

Conditions for the Aruna Project, requesting the use of Vilas Park on Saturday, October 18, 2014 for the Madison Aruna 5k Run for Their Freedom.

Parks Staff recommends approval, based on the following conditions:

1. Aldermanic notification. (Alder. Sue Ellingson, district13@cityofmadison.com)
2. Organizers will schedule a site plan meeting at the park with Lisa Laschinger, the West Parks Maintenance Supervisor (266-9214 or llaschinger@cityofmadison.com) at least two weeks before the event, and agree to any site recommendations she may make.
3. Organizers will provide an insurance certificate covering this event and naming the City of Madison as "additional insured".
4. Organizers will provide a \$1,000 (refundable) damage deposit with the Parks Division prior to the event and acknowledge that they will be responsible for any and all actual field renovation costs which may result from this event.
5. Organizers understand that no permanent marking of streets, paths, or sidewalks will be allowed – chalk may be used, but not spray paint, spray chalk, or stickers.
6. Organizers will apply for a Parade Permit from Madison Police (<https://www.cityofmadison.com/transportation/forms/paradePermit.cfm?>)
7. Organizers understand that no driving or parking on the grass is allowed.
8. Organizers will be responsible for full clean-up of the park area after the event.
9. Amplification will be allowed from 8am to Noon, but sound will be kept to a reasonable level at all times, and particularly early in the morning.
10. Nothing will be sold in the park; no temporary structures other than 10' X 10' pop-ups will be set up.
11. Fees will be paid and the approved insurance will be on file in the Park Office at least two weeks before the event.

Estimated fees:

Vilas Shelter:	\$96
Scheduling Fee:	\$120.00
PA Permit:	\$100.00

Plus Wisconsin sales tax



To the City of Madison Park Commission:

Human trafficking has become a global enterprise as a multi-billion dollar industry. The United Nations estimates the number of victims currently in slavery to be 27 million, many of whom are women and young girls – bought, held and forced into commercial sex work against their will, facing horrors of unimaginable injustice. More women and girls are shipped into brothels annually now, in the early 21st century, than African slaves were shipped into slave plantations each year in the 18th century. The problem, for many of us, seems too overwhelming, distant and faceless. However, the faceless millions each have a story, a name, a life, and if others step into their need, a hope. One step at a time, one life at a time, we can bring hope to the hopeless.

We request your approval of our efforts to join others in spreading awareness of this problem and taking active steps toward a solution by hosting an Aruna 5K Run for Their Freedom in Madison. The event seeks to inform and educate locally, while raising funds that go directly to the Aruna Project in India. Based out of the red light district of Mumbai, where an estimated 15,000 sex workers are within two square miles, the Aruna Project is an organization that works to rescue and rehabilitate those trapped in commercial sexual exploitation in one of the largest red light districts in all of South Asia.

Over the past few years, the Aruna 5K has taken place in 6 cities, with at least 5 more cities planning an event in the coming year. Because of this, the Aruna Project has been able to increase and improve its services to victims of sexual exploitation through programs such as literacy and vocational training, health and sexual education, aid for children born in the brothel system, and aftercare facilities to rehabilitate and reintegrate the victims back into society. One life at a time, it is making a difference.

By hosting an Aruna 5K to Madison, we seek to further the efforts of the Aruna Project, personalize a nameless and faceless problem, inspire others to unite against commercial sexual exploitation, and ultimately bring freedom to the enslaved. In addition to national leadership guiding our and other Aruna 5K planning efforts across the nation, the Madison Aruna 5K Planning Committee already consists of local community and business leaders, experienced runners, talented artists and event planners, all committed to working for this cause and hosting an excellent event. We also intend it as a platform and opportunity to connect participants to local like-minded organizations fighting against human trafficking in various ways throughout the year. We are motivated and excited to bring this to Madison, a city whose population loves good running events and rallies behind social justice issues. We are thankful for your consideration and hope that you agree Vilas Park would be an excellent location to host the Madison Aruna 5K Run for Their Freedom.

Gratefully,

Alex Pence
Madison Aruna 5K Race Director
(608) 354-7175 | alex.pence@gmail.com

PARK EVENT PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Aruna 5K

Event Organizer/Sponsor Aruna Project

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

If Yes, provide State of Wisconsin Tax Exempt Number Federal EIN: 54-1368648 (subsidiary of Stop Abuse Inc.)

