



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, June 1, 2022

10:00 AM

VIRTUAL

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 1, 2022. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.
Members Present: Kelly Post, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Sean Hedgpeth, Matthew Scamardo, Mark Kiesow, Lt. Scott Kleinfeldt, John Fahrney, Ed Ruckreigel
Members Excused: Eric Veum
Additional City Staff Present: Mary Lloyd

1. [71753](#) PUBLIC COMMENT

No one has registered to speak regarding items not on the agenda.

APPROVAL OF MINUTES

Motion made by Lloyd, seconded by Blake-Horst to approve the 5.4.22 SUSC minutes. Motion passes unanimously.
The 5.18.22 SUSC meeting minutes were not ready to be approved at this meeting.

DISCLOSURES AND RECUSALS

Blake-Horst and Post disclosed they've been meeting with the Parks Alive city team to discuss the permitting needs for these events.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [71747](#) PARKS ALIVE - BRENTWOOD/WARNER PARK
Wednesdays: 6/29, 7/11, 7/27, 8/10/2022
No Parking Request: Trailway from Brentwood Prkwy to Monterey
Neighborhood event series with Mobile Madison, food carts, other activities
City of Madison Neighborhood Resource Team - Brentwood/Northport / Tariq Saqqaf

Blake-Horst made a motion, Ruckreigel seconded the motion to approve the permit with the conditions as discussed during the meeting.
X 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.

BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Syed Abbas - district12@cityofmadison.com & Charles Myadze - district18@cityofmadison.com

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

3. [71748](#)

PARKS ALIVE - PENN PARK

Thursdays: 6/30, 7/14, 7/28, 8/11/2022

No Parking Request: Fisher St from Dane to Buick

Neighborhood event series with Mobile Madison, food carts, other activities

City of Madison Neighborhood Resource Team - South / Tariq Saqqaf

Blake-Horst made a motion, Ruckreigel seconded the motion to approve the permit with the conditions as discussed during the meeting.

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BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for

this event is: Sheri Carter - district14@cityofmadison.com

X No street closure, request for parking/sidewalk space only.

DURING EVENT

X Maintain access to Metro stops.

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

4. [71750](#)

THE GREAT MADWEST HARVEST FESTIVAL

Sat., Oct 1, 12pm -8pm & Sun., Oct. 2, 2022 / 12pm-3:30pm

No Street Closure: Confluence at Library Mall

March/Parade (Sunday, 10/2/22) @ 3:30pm 700 State Street to Capitol Grounds

Discuss setup, schedule, parade

Daniel Conners / Great Midwest Marijuana Harvest Festival

Blake-Horst made a motion, Ruckreigel seconded the motion to approve the permit with the conditions as discussed during the meeting.

There are 2 registered speakers for this item. Daniel Conners has registered in support, does not wish to speak but is available to answer questions. Ruth Reifus has registered in support, does not wish to speak but is available to answer questions.

The title of the event was discussed and it was a typo in the application. The title is The Great Midwest Harvest Festival.

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BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com & Juliana R. Bennett -

district8@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.

X Organizer will have a plan, approved by Madison Police and posted on sponsor website/event promotion, to address illegal activity occurring at the event and notify the participants. The Street Use Permit does not exempt events/organizers from any federal, state or local laws. If illegal activity occurs at the event, it is grounds to deny a street use permit for the event in the future.

DURING EVENT

X Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Street Use Staff Commission approves sales of non-homemade/hand crafted merchandise within event perimeter.

X City vendor licenses are invalidated for this event.

X Parade route: Parade must obey traffic signals along the route when crossing W. Gorham, W. Johnson, W. Dayton, and W. Mifflin.

X Noise must be kept to a reasonable level at all times.

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

5. [71751](#)

WISCONSIN SCIENCE FESTIVAL SCIENCE ON THE SQUARE

Fri. Oct. 14, 2022 / 2pm - 11pm (event time 5pm-9pm)

Street Closure: 100 State St & 100 W Mifflin

Sidewalk Use: The Grove, The Forum, Rotary Plaza, 200-600 State Street

Science festival activities

Discuss location, setup, activities, schedule

Wisconsin Alumni Research Foundation / Sam Mulrooney

Blake-Horst made a motion, Ruckreigel seconded the motion to approve the permit with the conditions as discussed during the meeting.

There were 3 registered speakers for this event. Sam Mulrooney has registered in support, does not wish to speak but is available to answer questions. Tiffany Kenney has registered in support, does not wish to speak but is available to answer questions. Michelle Morrison has registered in support, does not wish to speak.

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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.

BEFORE EVENT

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

X Food Distribution: Organizer will notify and follow all Health Department requirements and recommendations concerning food at your event.

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Traffic Engineering will deliver/pick-up barricades. There are charges for this service.

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

DURING EVENT

X Barricade placement as per plan on file with Traffic Engineering (TE).

X Metro rerouted to outer loop. Standard rerouting fee applies.

X Event cannot displace licensed city vendors.

X Noise must be kept to a reasonable level at all times.

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

6. [71752](#)

UW HOMECOMING PARADE

Fri., October 21, 2022 / 4pm - 8:30pm / parade, 6pm - 7:30pm

Street Closure (Set Up/Staging): between Langdon & Lake and Langdon & Wisconsin

Parade Route: Wisconsin & Gilman, west to Gilman & State, west to State & Lake, north to Lake & Langdon

Discuss location, route, schedule, and set up

UW Madison / Heidi Lang

Blake-Horst made a motion, Ruckreigel seconded the motion to approve the permit with the conditions as discussed during the meeting.

