

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Crazylegs Classic
Event Organizer/Sponsor National W Club / UN Athletic Department

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

☐ Yes ☒ No

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 1440 Monroe St.

City/State/Zip Madison. WI 53711

Primary Contact Mike Cerniglia

Work Phone 608 262 0147

E-mail mcc@athletics.wisc.edu

Website crazylegclassic.com

Secondary Contact Michelle Ballweg

Work Phone 608 265 5965

E-mail mb@athletics.wisc.edu

FAX _____

Phone During Event 608 957 9953

Phone During Event 608 215 2511

Annual Event?

☒ Yes ☐ No

Charitable Event?

☐ Yes ☐ No

If Yes, name of charity to receive donations: _____

Estimated Attendance 20000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 9am to 11am ☐ Yes ☐ No

EVENT CATEGORY

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

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: _____

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) Sat. 4.30.16 Rain Date(s) none
Event Start Date(s)/Time(s) 10am Set-Up Date(s)/Time for Event 6am
Event End Date(s)/Time(s) 12:30pm Take-Down Time 12:30pm

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

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

mb (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 Michelle Ballweg Date 01.07.16.



December 1, 2015

City of Madison Licenses and Permits
Department of Planning and Community & Economic Development
215 Martin Luther King, Jr. Blvd., #312
PO Box 2983
Madison, WI 53701-2983

Re: Liability Protection for University of Wisconsin-Madison
Division of Intercollegiate Athletics

Please accept this letter as our Certificate of Coverage for liability protection for officers, employees and agents, of the University of Wisconsin-Madison.

The State of Wisconsin and, consequently, the Board of Regents of the University of Wisconsin System, as an agency of the State, is self-funded for all liability (including general, professional, and automobile) under s. 895.46(1) and 893.82 of the Wisconsin Statutes. This protection provides coverage for our officers, employees, and agents, while in the course and scope of their employment, in accordance with the statutes. In addition to the self-funded statutory protection, the University and the State of Wisconsin also have substantial amounts of excess liability protection through commercial carriers. Since this is statutory indemnification, there is no policy on which to name any other entity as additional insured. There is no cancellation provision. Coverage is continuous under the law.

Our employees are covered for Workers' Compensation & Employer's Liability under Wisconsin Statutes, Section 102. This coverage is in compliance with applicable federal and state workers' compensation and occupational disease statutes.

Should you have questions regarding this coverage, please feel free to contact me at 608.262.8925 or by e-mail at rgibbs@bussvc.wisc.edu.

Sincerely,

Rick Gibbs, ARM
Director, Office of Risk Management

Risk Management

University of Wisconsin-Madison • 21 N Park Street, Ste 5301 • Madison, WI 53715
608.262.0063 • (Fax) 608.262-.9082 • http://www.bussvc.wisc.edu/risk_mgt • rgibbs@bussvc.wisc.edu

Proposed 2016 Crazylegs Classic Routes

Run Route:

Staging on South Pinckney and East Main toward MLK
Start on South Pinckney at East Washington Avenue
Left on East Mifflin Street
Right on Wisconsin Ave.
Left on Langdon Street
Right on Park Street
Left on Observatory Drive
Right on Walnut Street (stay in east lane)
Continue on Lot 60 Drive
Right University Bay Drive
Turnaround near Picnic Point entrance, stay on University Bay Drive (north lane)
Return on University Bay Drive (south lane)
Continue between Lot 76 and Lot 60
Left on Marsh Drive by Pharmacy Building
Right Walnut
Continue on Walnut Street in front of UW track (west lane)
Left on University Avenue
Right on Breese Terrace
Left into Lot 19
Stadium finish

Walk route:

Staging on West Mifflin at State Street, walkers back-up towards Wisconsin Ave
Right on State Street
Through Library Mall
Left on Park Street
Right on Lathrop Drive
Between Sterling and Chamberlin Halls
Left on Charter Street
Right on Dayton Street
Left on Randall Avenue
Right on Monroe Street
Right into Kellner Plaza
Stadium finish