Address 5817 Bartlett Lane

City/State/Zip Madison, WI 53711

Primary Contact Alex Pence FAX _____

Work Phone 608-354-7175 Phone During Event 608-354-7175

E-mail alex.pence@gmail.com

Website www.Aruna5K.com

Secondary Contact Jeff Parks

Work Phone 920-540-9391 Phone During Event 920-540-9391

E-mail parks.jeffreyj@gmail.com

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: Aruna Project

Estimated Attendance 350 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification: Hours 8:00 am to 12:00 pm Yes No

Park Requested Vilas Park

Shelter Reserved by Event Organizer Yes No

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 10/18/2014 Rain Date(s) None

Event Start Date(s)/Time(s) 10/18/2014, 7:30 am Set-Up Date(s)/Time for Event 10/18/2014, 6:30 am

Event End Date(s)/Time(s) 10/18/2014, 12:00 pm Take-Down Time 10/18/2014, 1:00 pm

Does this require time in the park the day before your event? Yes No

APPLICATION SIGNATURE

The person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved park area. This permit is subject to all Municipal Ordinances as defined by the City of Madison, in addition to all rules and regulations governing the City's Parks Division. The applicant agrees that during the use of the park facility, the sponsoring organization will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, creed, national origin or handicap.

The applicant has read the Park Events Application packet. The applicant has included all of the appropriate permit applications and materials for this event.

I hereby certify to the best of my knowledge that the information and statements contained in this application are complete and true. I understand that failure to report components of this event/activity may result in the loss of deposit, revocation of permit and/or failure to secure future permits.

Signature 

Date 12/16/2014

PARK EVENT MARKETING INFORMATION

Conditional approval of the event is required **before** promoting, marketing or advertising the event.

How will this event be marketed, promoted, or advertised? _____

Race websites; social media; posters; fliers; announcements at gatherings for campus groups, churches, etc.

Will there be live media coverage during the event and where will the media vehicles be parked? _____

Possibly. A press release will be sent to local news stations. If they come, parking lot spaces can be reserved for them.

PARKS DIVISION CALENDAR OF EVENTS

The City of Madison Parks Division provides a calendar of events on the internet, in a number of publications and at kiosks located throughout downtown. The information from your permit application is considered public and is used in developing the calendars.

Your event will only be included on the calendars if all permits and applications are approved 60 days in advance (for printed form of calendar) and 30 days in advance (for internet calendar) and your event is open to the public. If this section is not filled out, we will assume you do not want to be included on the calendars.

Official Name of Event Aruna 5k - Run for Their Freedom

Park Location Vilas Park Shelter

Public Contact Phone 608-354-7175 Website www.Aruna5k.com

Admission Cost Free (donations accepted)

Date of Event 10/18/2014 Beginning/End Time of Event 7:30 am - 11:30 am

Two sentence description of event (for internet calendar)

Aruna, a Hindi word meaning "bright morning sun," is the name of a project in South Asia seeking to end Commercial Sexual Exploitation by bringing freedom and restoration to the many women and children sold into the trade. The Aruna 5K Run for Their Freedom promotes awareness about sex trafficking and raises funds for the Aruna Project.

EQUIPMENT RENTAL

To assist with your Community event, the Madison Parks Division rents some equipment for use by the Event Organization. The Event Organizer must have the ability to pick up and return all equipment from Park Maintenance Facilities.

Rented from Parks Division, but picked up by Event Organizer

- Trash Barrels # _____ barrels
- Key to Shelter and Gates - Refundable deposit required

Rented from Parks Division, dropped off and picked up by Parks Division

- Dumpsters # _____

Rented from Private Vendors

- Portable toilets

Vendor Name _____

How Many? _____

Date or Drop Off _____

Date of Removal _____

(Dates must be pre-approved by Parks Maintenance Supervisor.)

PARK EVENT AMPLIFICATION PERMIT APPLICATION

By Ordinance, public amplification is not allowed in City Parks except by permission from the Parks Division. Permission for amplification does not exempt a group from Madison Ordinance noise restrictions. Please be considerate of park neighbors and other park users. 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.

