

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Girls on the Run - Spring 5K

Event Organizer/Sponsor: Girls on the Run of South Central WI

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: 901 Deming Way Suite 102

City/State/Zip: Madison WI 53717

Primary Contact: Kris Simon Work Phone: 608-831-4687

Email: Kris.Simon@girlsontherun.org Phone During Event: 608-444-7923

Website: girlsontherunscwi.org FAX:

Secondary Contact: Tim Hyland Work Phone: 608-220-7715

Email: tim@nextlevel-sports.com Phone During Event: 608-220-7715

Annual Event? ☒ Yes ☐ No

Charitable Event? ☒ Yes ☐ No

If Yes, Name of charity to receive donations: Girls on the Run

Estimated Attendance: 1,500 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification? (not allowed after 11 p.m.): all within the Edgewood Campus ☒ Yes ☐ No

Hours: 8:00 am to 11:00 am

## 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 DATE(S)/SCHEDULE

Date(s) of Event: June 4, 2016 Event Start and End Times: 9:00 am - 10:15 am

Rain Date (if any): Set-Up Start Time: 5:00 am

Take-Down Start Time and End Times: 10:15 am

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

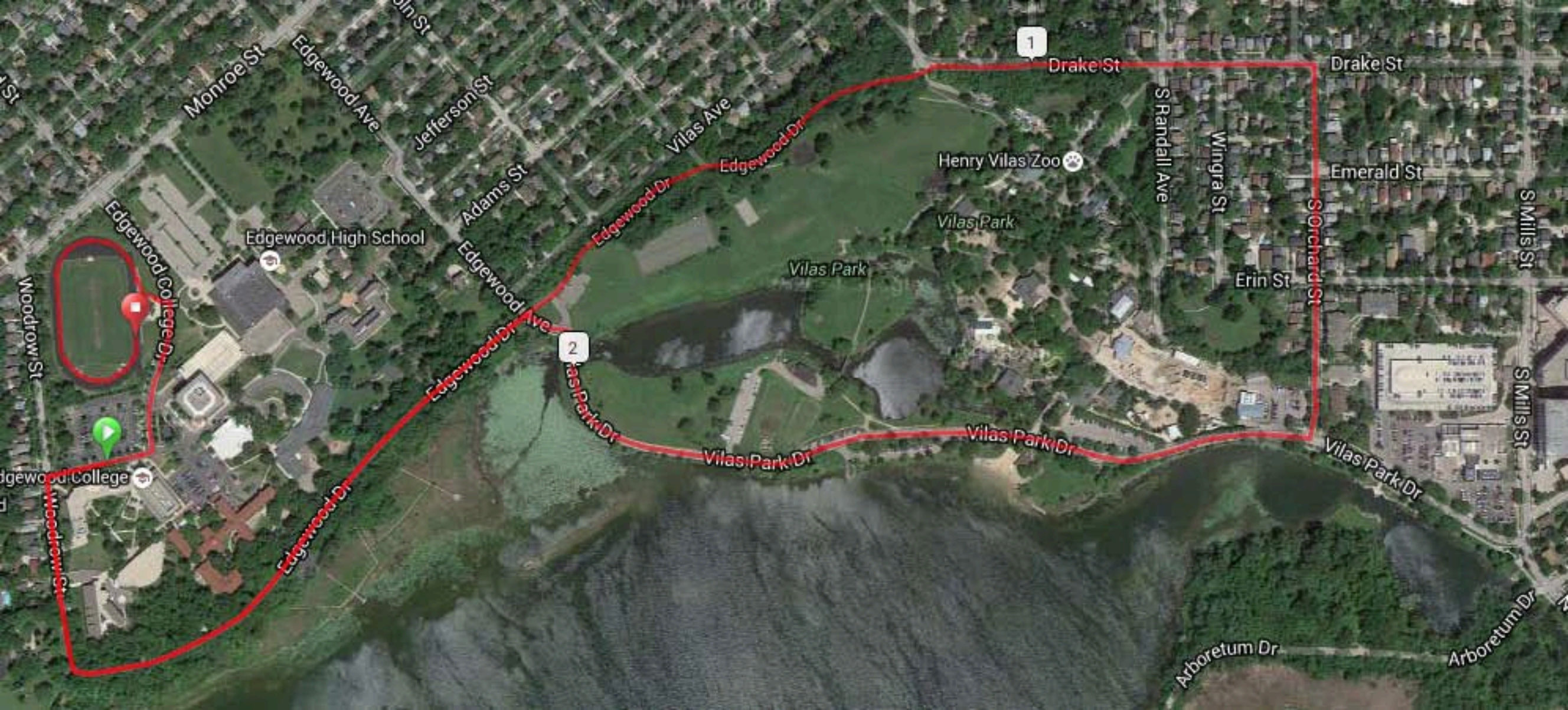
If class B license is denied, will the event(s) occur? ☐ Yes ☐ No

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: T. Simon Date: 2-22-16



## **2016 Girls on the Run of South Central WI - Spring 5K**

### Event Contacts:

Sara Pickard - Executive Director, Girls on the Run of South Central WI - 608-469-2424

Kris Simon - Event Coordinator, Girls on the Run of South Central WI - 608-444-7823

Tim Hyland - Course Director, Next Level Sports - 608-220-7715

### Event Description

Girls on the Run is a transformational physical activity-based positive youth development program for pre-adolescent girls. We teach life skills through dynamic interactive lessons and running games. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5k running event. The goal of the program is to unleash confidence through accomplishment while establishing a lifetime appreciation of health and fitness.

### Marketing Plan

Girls on the Run of South Central WI consists of two, 10 week programs run through the schools. As such, the marketing element also runs through the schools with the participants for the 5K coming from within the program as well as their family and friends.