2015 Race Timeline

Time	Action	Where	Who
~April 1	Send e-mail to stadium neighborhood leader contacts about day of event timing and expectations		UW Athletics
Two weeks before race day	Send or deliver letter to Breese Terrace residents about street closure and limited access to their residences during the race	Residences on Breese Terrace	W Club
One week before race day	Post informational signs on key streets that Crazylegs will affect traffic from 9-12:30 on race day.	Per City Traffic Engineering	W Club
Tuesday of Race Week			
10 AM-6 PM	Fun and Fitness Pick-up	Gate A Kohl Center	W Club
Wednesday			
	Press release/talking points available for media interviews <ul style="list-style-type: none"> • Registration info...total, runners, walkers, Fun & Fitness, # states, change from last year, etc. • Grand Marshal info • Various "fun facts" for interviews/articles • Route and detour info and maps 	E-mailed to Jim Bradley, Tom Grantham, other Crazylegs spokespeople	W Club, Doreen Dower
	Send e-mail to stadium neighborhood leader contacts about day of event timing and expectations		UW Athletics
Thursday			
10 AM	Stage arrives at stadium	Stadium	UW Athletics
	Distribute flyers door-to-door to residents about race day traffic	North of old University, Lake Street, North of Langdon, Lathrop, University, Walnut, Breese Terrace (east side)	W Club
	Post necessary streets for no parking on Saturday	Both sides of Wisconsin Ave from Dayton to Langdon, both sides of Breese Terrace, Lot 115 UW for no moped parking on walk course (UW Transportation	W Club City of Madison Parking Enforcement contact: Stefanie Niesen, sniesen@cityofmadison.com, 266-4623

Time	Action	Where	Who
		Services)	
5:00 P.M.	Set-up Best Buy East pick-up	Best Buy East	W Club
7:30 P.M.	Set-up Best Buy West pick-up	Best Buy West	W Club
Friday			
9:00 A.M.	Lakeshore Athletics equipment arrives	AO building	Ryan Richards
10:00 A.M.	Best Buy packet pick-up opens	Best Buy East and West	W Club
10:00 A.M.	<ul style="list-style-type: none"> Registration opens Packet pick up opens for pre-registered 	Kohl Center	W Club Daron Jones
12:00 P.M.	Race committee meets <ul style="list-style-type: none"> Review final preparations Identify special needs Distribute race credentials, magnetic car signs 6 laminated 8.5 X 11 signs for LAS Assign radios, 13 bull horns <ul style="list-style-type: none"> 10@ start, 3 @ finish Distribute Committee T-shirts Review stadium set-up 200 race day flyers for Sat. distrib. 	Media Center Gate D Field House Park in AO lot	Race committee & key UW staff
1:30 P.M	Distribute flyers on cars about race day traffic	Liz Waters dorm, Langdon Street	W Club
	Course swept by City & U.W. Grounds		MPD—Jen UWPD—Mark
	Pick-up race supplies, label bull horns		W Club & Barry
	Porta Johns placed on square, walk and run courses, Lot 18 (Joanne 271-1291)		Tim Gold
Before 4 PM	Bag meters as needed per MPD	MLK, square, 100 block Wisconsin Ave, east side of 200 block of Wisconsin Ave, 100 block E. & W. Washington, westbound lane of 10-700 Langdon, westbound lane of 1400 Monroe St. , 10 block of N Henry (southbound lane), both sides of 10 block of S Henry Post Lot 60 on Walnut Street	Kope City of Madison Parking Enforcement contact: Stefanie Niesen, sniesen@cityofmadison.com , 266-4623 UW Parking
8:00 P.M.	Best Buy East tear-down	Best Buy East	W Club
8:00 P.M.	Best Buy West tear-down	Best Buy West	W Club

2015 CRAZYLEGS RACE DAY TIMELINE

Vehicle Schedule

	Course set-up 1	Course set-up 2	Water Stop(s)			Sweat Truck	Wave Start
Vehicle	Lakeshore Athletic	Lakeshore Athletic	UW pick-up			Truck vendor 4 trucks	W Club pick-up
Equipment	Barricades Cones Detour signs Set-up directions (2)	Barricades Cones Detour signs Set-up directions (2)		Lot 76	Walk	40 laundry bins, depending on weather Markers Sweat sign Extra pins Extra bags Masking tape #1 A-M #2 N-Z #3 aa-mm #4 nn-zz	PVC signs Ropes Start bull horns (9)
			Tables	40	4		
			Chairs	2			
			Cups	20,000	5,000		
			Hose	5	yes		
			Garbage bags	20	10		
			T shirts				
			Pitchers	40			
			Rakes	4			
Driver	Lakeshore	Lakeshore	UW Athletic Dept.			Two Men	W Club
UW Ath. Dept.	Navigator	Navigator					
Volunteers							
Other						Gate 4 of Stadium and MLK at Doty Street (4 trucks)	

