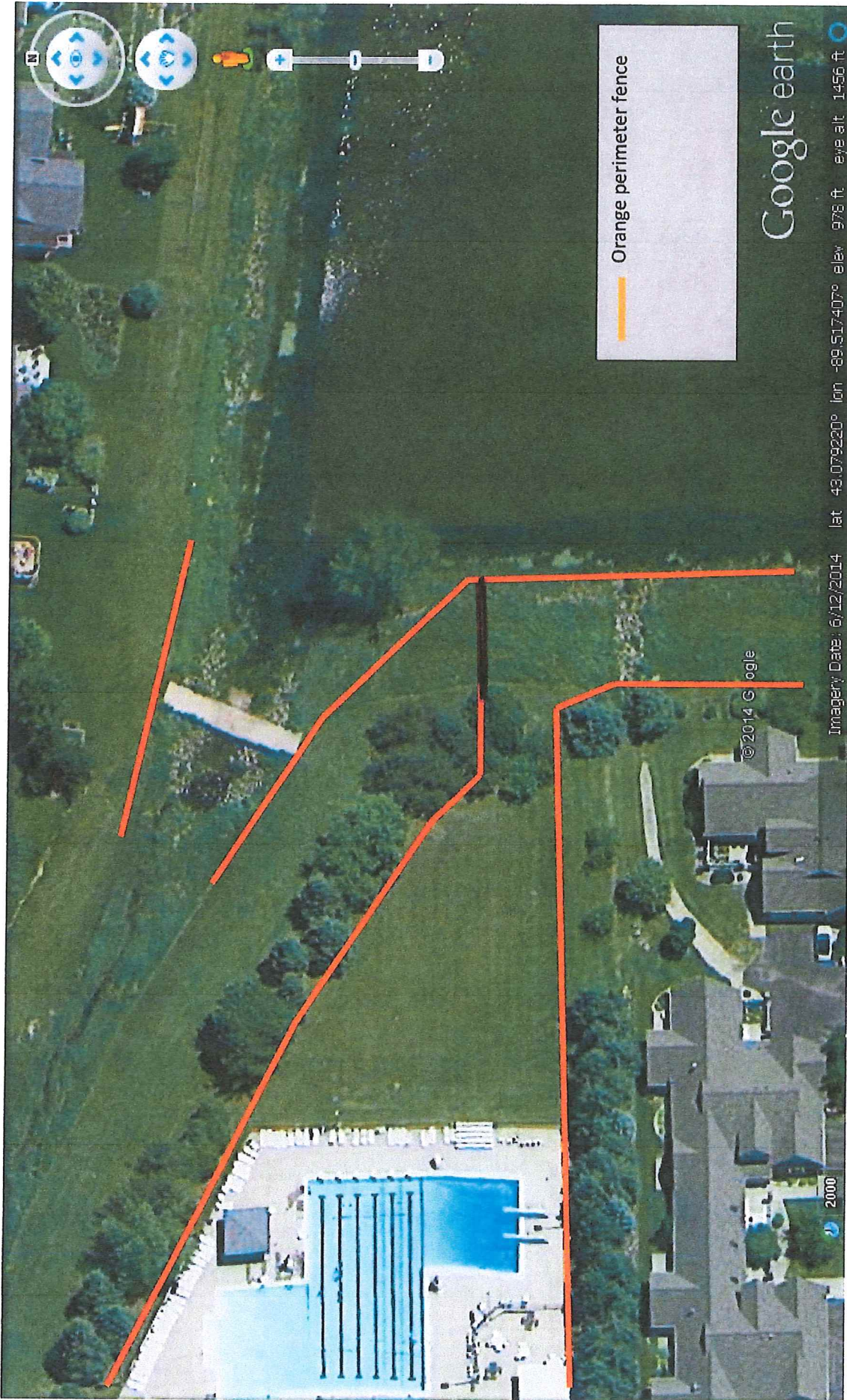
All City Swim 2015 – High Point Church Parking and Traffic Flow for DROP OFF of swimmers



All City Swim 2015 – Parking Options



All City Swim 2015 – Parking Options along N. High Point Rd. (in area next to the pool)



Orange perimeter fence

Google earth

© 2014 Google

Imagery Date: 6/12/2014 let 43.079220° lon -89.517407° elev 978 ft eye alt 1456 ft

2015 All City Swim Meet – Safety Plan

Identification of Meet Officials, Coordinators and Volunteers

Meet officials, meet coordinators, and meet volunteers will be wear identifying attire and badges so that they are easily spotted and can be approached by meet participants, parents and attendees.

