

# Oak Ridge Recreation and Parks Department

## Road Race Packet

### Packet Includes:

- 5 page Application – Due to the Recreation & Parks Department
- Information Pages – Keep these pages to assist you in race planning
- Road Race Checklist
- 5 Approved 5K Race Course Maps for Saturday or Sunday mornings 7am-9am

### Packet Covers:

- 5K Races on one of 5 road courses certified by the Oak Ridge Track Club on either Saturday or Sunday mornings.
- Walks/Fun Runs

### Special Request Event Requirements (Night events/Altered Maps):

- Evening events will require additional ORPD support, volunteers, and approval by the City Manager. Costs may be double the expected morning costs.
- If your event is not on one of our approved courses, your draft map(s) will be due with the application and will require additional time and discussion before approval.

### Important Phone Numbers:

Recreation and Parks	865-425-3450
Recreation and Parks Fax	865-425-3418
O.R. Police Department	865-425-3503
Public Works Department	865-425-1875
O.R. Fire Department	865-425-3521

# Oak Ridge Recreation and Parks Department Road Race Application

This application should be submitted to the Recreation and Parks Department by the race director/race coordinator no later than 90 days prior to the proposed race. The person submitting the application must be at least 21 years of age and will be on site during the event.

The completed application may be faxed to the Oak Ridge Recreation and Parks Department (865-425-3418) or mailed to: Oak Ridge Recreation and Parks Department, P.O. Box 1, Oak Ridge, TN 37831-0001. Questions may be directed to the Oak Ridge Recreation and Parks Department contact listed below.

Name of Event: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Name of Sponsor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Sponsor Representative:**

Race Director/Race Coordinator Contact: \_\_\_\_\_

Phone # W: \_\_\_\_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Recreation and Parks Department Representative:**

Contact Person: Matt Reedy  
Phone #: 865-425-3450  
E-mail address: mreedy@oakridgetn.gov

**Please select one of the Certified 5K Courses listed below:**

- Melton Lake Park Course – road security: 15 volunteers, 2 ORPD  
Staging Area/Parking Contact: Jeanne Morales, 425-3450
- Emory Valley Course – road security: 30 volunteers, 5 ORPD  
Staging Area/Parking Contact: Pam Redmon, Roane State, 425-2930 x.4802
- Jackson Square Course – road security: 30 volunteers, 5 ORPD  
Staging Area/Parking Contact: Barbara Ferrell, 483-0961
- Civic Center Course – road security: 30 volunteers, 5 ORPD  
Staging Area/Parking Contact: Jeanne Morales, 425-3450
- Grove Center Course – road security: 25 volunteers, 4 ORPD  
Staging Area/Parking Contact: Tracy Crossno, Grove Ctr Merchants, 455-2445

**General Information:**

**Liability Insurance**

Event Liability Insurance is required for any event being held on property owned or leased by the City of Oak Ridge. **The City of Oak Ridge must be listed as an “Additional Insured Party” on the policy (minimum amount \$1,000,000). A Certificate of Insurance must be presented to the Recreation and Parks Department at least fourteen (14) days prior to the event.**

**Hold Harmless Agreement**

The City must be included on all waivers/notices of potential injury signed by the participant. Use of non-City property at Grove Center, Jackson square and Roane State may also require inclusion on the waiver and “Additional Insured Party” status. When minors are participating, the releases must be signed by a parent or guardian. Waivers should include the following language:

*The applicant covenants to save, defend, hold harmless and indemnify the City, and all of its officers, departments, agencies, agents and employees (Collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant’s event as herein described.*

**SITE INFORMATION**

If you plan to use City property for parking or staging area, please submit a site map designating a staging area for your race and give a brief description of your setup.

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Your site map should include all of the following activity areas that apply:

- \*Activity areas/tents/kiosks/structures
- Food/cooking/hand washing facilities
- Area where alcohol will be served
- Music/bandstand area/speakers/sound booth
- Restrooms/portable toilets(1 per 250 people)
- Parking areas/shuttle bus stops
- Sign plan showing location and size of all publicity, directional and day-of-event signs
- First Aid Station
- \*If tents are included in the staging areas or along the course, they should be free-standing using detachable weights. No stakes are allowed.
- Will your race have food vendors or other trash generators at your staging area? \_\_\_\_\_ If so, how will the trash generated by the event be handled? Trash Removal Plan-Trash Boxes + 1 liner are available at the Recreation and Parks Dept. for \$3.50 each.
- Special Event Vendor Business License must be provided to City of Oak Ridge Business Office. Contact the City of Oak Ridge Business office of additional information.
- Banner Plan ---Permit required for some sites, notify the Recreation and Parks Dept. at the time of the Reservation. Contact the Community Development Department for permit information.