### Event Schedule:

Saturday, June 4, 2016

5:00am - 7:00am	Set up registration and start/finish line on the Edgewood campus
7:00am	School gathering area open (football field)
8:30am	Announcements start; Marshal participants to start line
9:00am	Run/Walk begins on Edgewood campus - wave starts
10:15am	Last participant off course - course is clear

Site Map/Route: (Please see attached map and intersection diagrams)

The route begins with a start on the Edgewood campus near the Woodrow gate. Participants will be marshaled according to group (broken up in groups of participating schools). Participants will head out the Woodrow gate and head south towards Edgewood drive/path running adjacent Lake Wingra. They will be on the left portion of the path at this point. Participants continue on the path, crossing Vilas Park Dr. Exiting the path, participants will turn right/east onto Drake St. utilizing one lane width of the roadway. Next, the participants turn right/south onto S. Orchard St. and then right/west onto Vilas Park Dr. As they approach Edgewood Dr. they will turn left (stay-

ing to the left of the path to allow for participants that may still be starting) and return to Edgewood campus via the Woodrow gate.

#### Overview of Race Management Plan:

##### Safety and Security Plan:

- Participants will line up in the designated staging area (within Edgewood campus)
- Course Marshals will be stationed at key intersections directing runners/walkers
- Police will be utilized at key intersections holding vehicles to allow large groups of runners through at key intersections (Edgewood Dr./Vilas Park Dr., Edgewood Dr. path/ Drake St., Drake St./S. Randall Ave., Drake St./S. Orchard St., and S. Orchard St./Vilas Park Dr.)
- Lead and follow bike volunteers will escort the runners from Start to Finish along the path.
- One aid station/water station will be positioned along the route to the west of the Zoo parking lot, along Vilas Park Dr.
- Lost child area will be located at the finish line in the information booth.

##### Weather Plan:

- Event manager will monitor weather forecasts in the days leading up to the event.
- If severe weather is threatening prior to the event, the event managers will make a decision whether to postpone or cancel the 5K and notify participants.
- Should inclement weather occur at the start or during the event, event personnel will direct participants to take shelter in the parking garage and/or within Edgewood facilities or within Vilas Park shelters depending upon the location of the participants on the course.

##### Medical Plan:

- EMS support will be provided by Pulse Check Plus, LLC. and they will staff the medical tent.
- If emergency transport is necessary, Run/Walk personnel will initiate 911 and also contact the Medical Tent with information regarding the situation.

##### Communication and Notification:

- All key personnel will have a Event Contact Card with the names, area of responsibility and cell phone numbers in order to initiate and maintain key communications.

##### Clean Up and Recycling Plan:

- The majority of consumables will be disposed of/recycled at the Edgewood campus (primary venue).
- The Aid Station crew will be responsible for cleaning up and trash, etc. around their station.
- A crew of 4 - 5 will be responsible for checking the route for any visible trash.

#### Components:

- As a general rule, the 5K Run/Walk will use the far right lane for the event
- Fixed Course Marshals – stationed at intersections to control pedestrian/bicycle traffic while race participants pass
- Bicycle Course Marshals – lead and shelter the runners in advance and to the side of the route, traveling with the participants to create the safe envelope
- Lead Marshals – either on bike or cart to advance the pack and create the first layer of clearing the course
- Follow Marshals – primarily bicycle

#### Notification Requirements:

We will post signs along the bike path two weeks in advance and contact the alders in the area to make them aware that the event is once again occurring.

#### Certificate of Insurance:

A certificate of insurance naming the City of Madison and its Parks Division as an additional insured will be submitted a minimum of 45 days prior to the event.

#### Accessibility:

The Girls on the Run 5K is open to all ages, ability levels and accessible to person who are disabled.

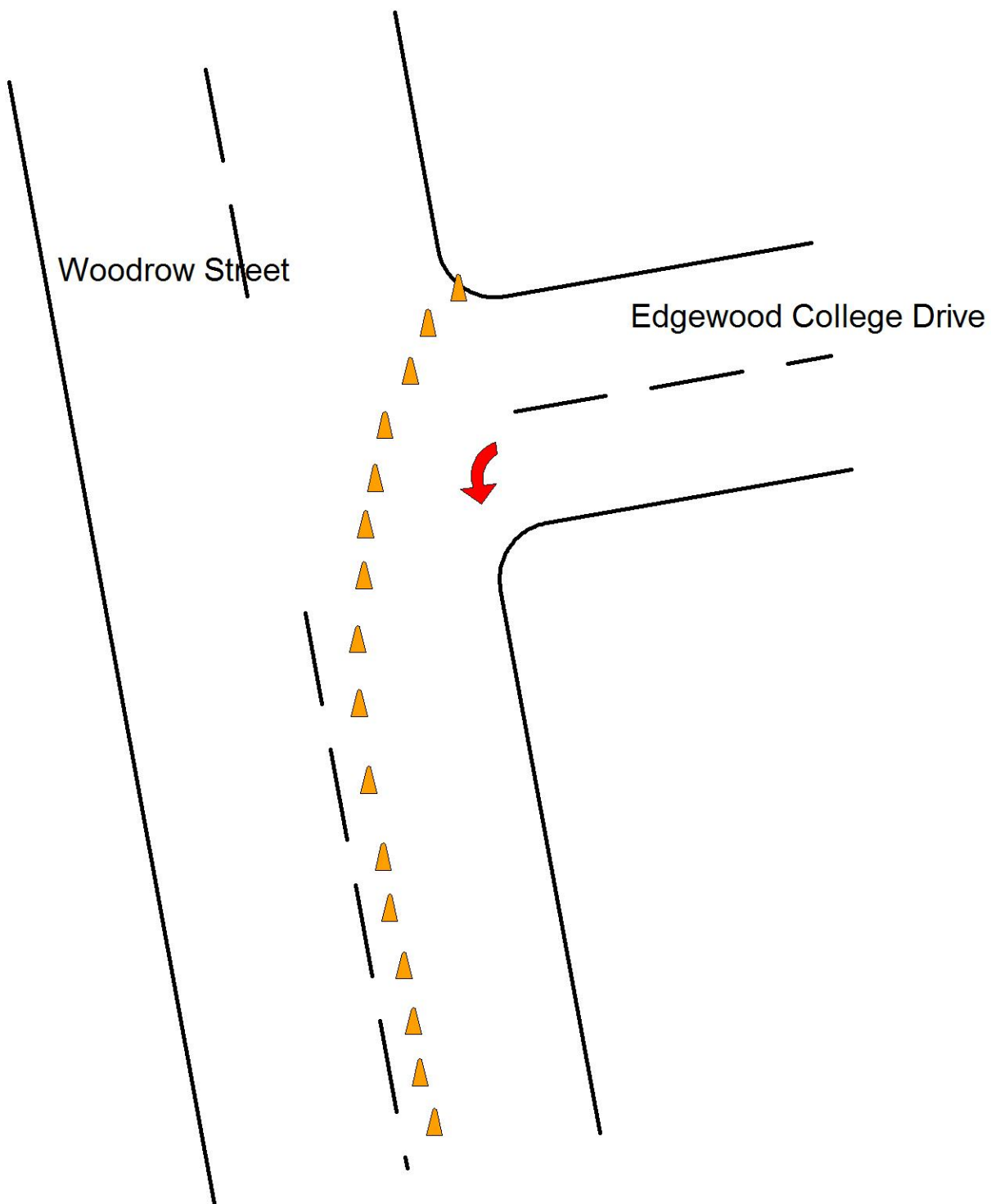
Case Number: Girls on the Run - Spring	Date: 6/4/2016
Location: Start & Finish at Edgewood HS	
<p>Narrative:</p> <p>Edgewood High School serves as the location for all pre and post race activities. The 5K will begin at 9:00am on June 4, 2016 and will have 4 or 5 wave groups separated by several minutes. These diagrams list blue person icons representing police conducting traffic control. Pink people icons represent volunteer marshals keeping the participants on the course and within the protected lane.</p>	

Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Campus to Woodrow St

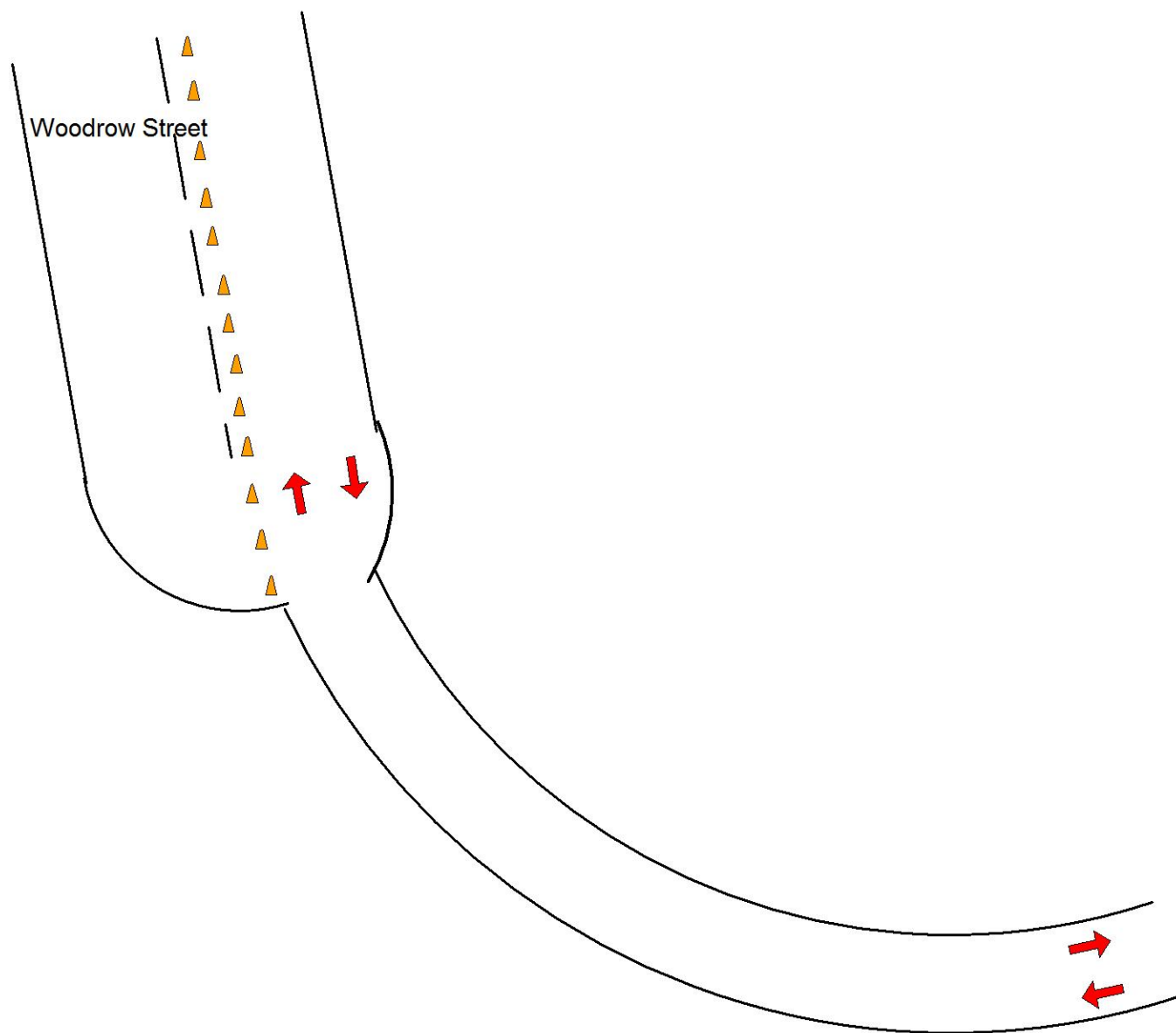


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Woodrow to Path

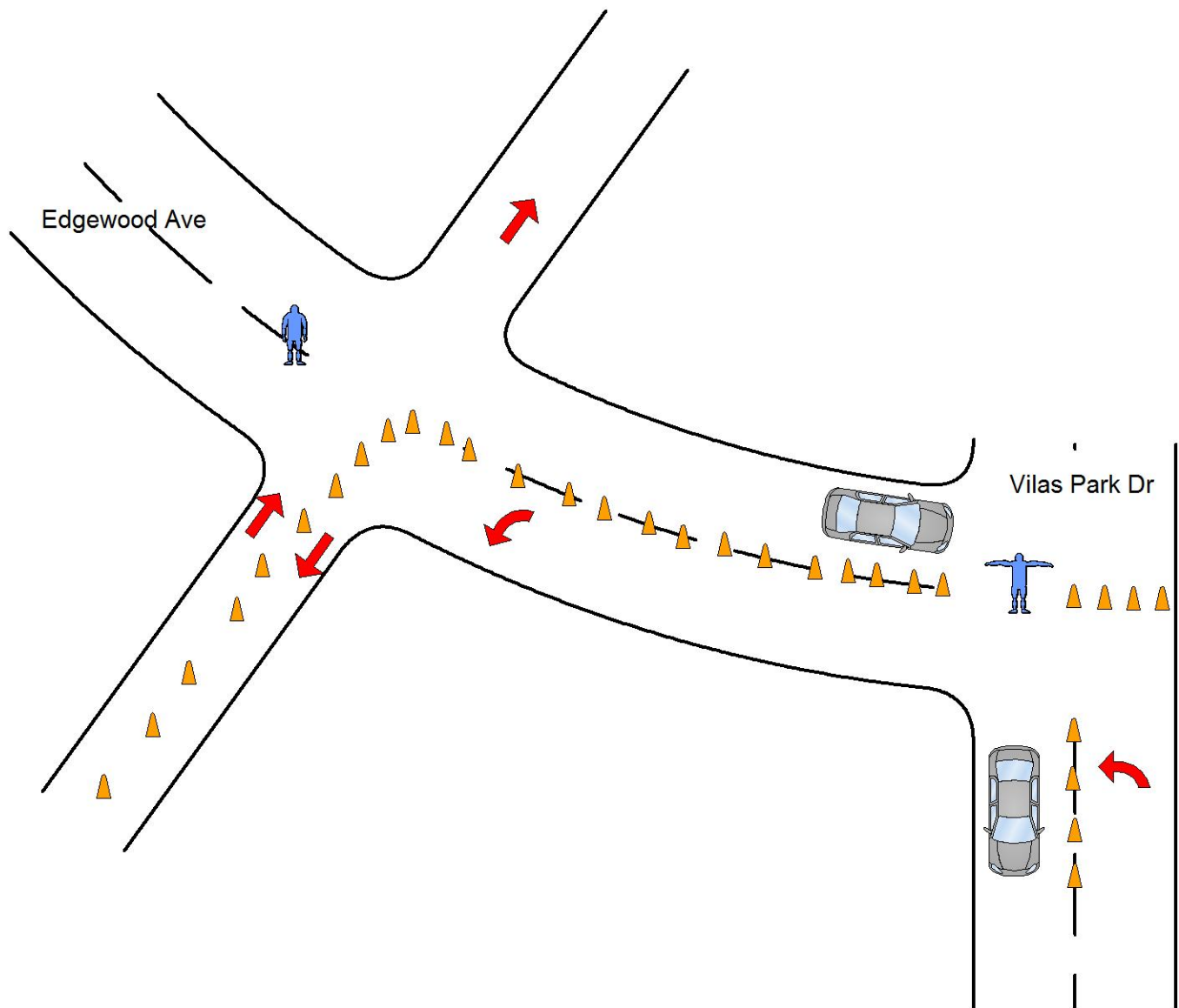


