

STREET USE (SPECIAL EVENT) PERMIT APPLICATION

Applicant

Nora C Bird
Made To Move Womens Race Series
Po Box 131
Mcfarland, WI 53558
Email: Nora@fellowflowers.Com
Phone: (608) 228-4126

Contact During Event

Nora C Bird
Team Bird Training
312 Coyle Pkwy
Cottage Grove, WI 53527
Email Nora@fellowflowers.Com
Phone: (608) 228-4126

Event Information

Name of Event: Made to Move Womens Race Series

Event Type: One Day

Estimated Attendance: 500

Is this a new event:

Event Additional Information

Run/Walk: ☒

Music/Concert: ☐

Festival: ☐

Rally: ☒

Parade: ☐

Posting no parking signs or bagging meters? ☐

Other: ☐

If other, please describe:

Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable: ☐

Location Information

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

Arboretum Loop

Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
06/12/2021	6:00 am	06/12/2021	8:30 am	06/12/2021	12:00pm	06/12/2021	2:00 pm	

Temporary (Picnic/Beer) Licenses

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

No

Will beer/wine be served (Free of charge)?:

No

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: *

☐

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

☐

If the Temporary (Picnic/Beer) License is denied will the event occur?:

No

Street Use Event Vending License

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

☐

Will food and/or merchandise be sold?(\$):

No

Estimate number of vendors:

Public Amplification Permit

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

Start Date	Start Time	End Date	End Time	Rain Date
06/12/2021	8:00 am	06/12/2021	12:00 pm	

SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

☒

Equipment Rental - Downtown events only.

Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

Marketing

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

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

Acknowledgement

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

Indemnification

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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.

I have read the Acknowledgement: ☒

Signature

Signature: nora bird

Date: 03/19/2021

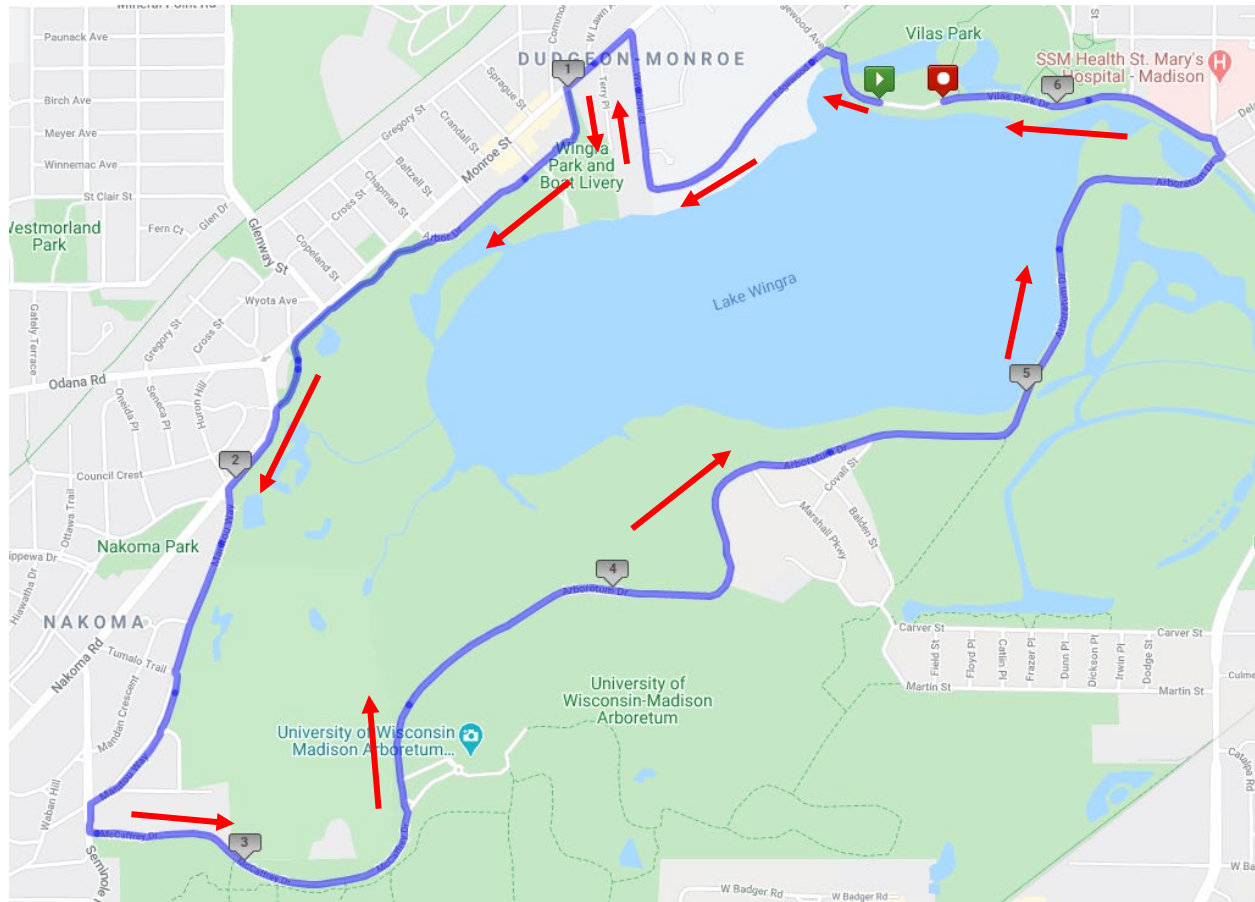
- Exit path onto Villas Park Dr at Orchard
- Continue west on Villas Park Dr to Finish (Villas Park Closed at Orchard)

