

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event HUB ON CAMPUS MOVE-IN

Event Organizer/Sponsor ~~DALE CALLISON/ SCOTT SPROAT~~

Core Campus Madison LLC +
DRW Madison LLC

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

☐ Yes ☒ No

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 437 N FRANCES

City/State/Zip MADISON, WI 53703

Primary Contact DALE CALLISON

FAX _____

Work Phone 512-968-9986

Phone During Event 512-968-9986

E-mail DALEC@CORESPACES.COM

Website CORESPACES.COM

Secondary Contact SCOTT SPROAT

Work Phone 312-376-6370

Phone During Event 312-376-6370

E-mail SCOTT.SPROAT@CORESPACES.COM

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☒ No

If Yes, name of charity to receive donations: _____

Estimated Attendance 600 (OVER A TWO DAYS AT VARYING TIMES) (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____

☐ Yes ☐ No

EVENT CATEGORY

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

☒ Other RESIDENT MOVE-IN AT HUB ON CAMPUS MADISON AUGUST 14TH AND 15TH

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: 400 BLOCK OF W. GILMAN, 400 BLOCK OF N FRANCES & 100 BLOCK OF FRANCES

(SEE MAP FOR FULL DETAILS OF REQUEST AND DETAILS)

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 8/14, 8/15

Rain Date(s) 8/14, 8/15

Event Start Date(s)/Time(s) 8:00 AM

Set-Up Date(s)/Time for Event 8/14 (7:30AM)

Event End Date(s)/Time(s) 4:00 PM

Take-Down Time 4:00PM

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

☒ I/We waive the 21-day decision requirement.

SP (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 _____

Date 7/30/15

STREET USE PERMIT APPLICATION CHECKLIST

STREET USE PERMIT APPLICATION CHECKLIST

Please check below to indicate that you have attached the following, as applicable, to the completed application:

- ☒ Complete Event Schedule
- ☒ Event Site Map
- ☒ Route Map - *N/A*
- ☒ Safety and Security Plan
- ☒ Notification Schedule

Indicate here the date(s) the alder, businesses and residents will be notified of the event.

8/3/15

- ☒ Yes, I have attached a copy of the notification flyer, letter or poster.
- ☒ Certificate of Insurance (if required by City Risk Manager)
- ☒ Recycling Plan
- ☐ Application fee of \$50 for Neighborhood Block Party; \$100 for one-time/one-day events, \$200 for one-time/two plus day events; and \$300 for series events - made payable to 'City Treasurer.'

STREET USE EVENT PERMITS

Applications included in this packet and at www.cityofmadison.com/parks

- ☐ Amplification Permit
- ☐ Beer/Alcohol Selling Permit
- ☐ Street Use Event Vending License

ADDITIONAL PERMIT REQUIREMENTS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for Community events. You must include all pertinent information before this application will be reviewed by staff. Please indicate which permits you are required to have for your planned event and the date you applied for the permits.

- ☐ **Temporary Restaurant Permit** - required if food or beverages, other than prepackaged items, will be sold or served at an event. A permit application is available online at <http://www.publichealthmdc.com/environmental/food/documents/TempRestApp.pdf> or you may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601.
Date Temporary Restaurant Permit Application Submitted _____
- ☐ **Parade Permit** - may be required of a run, walk or bike ride event. From Traffic Engineering & the Police Department, <https://www.cityofmadison.com/transportation/forms/paradePermit.cfm>
Date Parade Permit Application Submitted _____
- ☐ **Temporary Class "B" Retailers License** - required if your event will be selling beer/alcohol. You may pick up an application at the City Clerk's Office, at 210 MLK Blvd, Room 103, (608) 266-4601, www.cityofmadison.com/clerk.
Date Class "B" Permit Application Submitted _____

Street Use Permit Application

Hub On Campus Move In

Primary Contact: Dale Callison

Primary Contact Email: DaleC@corespaces.com

Primary Contact Phone: 512-968-9986

Secondary Contact: Scott Sproat

Secondary Contact Email: Scott.Sproat@corespaces.com

Secondary Contact Phone: 312-376-6370

Hub On Campus, a new student housing development, located at 437 N Frances Street will be having students move into the complex on 8/14/15 and 8/15/15. Given the number of students who need to move into the building during this time frame there are several street use permits that would be necessary to facilitate a stress free move in procedure both for the City of Madison and our tenants. We feel the detailed plan described below can effectively mitigate any adverse effects our building and it's move in day operations may have on the surrounding community.