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Crossing Edgewood Ave

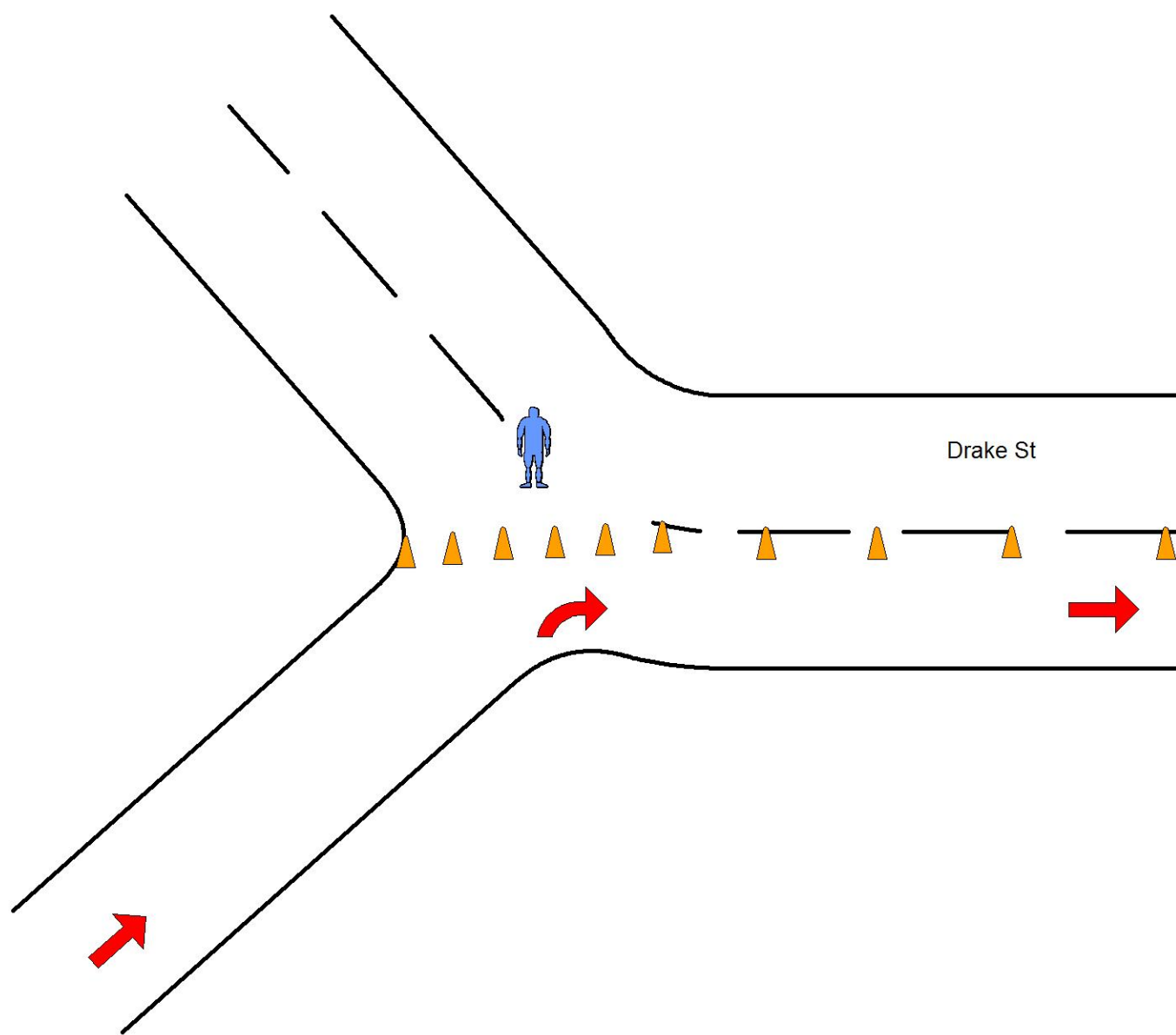


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Path to Drake St.