Site Plan



Made to Move Women's 10K

10K Course



10K COURSE TURN BY TURNS: Villars Park Dr Closed

- Start West of Vilas Park pavilion parking lot entrance
- Run West Along Vilas Park Drive (whole road)
- Left onto Edgewood Drive (cone turn)
- Follow right on path and continue straight on Woodrow
- Left onto Monroe St (cone to left side parking lane 28" Heavy)
- Left to enter Wingra Park on path – near Commonwealth intersection (cone turn)
- Straight on Arbor Dr (cone to left side)
- Left onto Monroe Path (cone turn)
- Turn left continuing along path on Nakoma Rd
- Left onto Manitou Way (cone to left side)
- Left onto Seminole Hwy (cone bike lane to left)
- Left into Arboretum (cone left side of road running against traffic)
- Continue through Arboretum (keep Left on access road before building parking lot)
- Continue straight on Arboretum Rd (stay left sight coning)
- Left turn out of arboretum onto N Wingra (Keep on path)
- Left onto Villars Park Dr (Keep on Path)

Emergency Action Plan And Protocol

Made to Move Women's Run 5K/10K

6/12/2021

Vilas Park, 702 S Randall Ave, Madison, WI 53715

EMS Command Post

The Event Command Post will be located at Vilas Park near the start/finish line. The post will contain representatives of the event and EMS Staff (City of Madison EMS or contracted third Party). The event will communicate via radio with repeater network with cell phones as back up. Medical emergencies will use the 911 system. Madison EMS/FIRE/POLICE will be notified of event.

Event Command - all people in direct radio communications

Nora Bird– Event Director:

#

Name – Title:

608.577.9338

Rickey Chernik– Race Day Events:

608.931.8375

TBD-Announcer

Communication to spectators will be made via loudspeaker announcements located at the Start and Finish Line on Vilas Park Dr.

Hospital Transports: The primary hospital for transports UW Hospital (600 Highland Ave, Madison, WI 53792). Other hospitals include St Mary's Hospital (700 South Park Street Madison, WI 53715) and Meriter Hospital (202 S. Park Street, Madison, WI 53715). These hospitals will be used by choice of patient/guardian and/or in the case of less severe injuries. Monona Fire/EMS is the primary 'on site' transporter for the event; however, all on course

transports will be dispatched through the 911 system and dedicated to the local service provider for all respective territories of the course area.

Medical Area: There will not be a designated medical area established due to distance and nature of the event.

What Event Day Emergencies Can Occur?