EVENT INFORMATION

Name of Event Aruna 5K

Contact Person Alex Pence Phone # During Event 608-354-7175

Park Vilas Date 10/18/2014

TYPE OF AMPLIFIED SOUND

Band DJ Sound System Speeches/Announcements Karaoke
 Other (please specify) _____

Times of Sound 8:00 am to 12:00 pm (4-hour maximum)

EXCERPTS FROM APPLICABLE CITY ORDINANCES

8.29 PUBLIC ADDRESS SYSTEMS IN PARKS.

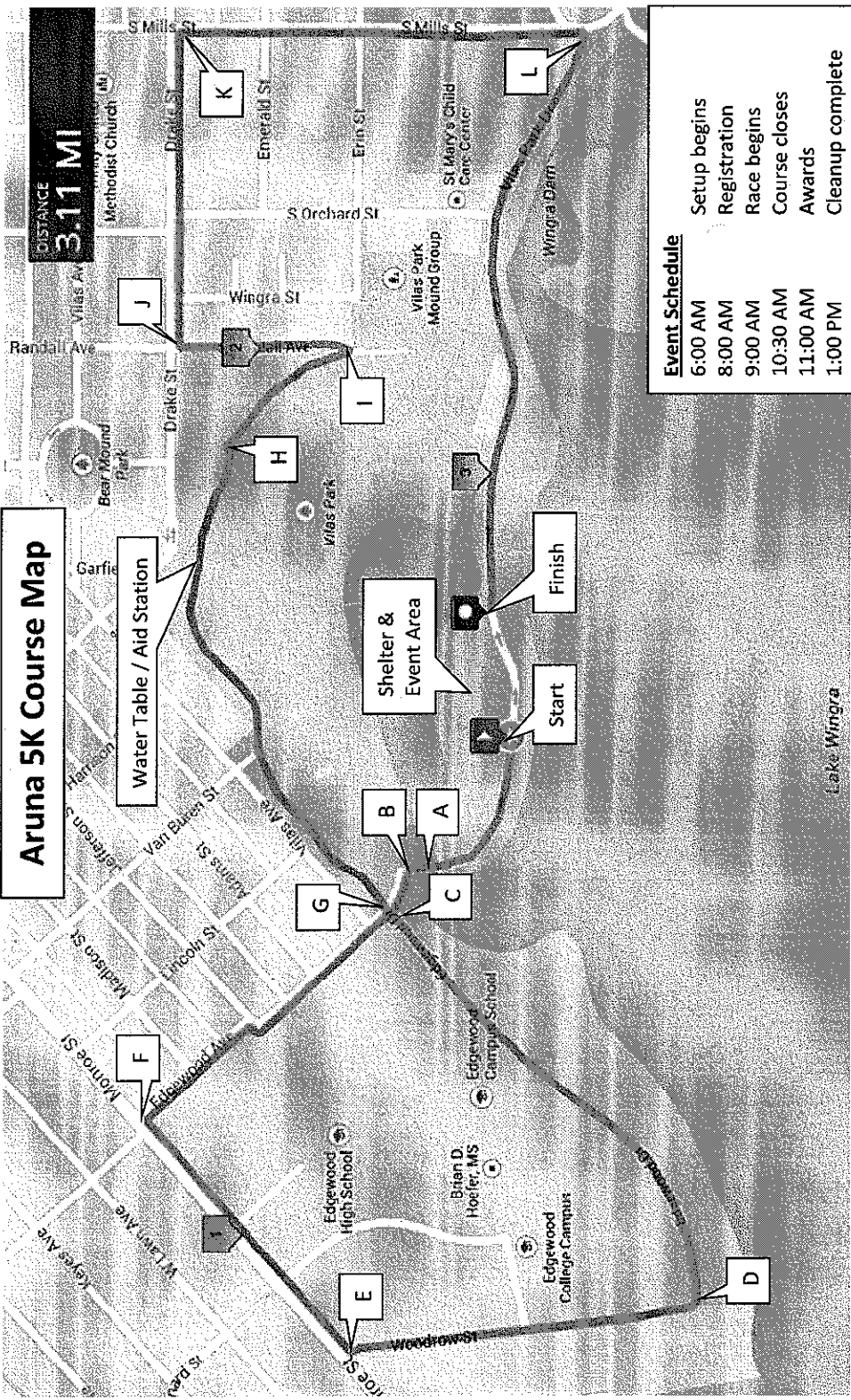
- (1) No public address systems or sound amplification devices shall be used in any public park within the City of Madison except as permitted by this section. The Parks Superintendent may issue permits in accordance with this section. A permit shall not exempt the holder from the provisions of Sec. 24.08.
- (3) The Superintendent may limit the hours of operation and the location within the park of any such system or equipment so as to insure the benefit of such system or equipment to the group seeking its use and to minimize any unreasonable interference with the peace and enjoyment of other users of the park and those adjacent to such park.
- (5) The Police Department is authorized to require the discontinuance of any such system or equipment operating outside the prescribed hours or location.