There were 3 registered speakers for this event. Susan Dibbel has registered in support, does not wish to speak but is available to answer questions. Heidi Lang has registered in support, does not wish to speak but is available to answer questions. Amy Guthier has registered in support, does not wish to speak but is available to answer questions.

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BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Notification: Organizer must notify area alder(s), businesses and residents prior to the event. Provide with event information, including: day-of-contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Patrick W. Heck – district2@cityofmadison.com, Michael E. Verveer – district4@cityofmadison.com, Juliana R. Bennett – district8@cityofmadison.com

X This is a District event. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

X The Dane County EOD will be utilized for the event. The organizer is responsible for all charges associated with this service.

X Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Contact Edgewater Hotel and Graduate Hotel about the parade. Provide them with event information, including: location, date, schedule, activities, etc. Provide them with day-of contact information.

X Distribute a flyer to all residents and businesses on the route. Provide event information, including location, date, schedule, and activities.

X Madison Parking Enforcement will post meter bags and "No Parking" signs. There are charges for these services.

X Traffic Engineering will deliver/pick-up barricades.

DURING EVENT

X The barricades will be placed volunteers

X Barricade placement as per plan on file with Traffic Engineering (TE).

X Traffic management plan as approved by TE and MPD-on file.

X Provide/maintain resident access until 5:45pm. Lake & Langdon.

X Maintain access to the Edgewater Hotel.

X 4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

X Noise must be kept to a reasonable level at all times.

X No objects may be thrown from floats of vehicles in the parade.

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets,

sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

CONSENT AGENDA

Blake-Horst made a motion, Ruckreigel seconded the motion to approve the permit with the conditions as discussed during the meeting.

7. [71740](#)

SOLSTICE CELEBRATION

Fri. 6/19/22, 12pm-10pm

Closure: Lakeland Ave. - in Olbrich Park

Celebration of the Summer Solstice

Discuss location, schedule, set up

FSC and SASY Neighborhood Assoc. / Betty Chewning

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BEFORE EVENT

X Certificate of insurance listing the City of Madison as additional insured is required.

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Brian Benford – district6@cityofmadison.com

Grant Foster- district15@cityofmadison.com

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

DURING EVENT

X Barricade placement as per plan on file with Traffic Engineering (TE).

X Traffic management plan as approved by TE and MPD.

X Event volunteers/staffing required at Lakeland Ct. barricades to close street when no more parking is available and monitor entry/exit to Lakeland Ct. before, during and after the event.

X Event volunteers/staffing required at Atwood Ave. crossing from Olbrich Gardens to insure pedestrian safety and minimize traffic disruption.

X Maintain access to Metro stops.

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets,

sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

8. [71741](#)

PARKS ALIVE - ALDO LEOPOLD PARK

Tuesdays: 6/21, 7/5, 7/19, 8/2/2022

No Parking Request: Traceway Dr. between Pike Dr. and Luann Ln. (northside only)

Neighborhood event series with Mobile Madison, food carts, other activities
City of Madison Neighborhood Resource Team - Leopold / Tariq Saqqaf

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BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Sheri Carter - district14@cityofmadison.com

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

X No Street Closure: request for parking only.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

9. [71742](#)

PARKS ALIVE - MEADOWOOD PARK

Wednesdays: 6/22, 7/20, 8/3, 8/17/2022

No Parking Request: Leland Dr. from Thrush Ln to Balsum Rd (westside only)

Neighborhood event series with Mobile Madison, food carts, other activities

City of Madison Neighborhood Resource Team - Balsam/Russet / Tariq Saqqaf

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BEFORE EVENT

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X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Yannette Figueroa Cole - district10@cityofmadison.com

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

X No Street Closure: request for parking only.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

10. [71743](#)

PARKS ALIVE -OWL CREEK PARK

Thursdays: 6/23, 7/7, 8/4/2022

No Parking Request: Snowy Owl Dr. from Horned Owl Dr to Great Grey Dr. (westside only)

Neighborhood event series with Mobile Madison, food carts, other activities
City of Madison Neighborhood Resource Team - Owl Creek / Tariq Saqqaf

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BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on

gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Jael Currie - district16@cityofmadison.com

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.
X No Street Closure: request for parking only.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.
X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.
X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

11. [71745](#)

PARKS ALIVE - ALLIED PARK

Mondays: 6/27, 7/11, 7/25, 8/8/2022

No Parking Request: Gene Park Place (eastside of street)

Neighborhood event series with Mobile Madison, food carts, other activities

City of Madison Neighborhood Resource Team - Allied / Tariq Saqqaf

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BEFORE EVENT

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X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Yannette Figueroa Cole - district10@cityofmadison.com

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.
X No Street Closure: request for parking only.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.
X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets,

sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

12. [71746](#)

PARKS ALIVE - WORTHINGTON PARK

Tuesdays: 6/28, 7/12, 7/26, 8/9/2022

No Parking Request: Rosemary Ave between Worthington Ave and Webb Neighborhood event series with Mobile Madison, food carts, other activities
City of Madison Neighborhood Resource Team - Darbo/Worthington / Tariq Saqqaf

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X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Grant Foster - district15@cityofmadison.com

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

X No Street Closure: request for parking only.

DURING EVENT

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

14. **ADJOURNMENT**