Issues that can be faced on the day of an event are:

- **Severe or Extreme Weather Conditions – extreme low/high temperatures, high-speed winds, heavy snow, dense snow conditions (snowfall/blowing)**
- **Emergency course changes (in case of on-course fires, vehicular accidents, overnight storms or flooding)**
- **Accident along the course involving vehicles and/or runner(s)**
- **Runner death**
- **Lost Child(ren)**

Due to any other unforeseen emergencies that could occur on race day, we will communicate directly with emergency personnel and their respective agencies to develop the appropriate response(s) (or rely on them to enact their own public safety response plan).

Starting Line Announcements:

For weather: "Attention runners, our weather forecasters have informed us that dangerous weather is in our area. Because the safety and wellbeing of our runners, spectators, volunteers and safety workers along the course are foremost in our minds, we are delaying the start of the race for **X** minutes. Please seek shelter immediately." **(Update conditions at the end of the delay period and announce an additional delay, cancellation, or scheduled start)**

For emergency course changes: "Attention runners. The Madison Police Department has informed us that because of (flooding, water main break, tree down, fire, wires down, etc.) there will be a slight course change at mile ____ of the run. Please be aware that extra safety personnel and markers will be on hand to direct you along the detour. Your safety and wellbeing are our main concern, so please be aware of the changes."

For any other delay: "Attention runners. Because of _____, the start of the run will be delayed _____ minutes. We plan to start the race at XX:XX P.M. (as soon as the situation is corrected). We will keep you updated on the start time, but please, stay near the starting line."

Emergency During Event:

Weather Related:

The Race Officials will continuously monitor weather reports including active radar starting 2 hours prior to the race start and continuously throughout the day. Weather updates will be broadcast on the primary race operations radio channel at a minimum of every 30 minutes prior to the race start. After race start, weather updates will be broadcast whenever any weather condition of concern is detected. The Event Director will make the final decision regarding the start of the event 20 minutes prior to published start time. If conditions prohibit the start of the race on schedule, appropriate delays will occur until safe to do so. If conditions do not allow the race to start on time, the race will be modified or cancelled. If the potential exists for hazardous weather the Race Director will inform all race staff and the race announcer. Announcements will be made periodically and on a schedule to keep spectators and participants informed.

If dangerous weather conditions occur during the race or temperatures become too dangerous, the Event Directors will make any decisions regarding

the status of the event. Runners will be notified on course by event personnel or police as deemed necessary.

If inclement weather occurs after the race has started, event personnel, athletes and volunteers are on their own to seek shelter. Weather issues will be communicated using the communication plan outlined below.

Communication Plan for Broadcasting Weather Issues:

They will be monitoring weather radar and reports via internet weather websites.

Should inclement weather be forecasted/threatening the race, based on information received, threat of weather, location of weather, and direction of travel for weather, a decision regarding the race will be made. The Race Director will make all decisions regarding the race needing to be stopped, shortened, or changed. Communication with Madison Police and other parties will be made through the Dane County Communication Network. Decisions regarding the race will be communicated to race staff, aid stations, and volunteers on course via the race radios. All communications will use cell phones as back-ups and land-line phones (where available) in the event that cell phone service is unavailable.

Weather information will be relayed to the Media by the Event Director; and will be the only spokesperson for any media questions.

Lost Child Plan:

Any child that is separated from their parents, near the race site, will be brought to the finish line announcer stand. The announcer will request that the parent(s)/guardian (by name) will come to the Finish Line Announcer Stand. It will also be announced over race radio. Staff member MUST stay with child until reunited with parent(s)/guardian. If parents approach regarding

their child missing, an all call will go out over radio with description of child. This will also be communicated through event command so Police are aware of the situation. Likewise as Police are approached regarding missing child, it should be communicated to race command so it can be broadcast to Event Staff.

Medical Emergencies on Course or at Finish Line:

In the event of any medical emergency throughout the course area, staff will enact the '911 system' . In an attempt to manage the progress and safety of all event participants, Race Day Events will supply all staff and each aid station on course with a two-way radio. Cell phones will be used as a backup method of communication. Additionally, there will be 3 vehicles as well as 2 bicycles on course leading and monitoring runners throughout the event. Race Day Events will also have a traffic vehicle with hazard lights sweeping the course following the final participants and assist in maintaining safety and as an additional awareness to motorists whom may be traveling near the course area.