Side streets along the race course will require race marshals at each intersection. Other traffic control measures such as cones/barrels will also be needed to control access to the course. These can be rented from the City at a rate of \$1 per cone/\$5 per barrel. If you want the City to provide cones/barrels, please provide the number of each. Fill out and turn in "Application Page 5" if you will need cones and/or barrels.

Payment for ORPD staffing/barrels/cones must be made at the front desk at the Civic Center at least two weeks prior to the race. Call 865-425-3450 for info.

The barrels/cones can be picked up at the Central Services Complex, 100 Woodbury Lane, after lunch on Friday before the race and returned by noon on Monday after the race.

If any part of a public street or thoroughfare will be closed, written permission from the Oak Ridge Police Department/City Manager is required. Please list proposed closures and the estimated duration of the closure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disclaimer:**

Reservation is not valid until it is signed by person whose name appears on contract and must be signed within 48 hours of making reservation. Failure do so will result in reservation being cancelled.

By signing this form:

- 1) You/your organization agree to pay all fees and charges for use of said facilities 2 weeks (14 days) prior to event. Payments are to be made at Oak Ridge Civic Center front desk.
- 2) Person making reservation must be at least 21 years of age and be on the premises during entire event and will be held responsible for event.
- 3) You/your organization agree to read and sign attached Liability/Release Form
- 4) You/your organization agrees to obtain all required permits for event.
- 5) You/your organization will be responsible for removing all trash in areas reserved and to return site to pre event condition.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**RACE APPLICATION APPROVAL – STAFF USE ONLY**

\_\_\_\_\_  
Recreation and Parks Department  
Director

\_\_\_\_\_  
Date

**Date**

**Notes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEMPORARY**

**PARADE PERMIT**

The affixing of posters and signs to street lights and public utility poles, advertising by loud speakers or other offensive noise, and sounding of horns, bells or sirens, similar to emergency vehicles, is prohibited by City Ordinances 3-1, 3-2 and 17-4. Copies of these ordinances are attached and considered a part of the permit regulations.

It is the responsibility of the person(s) to whom this permit is issued to ensure compliance with all applicable laws and safety regulations.

This permit must be in the possession of the person(s) to whom it is issued during any phase of the parade and will be exhibited to the police upon request.

<b>DATE OF REQUEST:</b>	
<b>PERMISSION REQUESTED BY:</b>	
<b>PARADE UNDER SUPERVISION OF:</b>	
<b>ADDRESS:</b>	
<b>PHONE:</b>	
<b>FORMING LOCATION:</b>	
<b>DATE OF PARADE:</b>	<b>TIME OF PARADE:</b>
<b>PARADE ROUTE:</b>	

<b>THIS PERMIT IS ISSUED TO:</b>	
<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE:</b>	

cc: City Manager  
Police Chief  
Patrol Captain  
Fire Chief  
File

Alan R. Massengill, Deputy Chief of Police  
Oak Ridge Police Department

CITY OF OAK RIDGE  
DEPARTMENT OF PUBLIC WORKS

REQUEST FOR TEMPORARY USE OF TRAFFIC CONTROL EQUIPMENT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

(Organization or Group)

LOCATION WHERE EQUIPMENT WILL BE USED: \_\_\_\_\_

I hereby request to borrow the following equipment for temporary use from the City of Oak Ridge Department of Public Works:

\_\_\_\_\_ Ea. - Traffic Cones

\_\_\_\_\_ Ea. - Other: \_\_\_\_\_

\_\_\_\_\_ Ea. - Other: \_\_\_\_\_

I agree to return the equipment on \_\_\_\_\_.

I understand that I am responsible for returning all equipment and agree to be charged the City's replacement costs for any and all equipment not returned.

Signature of Borrower: \_\_\_\_\_

Signature of City Employee: \_\_\_\_\_

RETURN INSPECTION

All equipment was returned: YES NO

The following equipment was not returned:

\_\_\_\_\_

\_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Signature of City Employee: \_\_\_\_\_

## Race Guidelines

East Tennessee has many wonderful places for running, cycling and other road race events, so it's not surprising that these type competitions are popular here with race events taking place all across the state from spring to fall. However, as the popularity and frequency of races increase so do the possibilities for traffic disruptions and serious injury to participants and the general public. For this reason, the City of Oak Ridge has developed guidelines to permit safe racing on the city's streets and highways.

While well-planned competitive events are encouraged, it is imperative that race promoters understand the processes and cooperate with the City of Oak Ridge to ensure the safety of all involved. The process begins with the submission of a completed race application and ends with a safe and successful event. Applications are available from the Recreation and Parks Department and may be downloaded from the web site at [www.orrecparks.org](http://www.orrecparks.org) or picked up at the Recreation Center Front Desk at 1403 Oak Ridge Turnpike. The Recreation and Parks Department and the Oak Ridge Police Department will work with race organizers to ensure a safe environment is available for the race with minimal traffic disruptions.