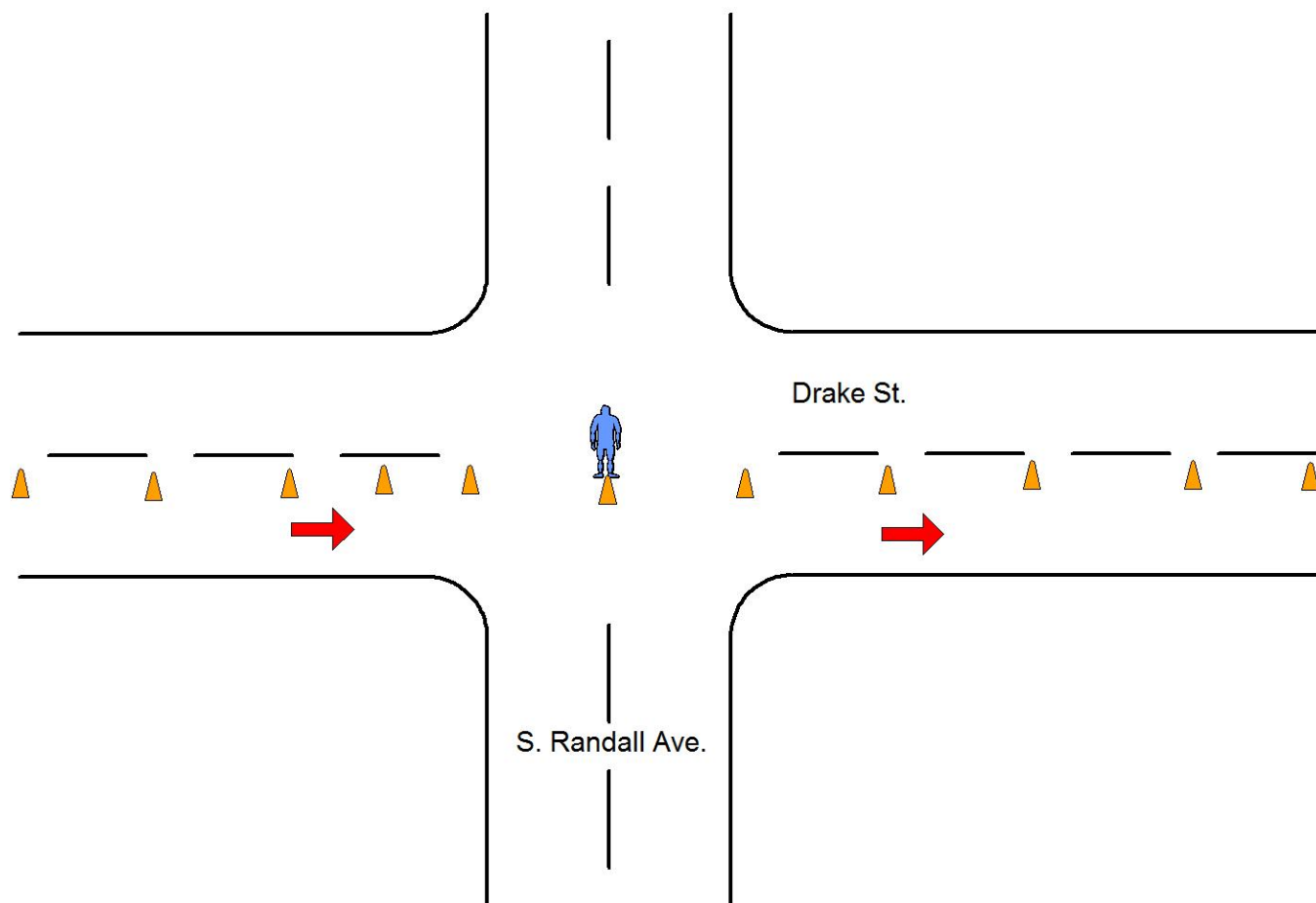


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Drake Crossing Randall

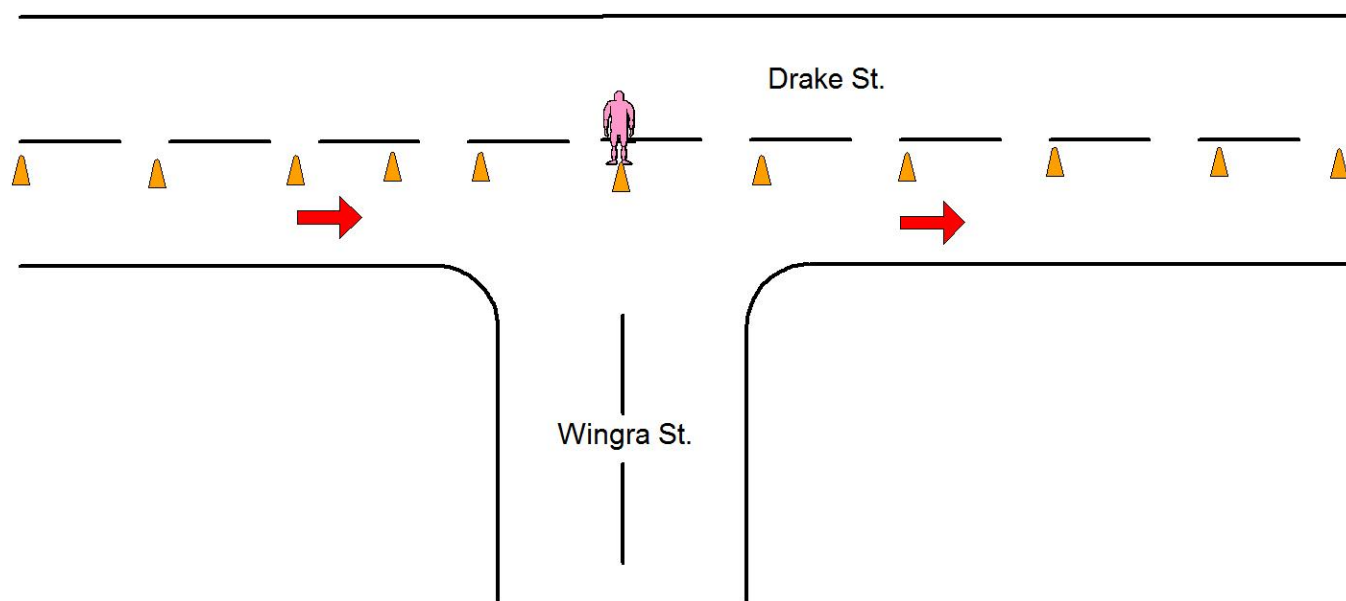


