

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: GSAFE Trick or Trot 5K Walk/Run

Event Organizer/Sponsor: Gay Straight Alliance for Safe Schools (GSAFE)

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

☒ Yes ☐ No

**MANDATORY: State Sales Tax Exemption Number:**

ES#: 049197

**OPTIONAL: Federal Tax Exempt Number:**

204088208

Address: 122 East Olin Ave, Ste 290

City/State/Zip: Madison, WI 53713

Primary Contact: Brian Juchems

Work Phone: (608) 661-4141

Email: brianj@gsafewi.org

Phone During Event: (608) 235-5467

Website: www.gsafewi.org

FAX: (608) 661-1360

Secondary Contact: Sawyer Johnson

Work Phone: (608) 661-4141

Email: sawyer@gsafewi.org

Phone During Event: (715) 323-7870

Annual Event?

☒ Yes ☐ No

Charitable Event?

☒ Yes ☐ No

If Yes, Name of charity to receive donations: Gay Straight Alliance for Safe Schools

Estimated Attendance: 750

(CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.):

☒ Yes ☐ No

Hours: 9:00AM to Noon

## 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: See attached event route

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: Sunday, October 15, 2017

Event Start and End Times: 10:30AM to 11:30AM

Rain Date (if any): NA

Set-Up Start Time: 7:00AM

Take-Down Start Time and End Times: 11:30AM to 1:00PM

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?

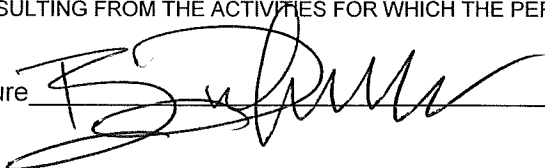
☐ Yes ☐ No

BJB 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 7/18/2017

## STREET EVENT SCHEDULE

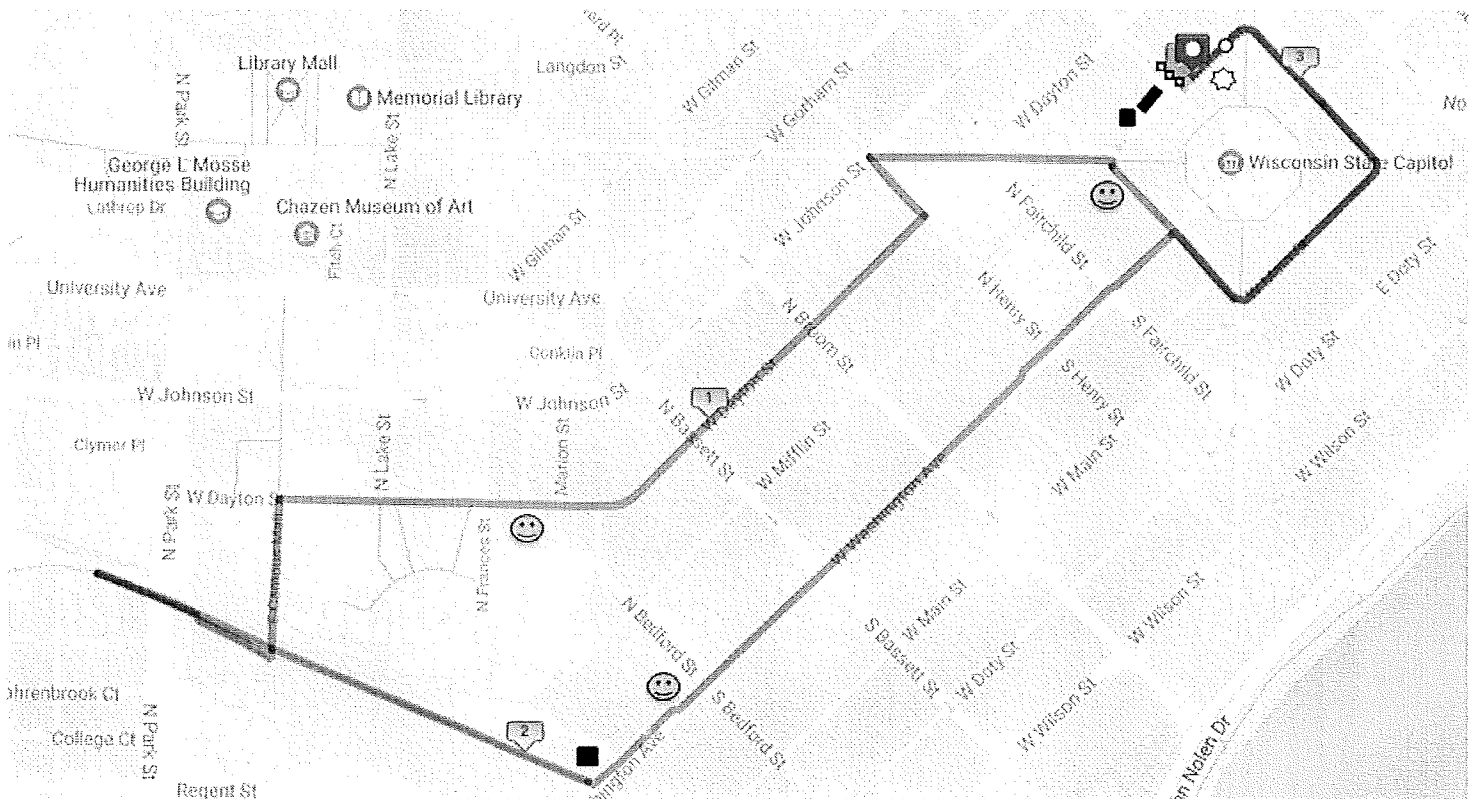
### ***Proposed Event Schedule for October 15<sup>th</sup> Trick or Trot 5K Walk/Run:***