1. Event Schedule

- a. The schedule for the street use event will be Friday, August 14th and Saturday, August 15th, 2015 from 7:30am until 5pm each day. No road closures will be necessary outside of these hours on the included days.

- b. Move In Times will be the following:

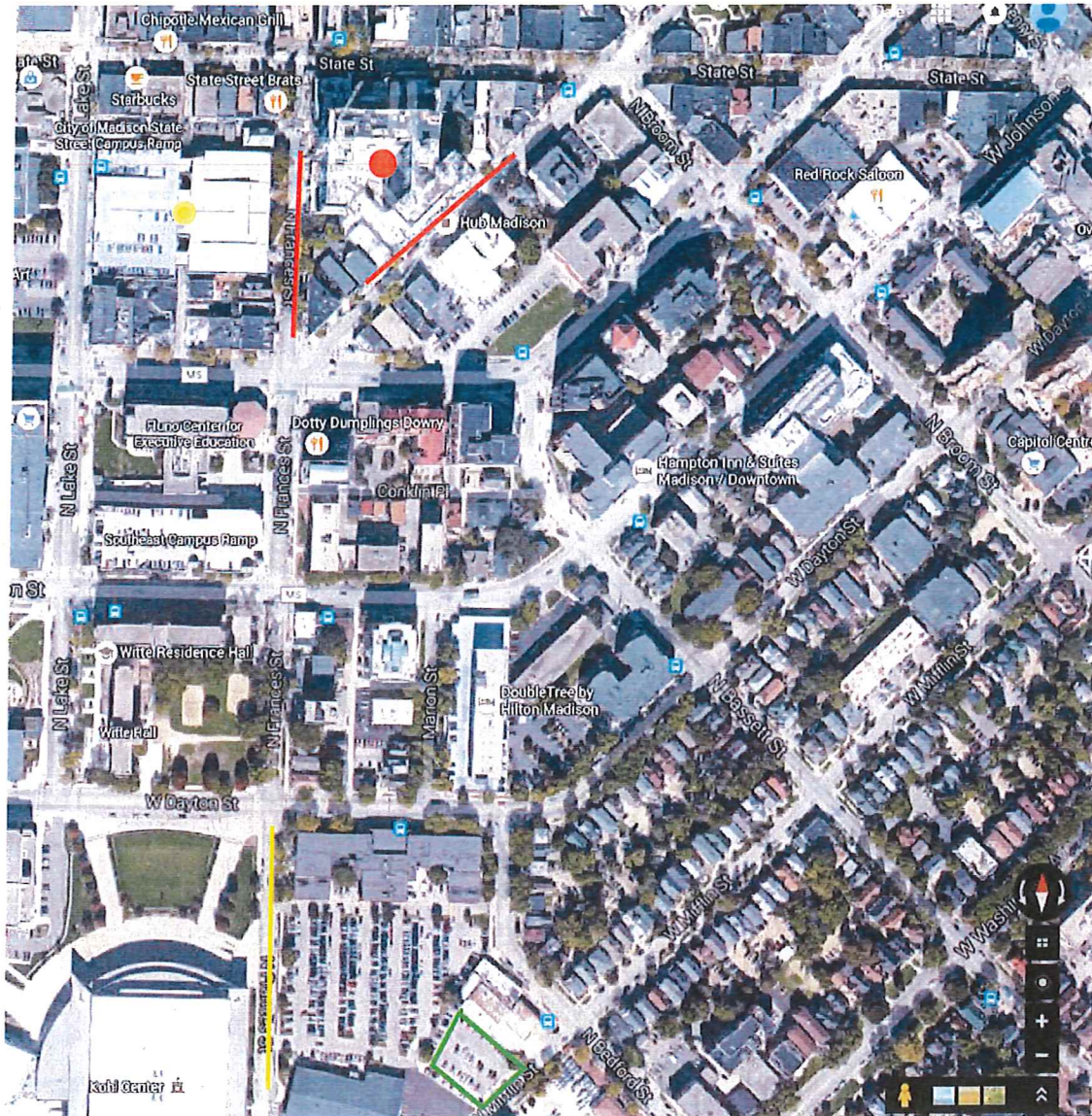
i. 8/14/15

- Floor 12: 8am-9:30am
- Floor 11: 9:30am – 11am
- Floor 10: 11am – 12:30pm
- Floor 9: 12:30pm – 2pm
- Floor 8: 2pm – 3:30pm

ii. 8/15/15

- Floor 7: 8am – 9:30am
- Floor 8: 9:30am – 11am
- Floor 5: 11am – 12:30pm
- Floor 4: 12:30pm – 2pm
- Floor 3: 2pm – 3:30pm
- Floor 2: 3:30pm – 5pm