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Drake Crossing Wingra

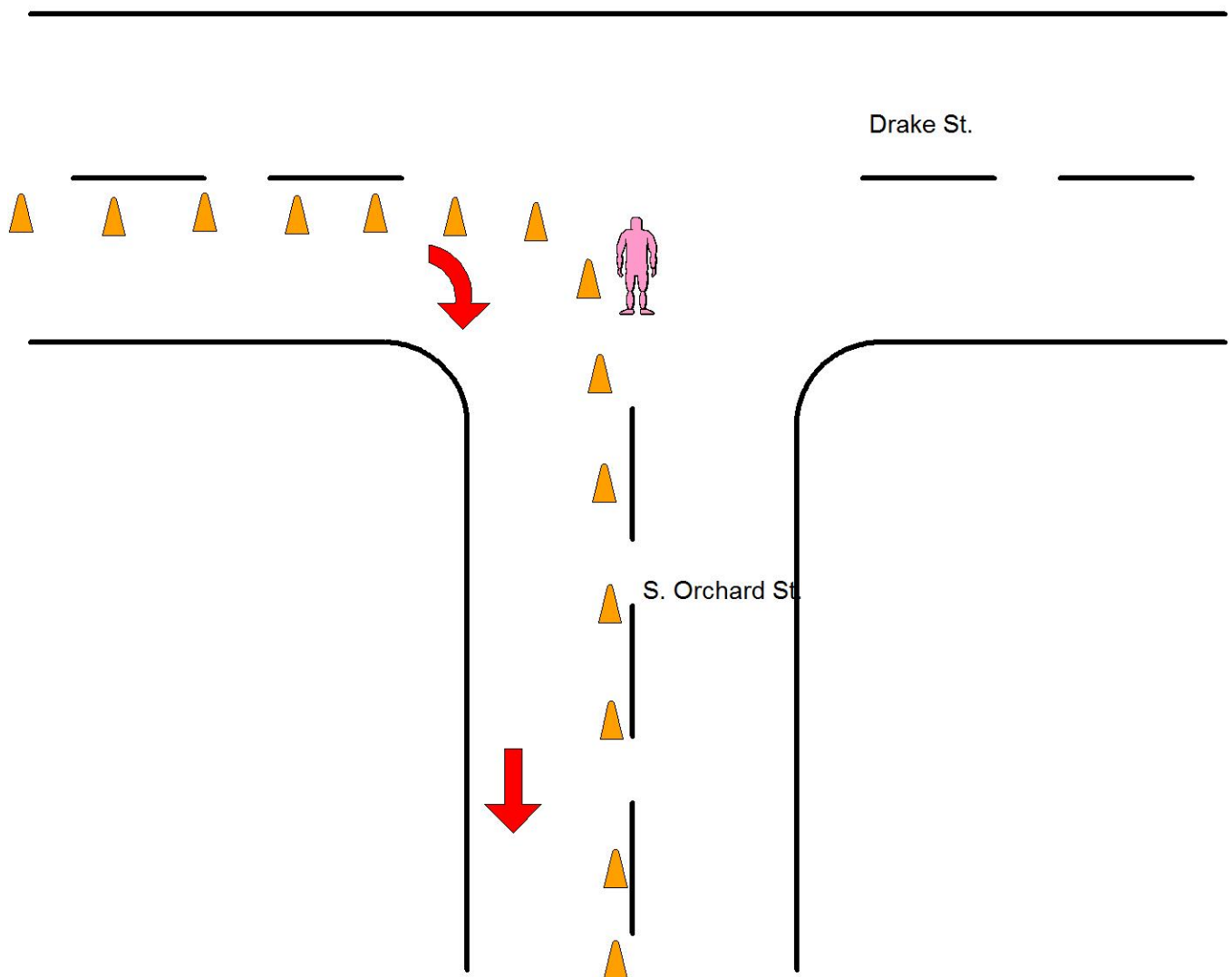


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Drake