

STREET USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: La Follette High School Homecoming
Event Organizer/Sponsor: La Follette Booster Club, Inc.
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: 702 Pflaum Rd.
City/State/Zip: Madison, WI 53716
Primary Contact: Greg Murray Work Phone: 608-252-7182
Email: madisonmurrays@hotmail.com Phone During Event: 608-215-6944
Website: _____ FAX: _____
Secondary Contact: Rebecca Murray Work Phone: _____
Email: _____ Phone During Event: 608-512-7206
Annual Event? ☒ Yes ☐ No
Charitable Event? ☐ Yes ☒ 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 ☒ 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: Pflaum Rd. From Sennett Middle School Parking Lot to La Follette High School Parking Lot. Roughly the 400, 600 and part of the 700 block of Pflaum Road.

EVENT DATE(S)/SCHEDULE

Date(s) of Event: October 11, 2019 (Friday) Event Start and End Times: 3:45-5:30
Rain Date (if any): None Set-Up Start Time: 3:45
Take-Down Start Time and End Times: 4:30-5:15 (Street Closure)
We will barricade Pflaum as soon as the last bus leaves
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

Greg Murray 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 _____ Date September 29, 2019 _____

Homecoming Parade Route



La Follette High School

HOMECOMING PARADE

October 11, 2019

Likely Parade Participants (8-15 total Units)

- Marching Band
- Sports teams (walking)
- Poms & Cheer (walking)
- 2-3 floats with pick-up trucks pulling them
- Club Participants (walking)

Parade Marshalls

30-35 adult/parent parade marshals at staging area and along the parade route with yellow vests to manage parade and spectators.

La Follette High Homecoming Parade Schedule 2019

October 7

- **Post Flyer Notifications to neighbors.**
- **Note that there are 17 houses on the portion of Pflaum where the parade route will be located.**
- **We will place flyers in the doors of each house.**
- **There is already “no parking” along Pflaum so we do not anticipate posting no parking signs**

October 10 or 11

8:30am

Pick up 6 barricades and 3 “Road Closed” signs

Location: 1120 Sayles Street. (266-4767)

October 11

3:45-4:30

Parade Staging

Students and parents will set up for the parade at this time. We will set up and stage the parade in the Sennett Middle School parking lot. 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.

As part of the parade planning all parade entrants will be given a number and location for the lineup.

All participants will meet their club/team/organization in the staging area. After a group lines up in their assigned slot, adults will remain with the groups in the staging area.

4:20-4:30

Post Barricades and “Road Closed” signs

Intend to place barricades and signs at:

Pflaum and Alder,

Groveland Terrace and Pflaum,

Pflaum adjacent to the High School Driveway entrance (Can also place these

just west of the Kvmanne Lane and Pflaum if the City would prefer but assume the City does not want the cemetery driveways blocked unless necessary).

Close Pflaum Road between:

Alder and High School Driveway (aprox 702 Pflaum Rd)

Pflaum Closure is approximately 2 blocks

4:30pm

Parade

The parade will begin at the intersection of Pflaum and Alder, coming out of the Sennett parking lot. It will proceed East on Pflaum and turn north into the La Follette High school parking lot. The parade viewing area will be on both sides of Pflaum Rd and the grounds surrounding the Sennett parking lot. If participants are riding in vehicles or on floats they will exit the vehicle or float after arriving and stopping in the La Follett Parking lot.

5:15 pm

Street opens

National Honors Society and/or Key Club students will walk the parade route and pick up trash. Barricades and parking signs will be removed along parade route.

7:00 pm

Homecoming Game

La Follette Lancer vs East Purgolders at Lussier Stadium

Madison La Follette Homecoming Parade

-Parade Rules & Regulations-

1. All parade units must be pre-registered with Booster Club.
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 & insurance. There will be no students driving.
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. People 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 or Mardi Gras themed beaded necklaces 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. The marching band will play music at a reasonable level. No amplified or other music is planned.
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. Parade 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.

La Follette High School Homecoming Parade EMERGENCY ACTION PLAN (EAP)

I. GENERAL

The “La Follette Homecoming Parade” will be held Friday October 11 and its route will be on Pflaum from Alder to the High School parking lot entrance. The parade will start at 4:30 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 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: GREG MURRAY. SECONDARY CONTACT: REBECCA MURRAY

B. Emergency Notification & Communication Plan

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. Coordination of security will be between the Madison Police Department and Booster Club contacts.

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 Booster Club organizers will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative are Greg and Rebecca Murray 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 will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. The designated shelter area for the event will be the La Follette High School Field House. The Booster club has coordinated with La Follett High Schools who has agreed to provide the Field House in the event of severe or dangerous 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 not be allowed to occur until 30 minutes have passed since thunder was last heard. We will observe this rule for the half hour prior to the event, and unless the event can begin by 4:50, the event will be cancelled.

D. 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.

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 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 at the parade route. (Details to be confirmed with MPD as necessary)

G. Vehicles

1. Prior to the start of the parade, all vehicles will be inspected. 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, La Follette Booster club 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 & Marshalls

1. Traffic barricades manned by Booster Club parade marshals will be used in the major sections of Pflaum Rd to keep people on the sidewalks and out of the streets. Traffic barricades will be set-up to block traffic beginning at 4:20-4:30. These barricades will remain until the end of the parade.

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: Booster Club parade marshalls.

M. Clean-up and Recycling Plan

1. Participants are responsible for disposing of their floats properly. 4-5 trash containers will be located on each side of the Pflaum parade route (For a total of 8-10) for spectators to use.
2. National Honors Society or Key Club students will walk the parade route and pick up trash. Barricades and parking signs will be removed along parade route.

V. CONTACT INFORMATION

Primary Contact: Greg Murray	215-6944
Secondary Contact: Rebecca Murray	512-7206
ERO: Madison Police Officer Johnson	206-3172 / 209-2442
Dane County 911 Center Emergency	911
Non-Emergency Madison Police Department (608) 261-9694	
Non-Emergency Madison Fire Department (608) 266-4420	