

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Madison West High Homecoming

Event Organizer/Sponsor: Madsison Metropolitan School District

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

**MANDATORY: State Sales Tax Exemption Number:** ES#: \_\_\_\_\_

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

Address: 545 West Dayton Street

City/State/Zip: Madison, WI 53703

Primary Contact: Mitch McGrath Work Phone: 608-204-3090

Email: mmcgrath@madison.k12.wi.us Phone During Event: 608-206-2689

Website: www.madison.k12.wi.us FAX: 608-204-3209

Secondary Contact: Karen Boran Work Phone: 608-204-4116

Email: kboran@madison.k12.wi.us Phone During Event: 847-767-9947

Annual Event? ☐ X Yes ☐ No

Charitable Event? ☐ Yes ☒ X No

If Yes, Name of charity to receive donations: \_\_\_\_\_

Estimated Attendance: 500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

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

Hours: \_\_\_\_\_ to \_\_\_\_\_

## EVENT CATEGORY

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

☒ X Other: Homecoming Parade

## 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: Chadbourne Street from Breese Terrace to Ash. Lathrop Street from Summit to Regent. Ash Street from Regent to Van Hise.

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: September 21, 2018 Event Start and End Times: 1:30

Rain Date (if any): None Set-Up Start Time: 12:30 pm

Take-Down Start Time and End Times: 2:35

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 ☒ X No

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

Mitch McGrath 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 Mitch McGrath

Date August 9, 2018

# WEST HIGH SCHOOL

## HOMECOMING PARADE

September 21, 2018

### **Likely Parade Participants**

Madison Fire Department and Madison Police Department  
West High Clubs  
Sports teams  
Poms & Cheer  
Homecoming Court  
Student Congress



## **West High Homecoming Parade Schedule 2018**

### **September 19**

- **Post No Parking Signs:**
  - Chadbourne Street from Breese Terrace to Ash St
  - Ash St from Van Hise Ave to Regent St
  - Lathrop St from Hoyt St to Regent St
- **Post Flyer Notifications to neighbors.**

### **September 20 or 21**

**8:30am**

**Pick up 8 barricades and 4 “Road Closed” signs**

Location: 1120 Sayles Street. (266-4767)

### **September 21**

**11:45**

**Post Barricades and “Road Closed” signs**

Barricade the intersections of Chadbourne at :

Spooner. Roby, Prospect, Allen

Close the roads at :

Lathrop at Summitt and Regent

Chadbourne at Breese Terrace

Ash at Regent St

Van Hise at Elm St

**12:20-1:20 pm**

**Release for Lunch and Parade Staging**

Students and staff will set up for the parade at this time. The staging area includes Chadbourne St between Spooner St and Breese Terr. and Lathrop St between Regent St and Summit. All floats, vehicles, and participants must line up at this time. Our parade will not be allowed to begin without a very high percentage of participants present and prepared.

The week prior to the parade, all parade entrants will be given a number and a map indicating where they line up. On Friday, September 21<sup>st</sup>, there will be numbered spots on the boulevards marking off “slots” for groups to line up. Participants will match their group’s number with the numbered slot.

All participants should meet their club/team/organization in the staging area. After a group lines up in their assigned slot, an adult should remain with the group, their float or their decorated vehicle in the staging area.

**1:20pm**

**Parade**

The parade will begin at the intersection of Chadbourne and Spooner and end at the intersection of Chadbourne and Ash. The parade viewing area will be on both sides of Chadbourne St from Spooner to Ash. At the intersection of Chadbourne and Ash all vehicles will turn to the right; all pedestrians will turn left. If participants are riding in vehicles or on floats they will exit the vehicle or float at the corner of Ash and Van Hise. Vehicles may then enter the West High Parking Lot, go up the ramp in the back of the lot, and park on the practice field. This will allow parade participants to quickly and safely enter the Stevens Gym for our Homecoming Aud. Everyone will enter the Stevens Gym using the Regent St doors. The Ash entrance will be locked.