onto S. Orchard St.

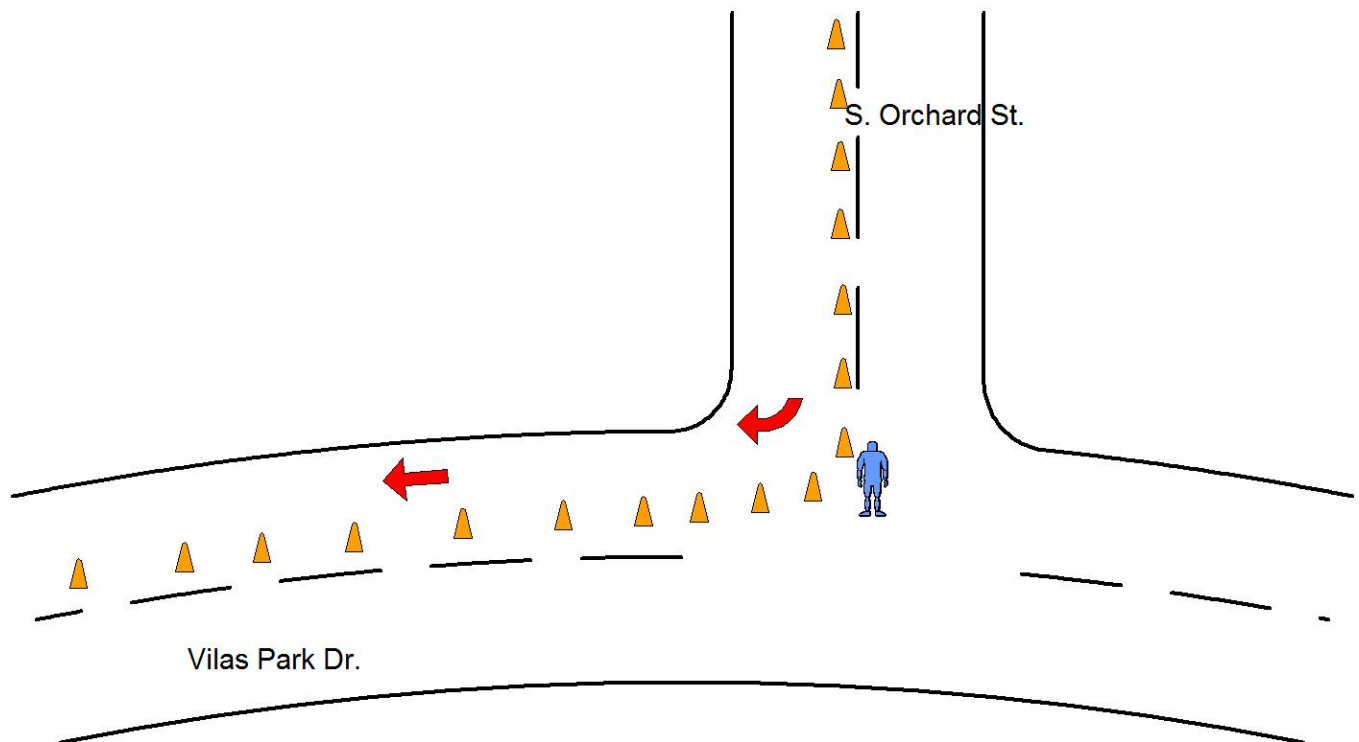


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
S. Orchard onto Vilas Park Dr.