|          |                                                                                                                                                    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00 AM  | Mifflin St. closed between Hamilton and State<br><br>Set-up start/finish line (E Mifflin on street)<br>Set-up registration (W Mifflin on sidewalk) |
| 8:30 AM  | Capitol Square closed to traffic                                                                                                                   |
| 9:00 AM  | Registration opens, amplified music begins along E Mifflin                                                                                         |
| 10:30 AM | Race start                                                                                                                                         |
| 11:30 AM | Race complete                                                                                                                                      |
| 12:00 PM | Capitol Square open to traffic again. Block between Wisconsin and Hamilton would remain closed.                                                    |
| 1:30 PM  | Loading complete, all race vehicles removed and square is open as normal                                                                           |

On Sunday, October 15<sup>th</sup>, 2017, GSAFE will host a Trick or Trot walk/run event in downtown Madison's to raise money for our organization while providing a fun outdoor athletic event for people of all ages and an early kick-off for Halloween.

# STREET EVENT SITE MAP

## *Proposed Street Event Site Map for October 15<sup>th</sup> Trick or Trot 5K Walk/Run:*



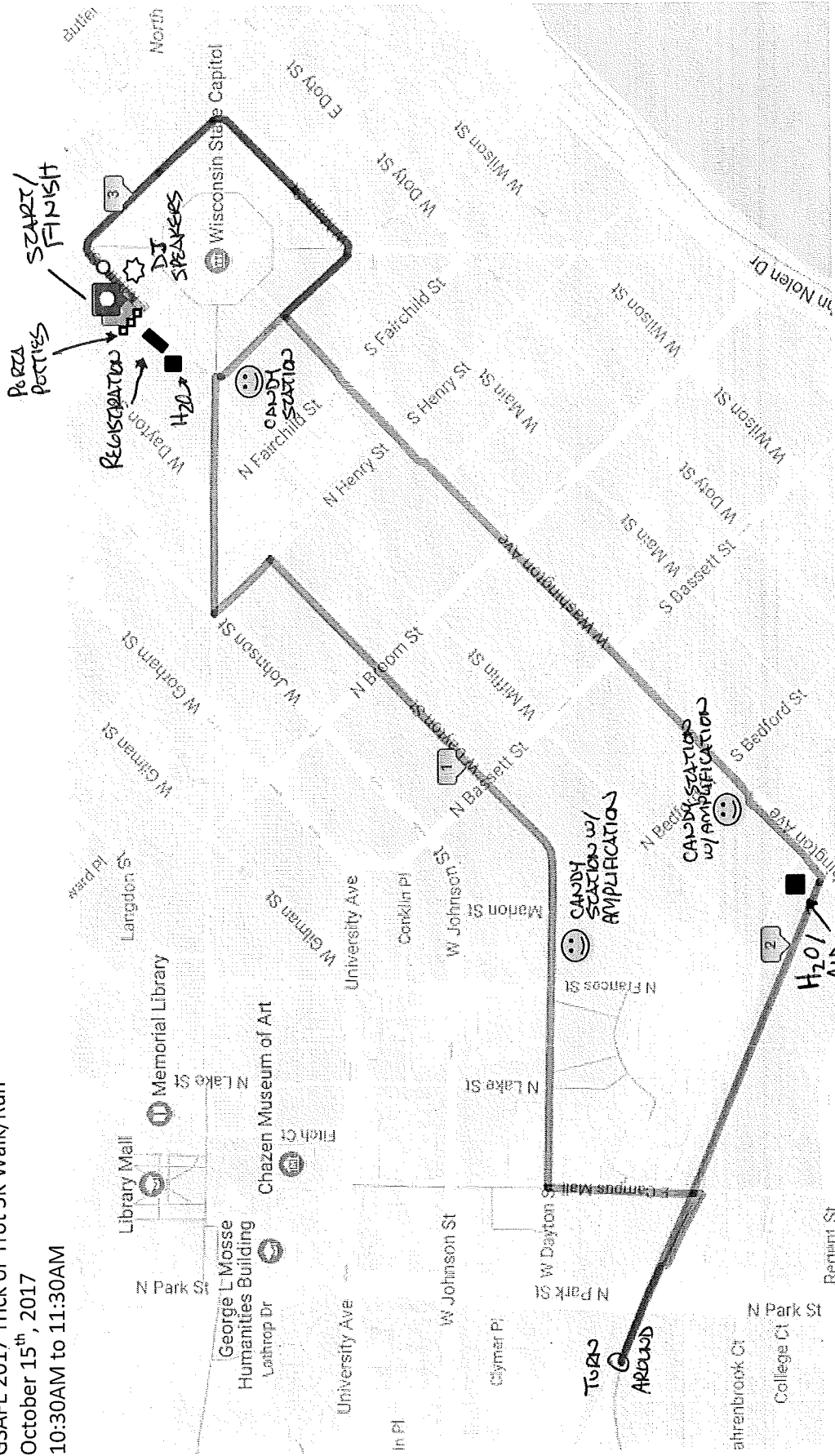
The walk/run portion of this event will have a 5K walk/run which uses both city streets and the West Commuter Bike Path. The details of those routes are included in this application on a separate page. City of Madison Police Department has been contacted re: possible Police requirements for event.

1. **Start** – Capitol Square at Wisconsin Ave then around square in clockwise direction using outside lanes.
2. Left onto State St. to Johnson/Henry (Johnson Traffic is unaffected)
3. Left onto Henry to Dayton
4. Dayton to Murray Mall at Kohl Center (Runners against traffic on south side of street)
5. Left on Henry Mall to Southwest Commuter Path
6. Right on Southwest Commuter Path
7. Turn around on Southwest Commuter Path just west of Park Street overpass
8. Head southeast on Southwest Commuter Path to West Washington
9. Left onto West Washington
10. West Washington to Capitol Square (Runners against traffic on north side of street)
11. Right on S Carrol St then around square in counter clockwise direction using inside lanes
12. **Finish** on Capitol Square will be same as start line at Wisconsin Ave.

### **Additionally:**

- The Start/Finish line will not block crosswalks at Wisconsin and Mifflin, ensuring wheel chair accessibility.
- Disabled parking spaces will be available along inside lanes of Capitol Square along Mifflin.
- A 20' emergency lane will be maintained along the inside lanes of the Capitol Square.
- Bicycle parking for approximately 100 people will be reserved through parking spots closest to the inside lanes of E and W Mifflin, N Carroll, and N Pinckney.