Event Site Map



- 437 N Frances - Hub on Campus
- Parking Lane Closures for East Frances and West West Gilman Streets
- Reserved P1 Parking Lot with University of Wisconsin
- Reserve 2 Street Meter Spaces on this road
- Parking lot located off of Frances St

The check-in process will begin on the 100 block of Frances St, south of Dayton Street. We will have a tent setup in one of the parking spaces and will check resident's names. The residents will either be able to pickup their keys at an express station and be allowed to stay in their vehicle as they sign a few addendums or will be asked to go to the reserved P1 lot to complete any needed paperwork before receiving their keys.

Then residents will be asked to travel North on Frances St and park alongside the building either on Frances or Gilman Street along our frontage. Because tenants already have filled out all the applicable forms and already have their keys they can immediately unload. We will have movers available to help quickly unload individuals cars and take their belongings upstairs. Once unloaded residents will be asked to move their vehicle to the parking lot located across from the building on Frances. The individuals who unload on Frances will be able to utilize the turnaround at the North end of Frances to turn around and gain access to the garage. Residents who use Gilman to unload will need to move their vehicle around the block and then park in the parking garage.

We would like to utilize off duty police officers if possible to help control traffic and to encourage individuals to unload quickly. Two officers (one for each side of the street) should suffice.

EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The "Hub On Campus Move In" will be held August 14th and 15th, 2015 at 437 N Frances Street, Madison, WI 53703.

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the "Hub On Campus Move In" (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 Dale Callison.

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 (N/A)
- 3. We ☒ will / ☐ will not have on-site Police or Security (Off Duty Police Officer or Security Staff TBD)

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 Dale Callison 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 Dale Callison 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: Off Duty Police Officers or 3rd Party Security Staff.
6. Parking for vendor and staff vehicles will be: 437 N Frances Parking Garage or at adjacent city parking garage.
7. Parking for attendee vehicles will be: Adjacent City Garage or onsite at 437 N Frances with a valid parking permit).

V. CONTACT INFORMATION

Primary Contact	Dale Callison	512-968-9986
Secondary Contact	Scott Sproat	512-376-6370
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-Emergency	Madison Police Department	(608) 261-9694

3. Notification Requirements

- a. Given the small amount of traffic and number of streets notification of neighboring businesses were going to be restricted to those tenants located on Frances, Gilman, and Stage Streets that are adjacent to the property.
- b. A copy of this letter is included on the next page.

Neighborhood Notification Letter

Dear Business Owner / Operator:

We hope that this letter finds you well and I'm sure you look forward to our project being completed as much as we do. We are happy to be able to bring this project to completion and as such we need to begin moving students into our building. Our move in dates are Friday, August 14th and Saturday, August 15th. We have selected a two day move-in in order to help the surrounding area with any traffic congestion and to keep the move-in as smooth a process as possible.

In order to move in the parking lanes along our street frontage of Gilman and Frances Streets will be closed for those two days in order to facilitate quick unloading of resident vehicles at our street entrances. Overflow parking will park at the City Parking garage located on Frances Street.

We apologize if this process brings your business any inconvenience but we hope the additional tenants in the area bring new life to the surrounding area. If you have any questions or concerns about this process please contact our move in coordinator Dale Callison at DaleC@corespaces.com.

Thank You,

Hub On Campus Staff

2. Trash and Recycling Plan

- a. Very little trash if any is expected at the 100 block of Frances Street given that the majority of our event will take place at the actual building.
- b. All trash at the property will be handled by property staff. This includes any trash located in the street corridor as well on these days. We will have a 30 yd trash bin present at the property for trash handling during our move in period in addition to our standard trash receptacles throughout the property.
- c. We expect an extraordinary amount of cardboard at the event so cardboard will be tied together and placed in a staging area for collection and recycling as needed by the properties waste hauling provider listed below:
 - Advanced Disposal, Alan Winer, 608-807-3204,
Alan.Winer@advanceddisposal.com