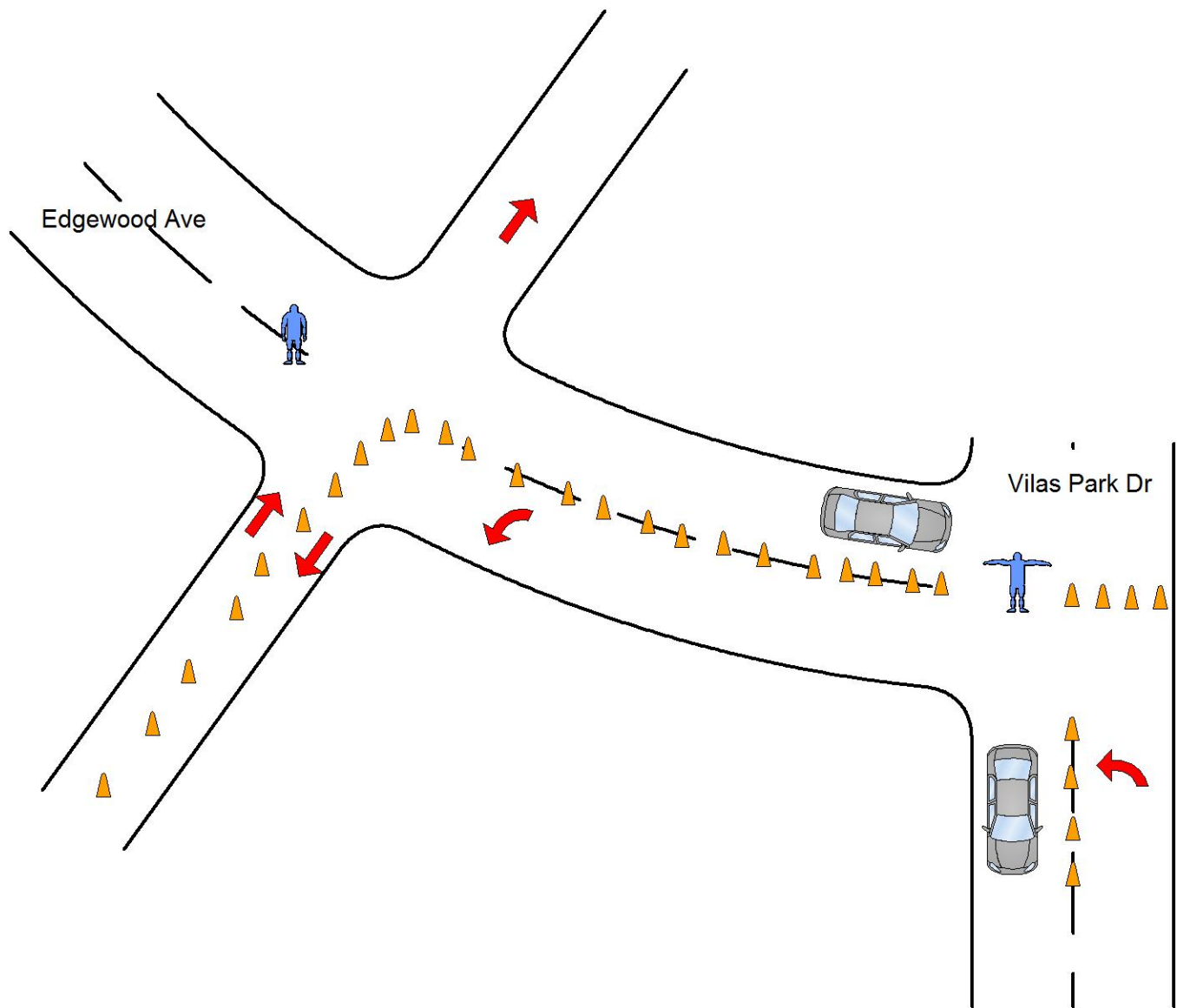


Case Number: Girls on the Run - Spring

Date: 6/4/2016

Location: Start & Finish at Edgewood HS

Description:  
Vilas Park Dr onto Path



# STREET USE PERMIT APPLICATION CHECKLIST

## REQUIRED STREET EVENT DOCUMENTS

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

- |   |              |
|---|--------------|
| <input checked="" type="checkbox"/> Street Event Schedule                   | (Step 3)     |
| <input checked="" type="checkbox"/> Street Event Site Map                   | (Step 4)     |
| <input checked="" type="checkbox"/> Emergency Action Plan                   | (Step 5)     |
| <input checked="" type="checkbox"/> Street Event Cleanup and Recycling Plan | (Step 6)     |
| <input checked="" type="checkbox"/> Street Use Permit Application           | (Final Step) |
| <input type="checkbox"/> Application Fee                                    | (Final Step) |

Date(s) the alder, businesses and residents will be notified of the event:

*Edgewood officials are aware and supportive, alder will be notified prior to street use meeting*

## ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED

- |   |           |
|---|-----------|
| <input checked="" type="checkbox"/> Route Map                     | (Step 4)  |
| <input type="checkbox"/> Certificate of Insurance                 | (Step 8)  |
| <input type="checkbox"/> Street Event Marketing Information       | (Step 10) |
| <input type="checkbox"/> Amplification Permit Application         | (Step 11) |
| <input type="checkbox"/> Street Event Vending License Application | (Step 12) |
| <input type="checkbox"/> Beer/Wine Sales Permit Application       | (Step 13) |

## ADDITIONAL CITY OF MADISON PERMITS

Event Organizers are responsible for obtaining all permits that the City of Madison requires for community events. 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. An application is available online: [www.publichealthmdc.com/environmental/food/tempfood.cfm](http://www.publichealthmdc.com/environmental/food/tempfood.cfm) or pick up an application at the City Clerk's Office, at 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601.

Date Temporary Restaurant Permit Application Submitted: \_\_\_\_\_

- ☐ **Temporary Class "B" Retailers License** - Required if your event will be selling beer/wine. An application is available online: [www.cityofmadison.com/clerk/licensingliquor.cfm](http://www.cityofmadison.com/clerk/licensingliquor.cfm) or pick up an application at the City Clerk's Office, 210 Martin Luther King, Jr. Blvd., Rm. 103, (608) 266-4601. Any Temporary Class "B" Retailers License application that is in conjunction with a Street Use Permit, must be submitted at least 60 days before the event date and be approved by the Alcohol License Review Committee and the Common Council. See Madison General Ordinance Sec. 38.05(9)(e)2.

Date Temporary Class "B" Retailers Permit Application Submitted: \_\_\_\_\_

- ☐ **Fireworks Permit** - An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Fireworks Permit Application Submitted: \_\_\_\_\_

- ☐ **Tents and Canopies Permit** - Required for tents in excess of 400 sq. ft. An application is available online: [www.cityofmadison.com/fire/code/dolNeedAPermit.cfm](http://www.cityofmadison.com/fire/code/dolNeedAPermit.cfm), (608) 266-4457.

Date Tents and Canopies Permit Application Submitted: \_\_\_\_\_