GSAFE 2017 Trick or Trot 5K Walk/Run  
 October 15<sup>th</sup>, 2017  
 10:30AM to 11:30AM



☐☐☐ = Portable toilet

☆ = DJ Speakers

☺ = Trick or Treat station w/amplification

■ = Registration tables with tents

■ = Water/Aid Station

# EMERGENCY ACTION PLAN (EAP)

## I. GENERAL

The "GSAFE Trick or Trot 5K Run/Walk" will be held October 15<sup>th</sup>, 2017 at Capitol Square and downtown Madison..

## II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "GSAFE Trick or Trot 5k Run/Walk" (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 Juchems.

### 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 Brian Juchems 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 Juchems 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

## STREET EVENT CLEANUP AND RECYCLING PLAN

### *Proposed Street Event Cleanup and Recycling Plan for October 15<sup>th</sup> Trick or Trot 5K Walk/Run:*

Very little trash or recycling is created by this event.

Two temporary water stations will be staffed by trained volunteers along the route. The first station will be located near the intersection of the Westside Commuter Bike Path and West Washington, the second at the finish line along W Mifflin. The first station will be handing out water to runners using paper cups. The second station will have water and sports drink along with cut fruit (bananas) and bagels.

Three Trick or Treat stations will be staffed by trained volunteers along the route at North Carroll and State, Dayton Street between Marion and Frances, and West Washington at Bassett. These stations will have waste containers and bags and will have volunteers collect any waste and recyclables generated by participants.

After the last walker/runner has passed, designated volunteers will follow the route and pick up any and all cups and other garbage left behind by runners and walkers. GSAFE volunteers will collect filled garbage containers at each station and dispose of them in the proper dumpster at GSAFE offices at 122 E Olin Ave, Madison.

## NOTIFICATION SCHEDULE AND PLAN

### *Proposed Notification Schedule for October 15<sup>th</sup> Trick or Trot 5K Walk/Run*

This event will close off the Capitol Square on the morning of October 15<sup>th</sup>, 2017. A letter of notification will be sent out to **Alder Mike Verveer (District 4)** as well as the **Capitol Neighborhoods Neighborhood Association** on the same day that this permit application is submitted. Additional notifications will also be sent to **Alder Zach Wood (District 8)** and the **State-Langdon Neighborhood Association** on the same day that this permit application is submitted as the route briefly dips into their respective areas although does not require any street closures or significant traffic or bus disruption.

Additionally:

- We are prepared to provide written notice of the event to each occupant on the streets to be closed prior to the event.
- We will collect and keep a record of all public comments to be made available at Street Use Staff Commission meeting when our application is reviewed.
- We are prepared to provide written notice to any merchants or building occupants identified by Street Use Staff Commission.

## STREET EVENT AMPLIFICATION PERMIT APPLICATION

Permit fee is \$100.00.

Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of neighboring residents and businesses. When notifying the alderperson and neighborhood association (if necessary) about your event, be sure to include detailed information about any plans you have for amplified sound.

Do you have public amplification planned for your event?  
If Yes, please continue. If No, skip this form.

☒ Yes ☐ No

### EVENT INFORMATION

Name of Event: GSAFE Trick or Trot 5K Walk/Run

Contact Person: Brian Juchems

Location: Capitol Square, Dayton, and West Wash

Date: October 15, 2017

Type of Amplified Sound:

☐ Band ☒ DJ ☒ Sound System ☐ Speeches/Announcements ☐ Karaoke

☒ Other (please specify): We will have an announcer and amplified music at the Start and Finish line on E Mifflin at Capitol Square. Amplified music will also be located at a Trick or Treat station at Dayton Street and N Frances as well as at West Washington at Beford. An additional Trick or Treat station will be on Carroll Street near State but will not use amplified sound. Trick or Treat Stations are included on the street route map included with this permit application.

Hours of Amplification:

Date: October 15, 2017

Time: 9AM to Noon (E Mifflin on Capitol Square)