**2:10pm**

**Street opens**

Student Council students will walk the parade route and pick up trash. West High maintenance crews will drive the parade route and remove all wood stakes. Barricades and parking signs will be removed along parade route.

**7:00 pm**

**Homecoming Game**

Madison West Regents vs Janesville Parker      at Mansfield Stadium

## Madison West Homecoming Parade

### -Parade Rules & Regulations-

1. All parade units must be pre-registered.
2. Parade units must stay in assigned order.
3. All motorized vehicles must be driven by an adult driver with a valid Wisconsin Driver's License. At no time should a student be driving a parade vehicle.
4. At no time may participants stand in the back of a pick up or stand in any manner on a vehicle. Floats and flatbeds need to have appropriate railings or participants riding must remain seated at all times.
5. No person shall ride on the hood, trunk, roof, or door frames of vehicles. Couples riding in convertibles will sit on the frame of the vehicle directly above the back seat, with their feet in the back seat.
6. Vehicles must follow the course in a cautious and safe manner. There shall be no quick starts, stops, or peeling of rubber. No swerving back and forth and no reckless driving of any kind.
7. Persons who are walking should hand off or toss underhand items approved for distribution to spectators. Persons distributing such materials must walk alongside their own unit and not intrude upon other unit's activities or presentation space.
8. There shall be no throwing of any type of item from vehicles to spectators. Candy can be tossed underhand in a manner whereas it slides along the street and reaches the spectators sitting curbside. This can only be done by walking parade participants.
9. No jumping off of vehicles. Once you are on, you are on.
10. If a unit has music, play at a reasonable level.
11. Spacing between groups participating should be no closer than 2 cars length, and no further than 3 cars length.
12. Parade units must proceed to the end of the parade route before stopping and unloading.
13. No use of fire, fireworks or pyrotechnics will be permitted during the parade. Any Student Organization or parade participant found using such material would be removed from the parade immediately.
14. At the recommendation of the Madison West Officials, all drivers will be asked to carry a portable fire extinguisher. This, however, is not required to participate in the parade, merely a suggestion.
15. Madison West Officials reserve the right to deny approval of or immediately remove parade units or vehicles which have violated these regulations or present other safety concerns.

## **West High School Homecoming Parade EMERGENCY ACTION PLAN (EAP)**

### **I. GENERAL**

The “West High Homecoming Parade” will be held Friday September 21 and its route will be on Chadbourne St from Spooner to Ash St. The parade is anticipated to being at 1:20 pm.

### **II. PURPOSE**

A. This emergency action plan predetermines actions to take before and during the “Homecoming Parade” (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: Principal Mitch McGrath. SECONDARY CONTACT: Karen Boran

#### **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 not have on-site EMS.

3. We will have on-site Police / Security. Coordination of security between the Madison Police Department and West High School is being led by Madison West’s Education Resource Officer Creech through the Madison Police Department. (phone: 206-3172/ 209-2442)

#### C. Communication Plan ?

#### D. 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 FIRST/LAST NAME 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 Mitch McGrath/ Beth Thompson 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.

#### E. Fire

1. No use of fire, fireworks or pyrotechnics will be permitted during the parade.
2. 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.
3. 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.

#### F. 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

#### G. Law Enforcement

1. The need for constant Law Enforcement presence at this event has been identified.

2. Should an incident occur that requires Law Enforcement to be called 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

3. Police Officers from the Madison Police Department will be stationed throughout the parade route and staging area. (Details regarding number of officers and positions are included with the route map)

#### H. Vehicles

1. Prior to the start of the parade, all vehicles will be inspected. The cars must meet standards set by the West High Staff. If a vehicle appears to be in bad shape it will not be permitted to participate in the parade.

2. Should a car break down during the event, West High Staff members and parade participants in the entry will come to the float/vehicle's assistance. The car will be placed into neutral and pushed to the nearest intersection, where it can be moved out of parade.