Lot 76 water stop 2501 University Bay Drive	Walk water stop Lathrop Dr. at Botany Garden
<ul style="list-style-type: none"> • 40 Tables • 20,000 cups • 40 pitchers • 2 Chairs • Trash bags • 5 Hoses from Lot 76 • Volunteer T shirts • 4 rakes 	<ul style="list-style-type: none"> • 5,000 cups • Trash bags • 4 tables • Hose • Volunteer T shirts

Time	Action	Where	Who
Saturday			
6:00 AM	Vehicles ready to depart for course set-up. Paid set-up staff (4-6) arrive to set-up start and finish	Lot 19	LAS W Club UW Athletics
6:30 AM	French barricades positioned along Farmers Market vehicles in parking lane	South Pinckney St from start at E Washington to King Street	LAS
7:00 AM	Race Committee meets and parks in Lot 16	UWPD office on Monroe, Lot 16	Race Committee
	Registration opens	Kohl Center	W Club
	T-shirts delivered to race committee for their volunteers	Lot 19	Volunteer Coordinator
	4 Radios arrive <ul style="list-style-type: none"> • Jim Bradley (Director), Squad • Stan Richter (Start) • Kope (Start) • John Williams (Finish) 	Lot 19	Paul Toussaint
7:30 AM	Sweat trucks arrive at stadium	Gate 4 of stadium	Sweat trucks arrive at stadium
	PA set-up on square	Square	Doreen
	MPD confirms barricades set-up on square Close Square to traffic, including MLK from Doty to square	Square	MPD
	Buses leave for square (Mary Steel 845-8516)	Kohl Center and Monroe Street	Tim Gold
	Race Day fliers placed on cars	Breese Terrace Langdon Street	MPD 2 Mark Schellpfeffer
	Finish area supplies delivered & set-up (fruit, soda, beer, water)	Stadium	Tags
8:00 AM	All four sweat trucks arrive at square	MLK at Doty Street	Joe Brehm
	Lot 76 water stop and Birge Hall materials delivered, hose from Lot 76 available for filling cups	Lot 76 Birge Hall by Botany Garden	UW Athletics
	Bucky Wagon reports	Kohl Center, Gate A Plaza	
8:30 AM	Pace car and Bucky Wagon leave Kohl Center for square	Kohl Center	Tom Grantham
	UW Band picked-up, band dropped at E. Wash and Webster St.	Humanities	Bus company Tim Gold
	Post-race band set-up at stadium	Stadium	W Club
	Recorded announcements begin on		

Time	Action	Where	Who
	square		
8:55 AM	Volunteer coordinator leaves stadium to deliver shirts	Stadium	Volunteer Coordinator MPD squad
9:00 AM	SOC opens	SOC	UW Athletics
	Radio for mile markers and water stop arrive at assigned locations	Mile markers and run water stop @ Lot 60	Paul Toussaint
	Registration closes	Kohl Center	W Club
	Band begins to play on square	Run start	Doreen UW Band
	First Aid radio operator arrives	Stadium	Paul Toussaint
	Ag women report to walk water stop	Botany Garden at Birge Hall	Volunteer Coordinator
	Bucky Wagon arrives at square	State St at N Carroll	
9:30 AM	Live PA announcements begin on square	Run start	Doreen
	20 minute to wheelchair start announcement	Emcee at start	Doreen
	French barricades set at King St and square	King St and square	Kope
	Last bus leaves for square	Kohl Center and Monroe Street	Bus company
	Registration database e-mailed to SOC and LAS on field	SOC, finish timing tent	W Club LAS, medical in SOC
9:45 AM	Reroute Gorham and Johnson Street traffic	Gorham and Johnson	MPD
	Stadium PA announcer begins announcements	Finish line	W Club
9:50 AM	Wheel chair (if any) start with police escort	Start line	MPD squad Mark Schellpfeffer
9:55 AM	Sweat truck #1 leaves for stadium	MLK at Doty	Joe Brehm Start sweat truck volunteers
10:00 AM	Start of first waves of run and walk	Run and Walk Starts	MPD lead pace car on run, UWPD motorcycle leads walk
	Block Monroe @ Randall, Randall @ Engineering Drive		MPD
10:00-10:25 AM	Race progress announcements in stadium	Finish PA	Duke Stadium announcer and radio operators
~10:05-11:00 AM	Sweat trucks begin to arrive at stadium. 10 bins per runner truck; 13 waves per truck	Gate 4	Joe Brehm Stadium sweat truck volunteers
~10:05-	Race numbers of top 5 women at each	Mile markers 1-4,	Radio volunteers at