Tent City Information Center and Pool Guard Office

The Tent City Information Center will be a designated area in the Tent City staffed at all times by meet at-least 2 meet coordinators/volunteers during the days of the meet. The Pool Guard Office will be staffed at all times the on-duty Pool Manager and at least 1 meet coordinator/volunteer during the days of the meet. Both the Tent City Information Center and Pool Guard office will be the stations coordinating actions associated with this Safety Plan throughout the duration of the meet.

Safety and Security

The High Point Swim Club intends to provide security from Wednesday, July 29 2015 through August 1, 2015 from 9 pm to 6 am utilizing a contracted private security firm for the Tent City, Clerk of Course, High Point Swim Club building, pool area and the pathway.

The High Point Swim Club is also planning to have City of Madison police officer(s) available to assist with traffic control on North High Point Road around the High Point Swim Club during peak traffic hours on Thursday, July 30 2015 through Saturday, August 1 2015.

Additionally, all meet coordinators and select volunteers will be provided 2-way radios for the duration of the meet to enable quick communication with the Meet Directors, Tent City Information Center and Pool Guard Office. All meet coordinators and volunteers will be requested to be vigilant for ensuring safety and security of all areas of the event.

First Aid

First aid will be provided by UW Health Sports Medicine with 1-2 Licensed Athletic Trainers on-site throughout the meet.

- The First Aid tent, brought by UW Health Sports Med, will be located at the Tent City in the premises of the High Point Church (henceforth referred to as The First Aid Center) so that it is easily accessible from all the team tents.
 - Set-up is planned for July 29 & take-down planned for after the meet is complete (Aug 2) by UW Health Sports Medicine staff
- A pool-side evaluation area will be set up in the covered area of the High Point Swim Club (HPSC) building adjacent to the guard office.

2015 All City Swim Meet Safety Plan

- Cooling areas will be located in the men's and women's locker room respectively in the HPSC Building with access via the front door of building and also the poolside doors for the respective locker rooms.
 - A Licensed Athletic Trainer (LAT) will monitor in the cooling areas any occupants until cleared to leave.
- A golf cart will be provided to allow expeditious access to Tent City from the pool area.
- High Point Swim Club will supply 2 coolers, ice, pretzels, granola bars, Gatorade/juice, water
- UW Sports Medicine will bring anti-gravity chairs for the tent and pool office
- UW Sports Medicine will bring battery-powered fans for the tent. Fans may be recharged in the guard office of the pool.
- Two AEDs are located in the pool area in the guard office. If needed, the on-duty pool manager should be notified by meet radio and he/she will bring the closest AED to the necessary location.

Attendees needing first aid may be seen in either in the pool-side evaluation area beside the pool or the Tent City First Aid Center depending on location of the attendee requiring assistance.

If first aid is needed elsewhere on site, a meet coordinator/volunteer should contact the meet directors, Gary Hartung (Meet Director – Facilities) or Lisa Sanchez (Meet Director – Swim Events), or the on-duty pool manager with information regarding the whereabouts in detail; if in Tent City, specifying color of the tent.

If an AED is needed, on-duty pool manager should be notified and he (or a designee) will bring it to the specified location.

EMS/Ambulance

EMS will NOT be present on site. EMS will be contacted by 911 if needed.

Ambulance Entry/Exit for Tent City

The ambulance should enter east entry point for the High Point Church (7702 Old Sauk Road, Madison WI 53717) from the westbound Old Sauk Road, turning right into the entry point. The ambulance may exit using west exit point for the High Point Church on Old Sauk Road turning right. The ambulance may park in designated area outside the Tent City, allowing access to either the Tent City or The First Aid Center or the pathway between the Tent City and the Clerk of Course/Pool areas.