*****THE ENTIRE EVENT SITE/COURSE WILL MAINTAIN A MINIMUM OF A 20' TRAFFIC LANE FOR EMERGENCY PERSONNEL ACCESS THROUGHOUT THE EVENT*****

If there is serious injury along the course, CALL 911 IMMEDIATELY!

Time is of the essence. Only call 911 for serious injury, not sprains or scrapes. Event personnel will be available to provide rides back to start/finish line.

Injuries: If someone is seriously injured during the race, the Event Director or event spokesperson should contact the emergency contact person and or family as soon as possible. Staff should use an incident report form to collect information about the situation immediately.

Medical personnel: If someone is injured and needs to be transported to the medical area or hospital, course volunteers should attempt to obtain the name and/or race number of the participant/patient. This is the best and most expedient way to identify the person and contact her/his family. Pass that information along to the Event Director, who will pass it along to event staff. It is important to keep track of runners who do not finish the race, in case family members are looking for them at the finish line.

Emergency Route Changes: Police in that particular jurisdiction will make all final decisions regarding any route changes after consultation with Event Director. The Event Director will communicate this information to the EMC.

2021 MADE TO MOVE COVID OPERATIONS PLAN

A Note From The Race Director

We are actively working with Public Health Madison and Dane County and the necessary municipalities to receive approval for permits for an in-person race on June 12, 2021. We will work with permitting agencies to ensure full compliance with capacity limits as well as current health guidelines from the county.

At this time, we are confident that as Dane County public health conditions improve as it relates to COVID-19, it will continually reaffirm our ability to produce and execute a safe event for every participant. As our team anticipates and plans for future Dane County health orders to ease restrictions, we also recognize the difficult decisions faced by the Health Department and permitting agencies to provide approvals and weigh risk. We believe our race, our team and also our participants are prepared to mitigate and proactively work to minimize risk and successfully and safely host this in-person event.

We expect to have necessary approvals in place by May 15th and will communicate as soon as possible with participants as we receive any news.

We thank you for your consideration of this event,

Mel Charbonneau
Race Director

The Safety Plan

This safety plan below is designed to cover the Made To Move Women's Race events. The events are scheduled for Saturday, June, 12, 2021. While we recognize the impact the novel coronavirus has had on our communities, we are also optimistic that safety and health conditions will continue to improve in the coming months. As already indicated by the easing of Public Health Madison and Dane County, we believe the ability to safely gather in mid-June will be highly likely. As such, we are developing a safety plan that has an abundance of communication for our participants, as well as masking and social distancing efforts at the core of the plan to ensure safety and reassurance to all participants, volunteers and municipalities involved.

Also, there will be no race day packet pick-up option, thus reducing reasons for participants to gather, stand in line, etc. If a participant chooses, they can have a completely touchless race experience.

Our race registration opened this past March 3 as a virtual race, and any participant choosing to transfer to this in-person event must still elect to receive their race packet prior to race day. Our race communications are clear that all registrants must plan to have their packets mailed ahead of time or picked up locally at our shop prior to race day.

Packet Pick-Up

As stated, there will be no race day packet pick-up. All registrants have either selected packets to be shipped to them or picked up locally before race day.

Those who have selected local pick-up will have multiple opportunities to do so between June 1 and June 11 at 608 Threads, a local business with ample space and parking.

Capacity

Our capacity for the following events is as follows:

10K race: 500

If our permitting agencies require a lower race day capacity than 500, Made To Move will fully comply and adjust our event as such. Our team is confident a capacity of 500 (or less if

required) will allow for adequate social distancing at the Start Lines, Aid Stations, and Finish Lines.

Route Maps:

The route for our 10K event allows for adequate social distancing, provide minimal or no overlap, and allow for start lines to have ample space for staging. This is a full loop course so women will not be experiencing much overlap and will be encouraged to pass fellow runners at a safe distance.

