

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: WISCONSIN EVANS SCHOLARS - DEDICATION CEREMONY

Event Organizer/Sponsor: EVANS SCHOLARS FOUNDATION

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

MANDATORY: State Sales Tax Exemption Number: ES#: _____

OPTIONAL: Federal Tax Exempt Number: ATTACHED

Address: 141 LANGDON

City/State/Zip: MADISON WISCONSIN 53703

Primary Contact: BRIAN SHELL Work Phone: 847-724-4600

Email: shelle@wgaesf.org Phone During Event: 773-255-8841 (cell)

Website: www.wgaesf.org FAX: 847-724-7133

Secondary Contact: LINDSAY DRESSER Work Phone: 224-260-3788

Email: dresser@wgaesf.org Phone During Event: 847-502-1166

Annual Event? ☐ Yes ☒ No

Charitable Event? ☐ Yes ☒ No

If Yes, Name of charity to receive donations: _____

Estimated Attendance: 275 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: 9:30am to 1pm

EVENT CATEGORY

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

☐ Other: 2019 UW EVANS SCHOLARSHIP HOUSE DEDICATION: OPEN HOUSE

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: HENRY & LANGDON

EVENT DATE(S)/SCHEDULE

Date(s) of Event: SAT, OCT. 19, 2019 Event Start and End Times: 8am - 1pm

Rain Date (if any): _____ Set-Up Start Time: 7am

Take-Down Start Time and End Times: 1:15pm

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

B 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 Brian Shell

Date July 30, 2019

STREET EVENT SITE MAP

To ensure proper review of the event, please attach a Street Event Site Map and a detailed route map (if applicable). Include the following location information if application 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

If an event has a run/walk/parade component and/or alcohol will be served or sold, the Street Use Permit Applicant must contact the Madison Police Department to discuss possible Police requirements for the event. Contact Lt. Trevor Knight, tknight@cityofmadison.com.

A detailed route map is required if the street closure is for a run, walk, parade or other moving activity.

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

Provide Detailed Event Site Map:

(See Attached Site Map)

The University of Wisconsin Evans Scholarship House (located at 141 Langdon, Madison) is celebrating its Open House and Dedication Ceremony on Saturday, Oct. 19. The dedication ceremony (consisting of university officials, students, parents, alums and special guests) will include tours of the Scholarship House, a dedication ceremony and conclude with lunch. The official event is from 9am-1pm.

Ceremony conducted on Henry (from Langdon to just SE of driveway entrance to Henry Gillman Apartments).

We are respectfully requesting that Henry Street (from Langdon to Gillman) be closed off from the hours of 7am – 2pm. The Evans Scholars Foundation will be working directly with UW Catering for meal service, A/V equipment, seating and staging. If this stretch of road cannot be accommodated, our next option would be to close off Henry (from Langdon to SE corner of Henry Gilman Apartments. This accommodation would not inhibit parking for those residents).

A small riser/stage will be provided by UW Catering.

Toilets will be accessible in the Evans Scholarship House at 141 Langdon. Public bathrooms, men's and women's (and ADA compliant) will be used for our dedication ceremony.

There is no designated parking at the Evans Scholarship House. All guests will be directed to park at designated city parking garages.

Trash will be disposed of in Evans Scholarship owned dumpsters (on site). Evans Scholars staff will ensure trash is picked up and disposed of after the event.

This is an all ages (family friendly) event. No alcohol will be served. The Evans Scholarship is a smoke-free and alcohol-free facility.

The Evans Scholarship House is ADA compliant. All guests requiring special needs, wheelchair access, etc. will be permitted to drop off prior to ceremony.

[View this email in your browser](#)



**University of Wisconsin
Evans Scholarship
Open House & Dedication**

Saturday, Oct. 19

Evans Scholarship House
141 Langdon Street
Madison, WI 53703

REGISTER HERE

Registration now open!

Please join us on Saturday, Oct. 19, as we celebrate our new state-of-the-art University of Wisconsin Evans Scholarship House.

Our new facility will provide enhanced spaces for studying and recreation and an improved living and learning environment for our Wisconsin Evans Scholars.

The schedule for the day is as follows:

9:30 a.m. Scholarship House
Tours
11 a.m. Dedication Ceremony
12 p.m. Lunch

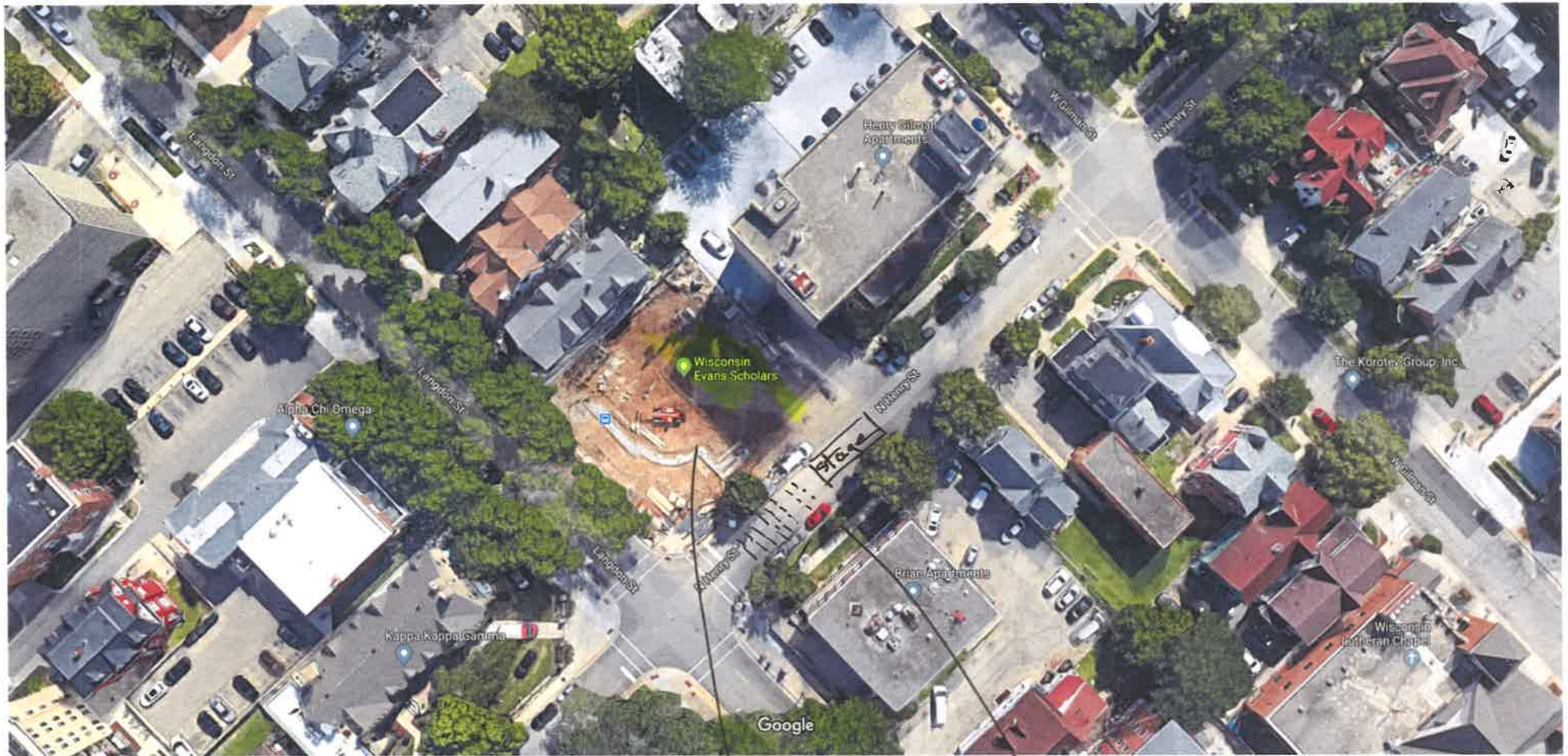
A block of rooms will be available until Sept. 13, at [The Madison Concourse Hotel](#) for \$189/night.

Rooms can be reserved through the Evans Scholars Foundation group block for Oct. 18-Oct. 19 or Oct. 19-Oct. 20 by calling 800-356-8293.

A parking map for the event is available [here](#). Recommended lots are Buckeye Lot, State Street Capital Parking F and State Street Campus Garage.

Questions? Please contact Lindsay Dresser 224-260-3784 or dresser@wgaesf.org.





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EVANS SCHOLARSHIP HOUSE

CEREMONY TAKES PLACE ON HENRY



STREET EVENT SCHEDULE

- The schedule begins when event setup starts, including setup 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
 - » Displays, Exhibits, Demonstrations
 - » A moving event such as a rally, parade, etc.

Provide Detailed Event Schedule:

The University of Wisconsin Evans Scholarship Open House & Dedication Ceremony will be from 9:30am – 1pm. The ceremony is to celebrate the opening of the new student housing community – the Evans Scholarship House. The Scholarship House accommodates approximately 70 UW undergraduate students. Alums, students, parents, Board of Directors and university officials will be in attendance. It is an all ages event.

House Tours will begin at 9:30am

Dedication Ceremony will begin at 11am

Lunch served at 12pm (at the Evans Scholarship House). Lunch will be catered by the UW Catering Department.

There will be a stage/riser provided by the UW Catering Department. A/V equipment will be provided by them as well.

No demonstrations, music, outside vending (other than lunch) will be provided.

Lunch will be served in the lower level of the Scholarship House.

STREET EVENT CLEANUP 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 cleanup.
- If City containers are not used, please provide the name and contact information of the collection agency providing equipment and service for the event.
- Event organizers are responsible for emptying City garbage/recycling containers within the event perimeter.
- Any group that leaves an area in a condition that requires special cleanup by City crews will be charged the full cost of cleanup.
- If you need assistance with your cleanup and recycling plan, please contact the City of Madison's Recycling Office, via email or at (608) 267-2626.

Provide Detailed Trash/Recycling/Cleanup Plans:

The Evans Scholars Foundation staff will be responsible for cleanup following the University of Wisconsin Evans Scholarship Open House & Dedication Ceremony.

Approximately 10 staff members and 60 students will be on site to clean up following the event.

Ten (10) Trash cans will be provided by the Evans Scholars Foundation and the Wisconsin Evans Scholarship House. These will be located in and outside of the facility.

Lunch will be provided by the University of Wisconsin Catering Department and all cleanup will be conducted immediately following the event at approximately 1pm.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Wisconsin Evans Scholarship Open House & Dedication" will be held October 19, 2019 at 155 Langdon (formerly 141 Langdon prior to construction), the Wisconsin Evans Scholarship House.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Wisconsin Evans Scholarship Open House & Dedication" (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: Brian Shell, Sr. Director of Education with the Evans Scholars Foundation.

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 (Brian Shell, 773-255-8841)
- 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 Brian Shell 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 Brian Shell 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: Brian Shell.
6. Parking for vendor and staff vehicles will be: Public Parking garages in Madison.
7. Parking for attendee vehicles will be: Public Parking garages in Madison. There is no designated parking at our facility.

V. CONTACT INFORMATION

Primary Contact	Brian Shell	773-255-8841
Secondary Contact	Lindsay Dresser	847-502-1166
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 255-2345