24.08 NOISE REGULATION

(2) In the following zoning districts established under Chapter 28 of the Madison General Ordinances, the noise emitted from any source and measured at any point within any distance beyond fifty (50) feet of the property or public right-of-way where the noise is produced or beyond fifty (50) feet from the noise source when such exists on public property shall not exceed the amounts indicated in the following table:

SOUND PRESSURE LEVEL

R1, R2, R3, R4, R4A, R4L, Agriculture
Conservancy, Office Residence
7:00 p.m. to 7:00 a.m.—70 dBA
7:00 a.m. to 7:00 p.m.—75 dBA
R5, R6
All times—75 dBA



Aruna 5K Course Map

DISTANCE
3.11 MI

Event Schedule	
6:00 AM	Setup begins
8:00 AM	Registration
9:00 AM	Race begins
10:30 AM	Course closes
11:00 AM	Awards
1:00 PM	Cleanup complete

Course Description

- A. Bridge at Vilas Park
- B. Left at Edgewood Ave.
- C. Left at Edgewood Dr.
- D. Right at Woodrow St.
- E. Right at Vilas Park
- F. Right at Edgewood Ave.
- G. Left onto trail
- H. Slight Right onto Vilas Park Zoo Dr.
- I. Sharp Left at Randall Ave.
- J. Right at Drake St.
- K. Right at Mills St.
- L. Right at Vilas Park Dr.

Event Director:

Alex Pence (608) 354-7175

alex.pence@gmail.com**5K Course Coordinator:**

Rick Smith (608) 206-4763

rick.smith@promega.com**Event Program Coordinator:**

Jeff Parks (920) 540-9391

parks.jeffreyj@gmail.com

In addition to the plans described below, the Madison Aruna 5K Planning Committee will obtain necessary Parade Permits and Event Insurance upon approval of the event by the Parks Commission.

Detailed Timeline

Saturday, October 18, 2014

6:00 AM	Volunteer orientation and check-in Begin setup for sound system, information tables and exhibits, start/finish lines
6:30 AM	Course setup – course markers, water table, timers
7:00 AM	Set up registration area
8:00 AM	Position course volunteers Begin registration and packet pickup Information tables, exhibits, and music begin
8:45 AM	Pre-race announcements
9:00 AM	Race begins
10:30 AM	Course closes
11:00 AM	Awards ceremony
12:00 PM	Event ends Take-down and clean-up begin
1:00 PM	Take-down and clean-up complete

Traffic Control

Police Department Traffic Control is not anticipated to be needed. The race is expected to have about 300 participants, and the course has been selected to only cross streets where intersecting traffic has stop signs. All portions of the course should meet at least one of the following criteria:

- Nonexistent vehicle traffic
- Where vehicle traffic is expected to be light, the street is wide or sidewalks are present
- Where vehicle traffic is moderate to heavy, sidewalks are present

No street closures or parking restrictions are expected to be necessary, and a Street Use Permit is not anticipated to be needed. Where it is not obvious, course markers and volunteers will direct runners to safe areas of the street or sidewalks.

Safety Plan

Event Command

Command Post will be located in the shelter near the Start / Finish Line area. The Race Director will be the Commander for the event. If a major emergency incident occurs, 911 will be contacted and Command of the Incident will be handled by a Unified Command made up of Madison Police, Madison Fire, and the Race Director once the emergency personnel arrive on the scene.

Communications

Cell phones will be used to communicate between event staff. A public address system will be used at the Start / Finish Line area.