#### I. Crowd Control

1. Traffic barricades manned by Madison Police Department Officers will be used in the major sections of Chadbourne St to keep people on the sidewalks and out of the streets. Traffic barricades will be set-up to block traffic beginning at 11:45 am for staging. These barricades will remain in effect until the end of the parade. This ensures the safety of the crowd and the parade participants.



2.

**Supervision Assignments by Department**

Science/Social Studies/Tech Ed./Bus. Ed.

Special Ed/Guidance/LMC:

English/For. Lang/Math/Pupil Services:

FCE/ESL/PE/Art/Music:

Spooner to Roby

Roby to Prospect

Prospect to Allen

Allen to Ash

**Supervision Assignments:**

Ms. Thiel

Ben Trollinger

Ms. Thompson

Grace Falk

Mr. McGrath

Ms. Schacht Dethorne

Jim Sturdevant

Sean Grey

Police #3

Police #2

Police #1

Spooner to Roby

Roby to Prospect

Prospect to Allen

Allen to Ash

Staging Area

Chadbourne/Ash Intersection

Chadbourne/Ash Intersection

Ash Street

Chadbourne/Prospect

Chadbourne/Spooner, Staging Area

Chadbourne/Allen Intersection

Chadbourne/Ash Intersection

Ash/Van Hise Intersection

In the Building

Available Upon Request

Jake Horton

Mr. Holmes

**J. Suspicious Package or Person**

1. If a suspicious package or person is found along the parade route or in the staging area, parade volunteers will be instructed to call 911. Event staff will wait for further instruction from law enforcement and follow their direction.

**K. Lost/Missing Person**

1. If a child is lost supervisors will make contact with Madison Police and inform them of the situation.
2. If a lost/missing child is located, a supervisor for that geographic area is to stay with the lost child and contact the Madison Police Department.

**L. 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: West High Staff (named in section I. of this document)

#### M. Clean-up and Recycling Plan

1. Participants are responsible for disposing of their floats properly and must have their floats dismantled by \_\_\_\_ pm. Trash containers will be located on the corner of \_\_\_\_\_ for participant use.
2. Student Council students will walk the parade route and pick up trash. West High maintenance crews will drive the parade route and remove all wood stakes. Barricades and parking signs will be removed along parade route.

#### N. Parking

On Friday there will be "No Parking" on :

Chadbourne St from Breese to Ash St

Lathrop St from Hoyt to Regent St

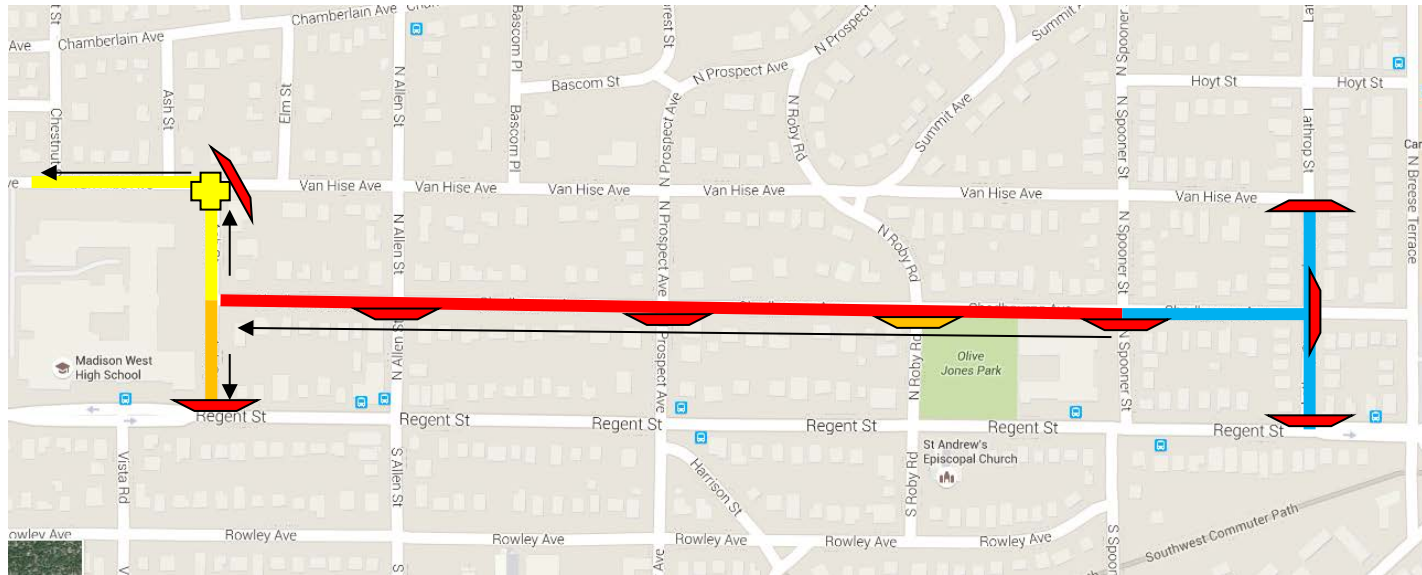
Van Hise Ave from Ash St to Highland Ave