Ambulance Entry/Exit for Swimming Pool

The ambulance should enter through the entry way for the High Point Swim Club (901 North High Point Road, Madison WI 53717). The ambulance may exit using the exit way of the High Point Swim Club on North High Point Road. The ambulance may park in a designated area in the High Point Swim Club parking lot and will be close to the swimming pool guard office entrance and the pool gate.

EMS Access

- If pool-side, or Clerk of Course, the ambulance may be directed to the High Point Swim Club parking lot which the nearest access point beyond which the EMS may proceed on foot using either the Pool deck or the open green space to the north end of the Pool on the outer side of the perimeter chain link fencing. A golf cart will be available for use if needed.
- If Tent City or the pathway between the Tent City and the Clerk of Course/Pool, the ambulance may be directed to the designated ambulance parking area as described in the above section (Sec. Ambulance Entry/Exit for Tent City). EMS may proceed on foot beyond the designated ambulance parking area.
- All access points through the snow/chain-link fence will be 20-feet wide per fire-lane requirements.
- If EMS is needed elsewhere on-site, the ambulance and EMS personnel may be directed as close as possible to the area of need by the meet coordinators/volunteers.
- Meet coordinators and/or volunteers will ensure that the access paths for EMS personnel are free of any obstructions including crowds so that EMS personnel can reach the area requiring their attention.

Lost Child

Lost children should be taken to the pool guard office or The Tent City Information Center until retrieved by their parents. The designated meet coordinator/volunteer (with proper identification) at the guard office or the Tent City Information Center will be duly notified about the lost child, and the lost child be cared for by the meet staff in the respective areas. The meet staff will ensure that an announcement will be made over the PA system by the meet announcers about the lost child for the parents to retrieve the child.

If a parent loses a child, the Meet Director – Facilities, Gary Hartung (or a designee), should be notified, and information will be relayed to the meet coordinators, and meet volunteers to initiate a search. Once the child is found, the child will be brought to the pool guard office or The Tent City Information Center for retrieval.

Inclement Weather

See the attached High Point Swim Club Inclement Weather Policy.

Additionally, the meet will follow the 30-30 rule, suspending activities if thunder is heard within 30 seconds of visible lightening, resuming 30 minutes after the threat has passed.

- Swimmers 9 & up will be released from Clerk of Course
- Swimmers 8 & under will need to be picked up from Clerk of Course by a coach, family member, or trusted adult

Attendees will be directed to vacate the site and seek shelter. The High Point Swim Club guard office, the equipment storage area, men's and women's locker rooms will be the site of shelter for meet volunteers and officials. Additional occupants will be allowed who do not have access to cars or other means of transportation off-site, as allowable.

Any decisions regarding suspension and resumption of the meet will be made by Gary Hartung (Meet Director – Facilities) and Lisa Sanchez (Meet Director – Swim Events), in consultation with All City Board members as necessary.

Details regarding delays and resumption of the meet will additionally be posted on the All City Swim 2015 website (www.highpointallcity.com), Facebook page (All City Swim and Dive) and Twitter feed (@AllCitySwim) to keep participants and spectators informed.

Lost and Found

The lost and found bins will be located the Tent City Information Center and the Pool Guard Office. Participants, attendees will be allowed to check these lost and found bins, and retrieve items belonging to them with due consent from meet coordinators/volunteers at these stations.

Items deemed of possessing any monetary value will be held in safekeeping at the Pool Guard Office.

Participants and attendees can report incidents of lost item(s) to the meet coordinators/volunteers at the Tent City Information Center and Pool Guard Office. Announcements about lost items will be made over the PA system from time-to-time during the meet.

Participants and attendees are requested to bring items they find and not belonging to them to these stations to be placed in lost and found bins and/or safekeeping as a service to other participants and attendees.

Security of On-site Cash Registers

Various food, apparel and other vendors may be invited to set up tents for the purposes of doing business. Security and safety of the cash registers at these vendor tents will be responsibility of the respective vendors.

If High Point Swim Club maintains on-site cash register(s), High Point Swim Club will appropriately manage the security and safety of the cash register(s). The Treasurer will ensure that the cash register(s) are placed under lock and key during non-meet hours. During meet hours, the cash will be periodically removed from the cash register(s) to keep minimal cash in the cash registers. Collected cash will be kept under lock and key in the Pool Guard Office.