10K Mile Route: NORA OR RICKEY PROVIDE MAPMYRUN LINK HERE

Start Times:

Start times have traditionally helped with spacing throughout the course for safety and have been as follows:

<u>Start Name:</u>	<u>Location:</u>	<u>Time:</u>	<u>Notes:</u>
10K Start Time:	Vilas Shelter	8:30 - 9:30 AM	Rolling Start

*rolling start - corrals of up to 50 people (or gathering size allowed via updated Dane County health order guidelines) that are distanced/spaced out.

Masking:

- All participants will be required to follow current Dane County guidelines for mask wearing. We understand that mask requirements may change between the time of this plan's submittal and our race day, June 12. If restrictions are eased, we will communicate and post signage and follow those guidelines accordingly. Currently, our plan will communicate wearing masks/face covering in all non-competition times, including:
 - Pre and post-race
 - Start Lines
 - Immediate finish line (Masks will be provided at finish line if needed)

- All staff and volunteers are required to wear masks/face covering at all times where appropriate social distancing is not possible.
- All spectators are required to have masks/face covering where appropriate social distancing is not possible.

Spectators:

- In general, spectating will be discouraged
- If you are spectating, maintain 6' social distancing to the best of one's ability.
- Face masks- all signage and expectations of spectators will follow and reinforce current Dane County health guidelines
- Must conduct daily symptom self assessment;
- No spectators at start or finish lines.

Screening:

- Each participant will receive via email a COVID screening health assessment 10 days prior to race day and be asked to review, monitor and self-assess their current health leading up to and on race morning. <https://www.cdc.gov/screening/paper-version.pdf>
- All participants will be asked to self-assess and take temperature on race day. Fever of 100.4 or higher, the participant shall not participate.
- All spectators are requested to self-assess prior to attending the event.

Compliance Manager:

Jen Patterson (419-303-4759)

Communications:

- All safety guidelines and procedures will be outlined in detail for participants, staff/volunteers, and spectators. They will receive this information via email multiple times leading up to race day.
- Signage will be posted on race day communicating safety guidelines
- Safety guidelines will be posted on the race website in advance of race day

- Safety guideline reminders will be published on social media pages in advance of race day
- Announcements will be made over PA System at the event to remind participants of the protocols and safety measures.

Sanitation:

- Hand sanitizers will be provided in all portapotties.
- Race day can be completely touchless if participants prefer.
- Touch points have been reduced to minimize interaction between participants and volunteers/staff
- All surfaces will be disinfected and cleaned often.
- Portable restrooms will be spaced 6' apart.
- Signage will be posted to remind participants to wash hands.

Start Line Procedures and Social Distancing:

10K Start Procedure:

- The start line for the 10K route is located at the Vilas Shelter
- Runners will start at 8:30am.
- Runners will be lined up in corrals of 50 people each and will be socially distanced 10' apart marked by 18" cones.
- Runners will be required to follow current Dane County health guidelines with regard to mask wearing in corrals; This will be communicated in advance of and on race morning. Masks will be provided if needed.
- Runners will be released one wave at a time to maintain social distancing.

Water and Aid Stations:

- 10oz bottled water will be available at the finish line.
- Participants will supply their own on-course hydration and nutrition.
- No Gatorade or endurance drinks will be available.
- No nutrition will be provided on course

- No gels will be provided on course
- Tables spaced 25' apart
- Water is self-serve and bottles will be closed upon arrival.

Support Vehicles (SAG Wagons):

- Have bottled water and facemasks in vehicle
- Windows down at all times
- Hand sanitizer and disinfectant wipes in vehicle
- Staff will follow current Dane County health guidelines with regard to mask wearing

Participant Transportation:

- The start and finish line are in the same area, so there is no need for shuttle buses or race-provided transportation services.
- We will advise participants to take proper health precautions for their transportation.

Finish Line/Post-Race:

- Finish line chute will be fenced to keep runners moving to the exit
- Runners will be encouraged to leave the finish area after they've finished the race or station themselves at a safe distance from the finish line to allow for social distancing.
- Results will be sent to mobile devices.
- No awards ceremonies.
- Finish line water will be in 10oz. closed bottles that are self-serve.
- No finish line nutrition will be available at the finish line.
- No beer will be available at the finish line.
- No live entertainment will be available at the finish line.