In the event that a runner or spectator is in need of assistance, staff members and volunteers will call one of the Race Directors (as well as 911 directly if there is a life threatening emergency). The caller will need to be prepared to give the following information:

- Nature of the emergency
- Location
- Bib number if a runner is involved
- Callback number & Name

If 911 is called directly by any staff or volunteer, the caller will then immediately contact one of the Race Directors by cell phone as soon as possible.

Medical Emergencies

Trained Personnel

There will be CPR certified personnel throughout the course at all times.

Nurses

We will have volunteer Nurses equipped with cell phones at the Start/Finish Area who will be able to provide basic medical assistance to the participants. A 911 call will be made in the event of any life-threatening injuries or illnesses. Refer to Emergency protocol below.

Aid Stations

Each of the Aid Stations will be supplied with water and/or sports drinks. Personnel will also be equipped with cell phones to contact one of the Race Directors or Nurses as needed.

Aid Station Locations

- Start/Finish Line near Vilas Park Shelter
- Along trail at north edge of park, near intersection of Grant St. & Drake St.

Emergency Procedures

Our Emergency Action Plan document is distributed to all necessary personnel. The document has a list of names and numbers to contact for different types of emergencies (weather, fire, injury, etc.). The Race Directors, Course Volunteers, and Nurses will have access to this document.

First Aid Medical Emergencies

First Aid kits will be on hand at the First Aid tent during the event.

For Severe Injuries:

- 1) If a person is seriously injured or violently ill, call 911 immediately. An ambulance will be sent to the location. Do not drive the ill or injured person anywhere for medical assistance.
- 2) Nurses or volunteers will provide minor first aid as possible. For serious injuries, do not move the injured person, make the injured person as comfortable as possible and wait for the paramedics.
- 3) Obtain the following info and communicate it with one of the Race Directors:
 - Nature of the emergency
 - Location
 - Bib number if a runner is involved
 - *If possible also get the name of any witness to the event*
- 4) Clear the area of bystanders in a quick, calm, assertive and polite manner.
- 5) Assist Paramedics as needed.

Weather Emergencies

The race directors are in charge of monitoring weather conditions. Weather forecasts and current conditions will be monitored through The Weather Channel (weather.com).

Pre-Event:

If severe weather is predicted prior to the event, evaluation of the conditions will determine if the event will remain scheduled. It is rare that a race will be cancelled before the day of the race but if it is, the cancellation will be immediately posted on the race website and notification will be sent to the runners via the email or social media contacts.

Day of the Event:

If questionable weather begins to occur immediately prior to or during the event, an evaluation of the conditions will determine if the event will remain open. If severe weather begins to occur during the event, the race directors will call volunteers and staff working the event to inform them. All staff will also

announce to any bystanders/observers that a hazardous weather condition exists and people should seek shelter.

Lightning - This event will follow the **30-30 Rule** for lightning.

- *Prior to the start of the race* - 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. If the race cannot be safely started within one hour of its original posted start time, the race will be cancelled.
- *During the race* – If lightning is observed and thunder is heard within 30 seconds, the event will be cancelled.

Additional Items

Fire / Fire Safety

No specific fire hazards have been identified as an increased risk of fire at this event. No open flames or cooking of any type will be present at this event.

Lost Persons

A Designated Lost Person area will be located at the Vilas Park shelter. In the event that a person becomes lost or separated from friends/family, all event staff and volunteers will be advised to escort the missing person to this location. Staff will be asked to follow these instructions:

- If you are relaying a report of a lost person, please give a full description including the missing person's name, height, weight, hair color, age, and clothing so the police can be alerted.
- If you find a lost person, please do the following:
 - *For lost children:* escort the lost child to the Vilas Park shelter yourself, or have another staff person do it. Do **not** turn the child over to anyone other than staff or family.
 - *For lost adults:* direct them to the Vilas Park shelter. Use discretion; an adult may also need an escort.

The Race Director will contact the Police for assistance.

Madison Metro Buses

All Madison Metro Bus Stops will remain open and accessible during the event. Participants will be utilizing the sidewalk along the Monroe Street segment in order to avoid any interference with a designated bus stop

Alder Notification

District 13 Alder, Sue Ellingson will be notified as a courtesy of the event.