Misconduct and Misbehavior

Meet coordinators and meet volunteers will be vigilant and report any instances for misbehavior and/or misconduct to Gary Hartung, Meet Director – Facilities.

Participants and attendees will also be encouraged from time-to-time to report any instances of misconduct and/or misbehavior to the meet coordinators and/or volunteers.

The Meet Director – Facilities, in his direction and with consultation with others, take action as necessary including but not limited to involving law enforcement authorities.

2015 All City Swim Meet Inclement Weather Policy

The weather radar shall be on and operable in Pool Guard Office at all times during the meet.

The weather radar will be monitored by

- On-Duty Pool Manager
- Dave Jones, Weather In-charge, 2015 All City Swim Meet
- Meet Coordinator, Meet volunteers at the Pool Guard Office

Should approaching weather potentially impact the swim meet, the Weather In-charge shall contact the All City Swim Meet Directors, Gary Hartung (Meet Director – Facilities) and Lisa Sanchez (Meet Director – Swim Meets) to make the determination on whether to halt the meet or not.

Should weather halt the meet, the on-duty Pool Manager will sound the alert horn and the Meet Director – Facilities will inform the Meet Announcer of the situation to clear the pool area. Meet Officials will assess the situation in conjunction with the Weather in-charge and Meet Directors to determine the duration of the halt.

Should Lightning/Thunderstorms Occur

Meet will be halted, meet volunteers, officials and coaches will be allowed to seek shelter in the High Point Swim Club building in designated areas but participants and spectators will be instructed to return to their cars for safety, as the High Point Swim Club building will not be able to safely accommodate all the people on site.

Should Severe Thunderstorms/Tornadoes Occur

Meet will be halted, as many people as fire code permits will be allowed in the designated areas of the High Point Swim Club building to seek shelter, but instructions should be made to have participants and attendees return to their cars for safety.

Once the weather clears and allows continuation of the meet the on-duty Pool Manager shall sound the horn again and an announcement will inform the participants, attendees about the situation.

2015 All City Swim Meet Notification

The High Point Swim club has sent a notification letter to the Wexford Village Homeowners Association and all available contacts there. The letter is included in this permit application. The club has also contacted the High Point Gardens Condo Association Board President to notify him of the event and it is anticipated that the event plan will be presented at the Association's February board meeting. We have entered into a contract with the High Point Church so they are intimately familiar with the plan. Early in the process, we meet with Alderman Mark Clear at the site to review our plans and get his input. We are attempting a second meeting prior to the Street Use Permit Committee meeting. We have also contacted Alder Paul Skidmore to inform him of the event since his district is adjacent to the High Point Church site. Finally, we intend to contact the area businesses to inform them of the event so that they can plan for an increase in customers.

The High Point Swim Club pledges to work with all the surrounding neighbors to keep them informed of the event and address any concerns they might have. We will coordinate the use of fencing, signage, participant education, and volunteers to keep spectators off private property and out of private parking lots. We will strive to keep the overall impact on the neighbors to a minimum.

2015 All City Swim Meet Recycling Plan

There will be a refuse and a recycling dumpster located at the both the Pool and at Tent City as shown on the plan. The dumpsters will be provided by Waste Management and emptied at the end of each day throughout the event. Waste Management will also be on call to empty more frequently if needed. We will have numerous smaller garbage and recycle containers strategically located throughout the site. There will be a volunteer grounds supervisor and a team of volunteers on site to pick up trash and empty the smaller containers into the larger dumpster throughout the day. At the end of each day and at the conclusion of the event we will have a team of volunteers to clean up the site. See Event Schedule for more detail.

2015 All City Swim Meet Bicycle Parking

There are 4 racks of 18 bicycle stalls per rack for a total of 72 stalls located at the High Point Swimming Pool and one rack of 18 bicycle stalls located at the High Point Church. With both locations there are a total of 90 bicycle stalls. The estimated peak attendance at the event is 2000 persons, so the total stalls represent 4.5 % of the peak attendance which exceeds the 2.0% recommended.

As a practical matter, most of the attendees will be traveling from other pools which are located in areas of Madison where bicycling to the event is unlikely, so the available bicycle parking should be sufficient.