Time	Action	Where	Who
10:30	mile radioed back to finish line radio	stadium finish area	mile markers, Becky Toussaint at stadium
10:10 AM	Sweat truck #2 leaves for stadium	MLK at Doty	Joe Brehm Start sweat truck volunteers
10:25 AM	Sweat truck #3 leaves for stadium	MLK at Doty	Joe Brehm Start sweat truck volunteers
~10:25	Top finishers arrive at stadium...top 3 men and women taken to pop-up tent near stage, given field passes, told when to be available for awards ceremony, mylar blankets, water, and food available, made available to press	Finish line	Brodie Birkel, Doreen
10:30 AM	6 UW and 6 MPD begin to report to field to move runners off field	Finish area	UW Police, MPD
10:40 AM	Sweat truck #4 leaves for stadium	MLK at Doty	10:55 AM
10:45 AM	Post-race band plays early set	Stadium stage	W Club
~11:00 AM	Last runner wave leaves starting line	Starting line	Kope
11:15 AM	Finish program starts with introductions and thanks	Stadium stage	W Club
	Officials Committee meets to finalize results for Top 3 M & W finishers, wheelchair winner, review list of top 5 women at mile markers to confirm full participation	LAS timing tent	Jim, Duke, Doreen Ryan and Andy from LAS as needed
11:30 AM	Starting/square area trash pick-up	MLK and square	UW Physical Plant
11:35 AM	UW Band introduced and plays	Stadium stage	W Club
11:45 AM	Finish program resumes...thanks to sponsors, Fun & Fitness teams, Top 3 M & W finishers, wheelchair winner	Stadium stage	W Club
12:00 PM	Post-race band plays	Stadium stage	W Club
12:30 PM	Run and walk courses close for street use, those continuing directed to sidewalks	Run and walk courses	Course marshals and MPD
12:45 PM	Beer service stops	Stadium concessions	W Club
1:00 PM	Show ends, stadium is cleared	Stadium	W Club UW Athletics

NEIGHBORHOOD NOTICE

Please note that the annual **Crazylegs Run/Walk** will take place on **Saturday, April 30th**!

Wisconsin Avenue and Langdon Street will closed between 9:45 AM to approximately 11:00 AM. Streets that will be affected by the closure include the following:

- Dayton Street (East and West)
- Johnson Street (East and West)
- Gorham Street (East and West)
- Gilman Street (East and West)
- North Carroll Street
- North Henry Street

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CRAZYLEGS CLASSIC
Saturday, April 25, 2015

PORTA POTTIES

LOCATION	NUMBER
Lot 18 – East of Kellner Hall	2
Willow Drive – across from Goodman Field	2
Lathrop and Charter	2
East Washington and Pinckney	2
King and Pinckney	10
Martin Luther King, Jr. Blvd.	40
Carroll at Anchor Bank	10
Hamilton and Main	10
West Washington at Home Savings Bank	10
Wisconsin down from Mifflin	20
	108

OUTDOOR SPECIAL EVENT EMERGENCY ACTION PLAN (EAP) TEMPLATE

I. GENERAL

The "Crazylegs Classic" will be held Saturday, April 30, 2016 at the Capital Square and end at Camp Randall Stadium.

II. PURPOSE

- A.** This emergency action plan predetermines actions to take before and during the "Crazylegs Classic" (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 Mike Cerniglia, Executive Director of the National W Club and Jim Bradley, Crazylegs Classic Race Director.

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 have on-site EMS (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)
3. We will have on-site Police or Security (ENTER CONTACT NAME & CELL PHONE NUMBER HERE)

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast web site at <http://forecast.weather.gov/MapClick.php?CityName=Madison&state=WI&site=MKX&textField1=43.0798&textField2=-89.3875&e=0>
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 (Mike Cerniglia, Executive Director of the National W Club and Jim Bradley, Crazylegs Classic Race Director) 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 (Mike Cerniglia, Executive Director of the National W Club and Jim Bradley, Crazylegs Classic Race Director) 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 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 our Crazylegs Classic Race Committee, Madison Police, UW Police, National W Club staff, UW Athletic Department Staff, Course Marshal Volunteers.
- 6. Parking for vendor and staff vehicles will be on their own.
- 7. Parking for attendee vehicles will be on their own.

V. Contact Information

Primary Contact	Mike Cerniglia	608 957-9953
Secondary Contact	Jim Bradley	608 225-2253
Emergency	Dane County 911 Center	911

Madison Fire Department

Non-Emergency

Fire Inspector (608) 266-4420
Division Chief (608) 266-4420

Madison Police Department

Non-Emergency

Field Lieutenant (608) 261-9694
Executive Captain (608) 261-9694

Revised 2/6/13