Ash St from Van Hise Ave to Regent St

#### V. CONTACT INFORMATION

Primary Contact: Ast. Principal Mitch McGrath	206-2689
Secondary Contact: Beth Thompson	206-2689
West ERO: Madison Police Officer Saffold	206-3172 / 209-2442
SSA Rex Miller	712-4885
SSA Don Johnson	576-9989
SSA Grace Falk	228-9016
SSA Jim Sturdevant	333-9809
SSA Jake Horton	712-5080
Dane County 911 Center                      Emergency	911
Non-Emergency Madison Police Department	(608) 261-9694
Non-Emergency Madison Fire Department	(608) 266-4420

# West High Homecoming Parade Route



- Main Parade route
- Staging, student will load floats and other vehicles between Regent and Hoyt
- Parade pedestrians exit
- Parade vehicles exit
- Drop off all riding participants, security assistant stage here to ensure that students have exited vehicles
- Barricades, staffed by Madison Police Officers. Parade will be stopped at Allen St if necessary to let busses through the intersection
- Barricade at Spooner St staffed by West High Security Assistant

# ORDER

## RISE OF THE REGENTS

Celebrate West High's 83<sup>rd</sup> Homecoming

### 2012<sup>1A</sup> Official Parade Order

1. Fire Truck and Squad Car
2. Cheerleaders
3. Parade Marshal Pastor Alex Gee
4. Girls/Boys Swim Team
5. Social Studies Dept.
6. DECA
7. Court #1
8. Peer Partners
9. Men's Club
10. Boys Volleyball
11. AVID

12. Court #2
12. Madison West Latin
13. Science Olympiad
14. Court #3
15. Court #4
16. Student Council
17. Sheepshead
18. ESL Department
19. Boys Cross Country
20. Girls Cross Country
21. Rocket Club
22. Court #5
23. Football
24. Feeder Program—Football

25. Diversity Alliance
26. Theater
27. Court #6
28. BSU
29. Boys Basketball
30. Court #7
31. Freshmen Advisory
32. Dance Team
33. Girl's Volleyball
34. Baseball
35. Court #8

36. English Department
37. Girl's Golf
38. Taiko
39. ROOF
40. Science Department
41. Court #9
42. Pro Start
43. Green Club
44. Court #10
45. Forensics
46. Counseling
47. Young Democrats
48. Boys Soccer
49. Squad Car

#### Area 5

See Mr. McGrath if you have a float that is difficult to maneuver to your assigned spot. He will assign you to a spot in Area 5 and then move you into the parade in your assigned order.

#### Area 6

Homecoming Court 1-10