The City of Oak Ridge, in concert with the Oak Ridge Track Club, has developed a city-wide system of five certified road courses for use by race promoters. Using one of the five certified courses and holding races on Saturday or Sunday mornings with a start time prior to 8:30 a.m. will streamline the approval process for the event as well as minimize costs to the event organizers. Each course has a recommended Oak Ridge Police Department (ORPD) staffing level, number of volunteers needed, contacts for parking/staging areas and estimated cost. Requests that include other courses, different days and times outside of the standard course setup will be considered on a case-by-case basis. The approval process could require an extended review period and will include additional staffing cost in order to ensure the safety of the race participants and the general public plus minimize traffic disruptions.

### City of Oak Ridge Race Approval Procedure & Forms

At least 90 days prior to a proposed road race, the race director should meet with the Recreation and Parks Department staff to discuss the event and receive copies of the race guidelines, maps of the five certified road courses available in Oak Ridge and an events application. The completed events application should be returned to the Recreation and Parks Department within 14 days. Contact information is 425-3450 or 425-3418 (fax). At least 60 days prior to the proposed road race, the race director should meet with staff representatives from Recreation and Parks and Oak Ridge Police to review the event application, submit a draft Hold Harmless Agreement, develop a cost for city services and discuss race plans, maps and arrangements. A course would be selected, staffing proposed and cones/barrels requested.

At least 30 days prior to the proposed road race, the race director should again meet with City staff to finalize all race arrangements and submit a written parade request to ORPD.

At least 14 days prior to the approved road race, a certificate of insurance naming the City of Oak Ridge as an "Additional Insured Party" should be sent to the Recreation and Parks Department by the event insurance carrier. Contact information fax: 425-3418. ORPD will issue an approved parade permit.

At least fourteen days prior to the approved road race, the race director should make payment for requested city services at the Recreation Center front desk at 1403 Oak Ridge Turnpike. On race day, race director should meet with ORPD officers to exchange contact information, review the approved route, road closing schedule and volunteer staffing. Within 14 days after the road race, copies of the signed Hold Harmless Agreements should be given to the Recreation and Parks Department.

### Safety

- Oak Ridge Police officers will be required at all signalized intersections and other critical points along the course as determined by ORPD based on anticipated traffic flow, day of the week and activity levels within the race area.

- ORPD will be the primary point of contact (unless decided otherwise by ORPD) for races held in Oak Ridge and will coordinate with ACSD or RCSD if assistance is needed.
- ORPD officers will be paid for a minimum of two hours by event organizers.
- Volunteers will be required at all cross streets/intersections/congested areas along the course and will be in reflective safety vests.
- Road security volunteers will be in place before the race begins and will remain on station until the race is completed and the last participant passes their location.
- Events that include walkers will be required to use available sidewalks to prevent long-term road closures
- Event organizers will have a vehicle leading the race and a second vehicle following the last participant.

### **Parking**

Event organizers must make arrangements for parking at staging areas and should include these parking arrangements in the race plan.

### **Insurance**

Event liability insurance naming the City of Oak Ridge as an additional insured party in the amount of \$1,000,000 will be required. Use of non-city property at Grove Center, Jackson Square and Roane State may also require inclusion on the waiver and “additional insured party” status. The City of Oak Ridge must be included on all waivers/notices of potential injury signed by the participant. When minors are participating, the releases must be signed by a parent or guardian. Copies of these signed releases shall be submitted to the Recreation and Parks Department within 14 days of the event.

### **Available 5K Courses**

- Melton Lake Park Course – minimum road security: 15 volunteers, 2 ORPD
- Emory Valley Course – minimum road security: 30 volunteers, 5 ORPD
- Jackson Square Course – minimum road security: 30 volunteers, 5 ORPD
- Civic Center Course – minimum road security: 30 volunteers, 5 ORPD
- Grove Center Course – minimum road security: 25 volunteers, 4 ORPD



# ROAD RACES CHECKLIST

## READY, SET, START HERE: (AT LEAST 90 DAYS PRIOR TO EVENT)

- Review the Race Application, Race Courses, & Race Guidelines ([www.orrecparcs.org](http://www.orrecparcs.org))
- Contact the Recreation & Parks Department at 425-3450. Ask about open dates for your event.
- Fill out the Race Application. Submit the application to Recreation & Parks.
- Create a draft Hold Harmless Agreement (waiver) for your event and submit a copy to the Recreation & Parks Dept.
- Submit a written parade request to the Oak Ridge Police Department.

## PICKING UP THE PACE: (AT LEAST 60 DAYS PRIOR TO EVENT)

- Meet with staff representatives from Recreation & Parks and the Oak Ridge Police Department to discuss the following:
  - Select a race course
  - Develop a cost for city services (cones/barrels, police, etc.)
  - Discuss race plans, volunteer needs, and other arrangements

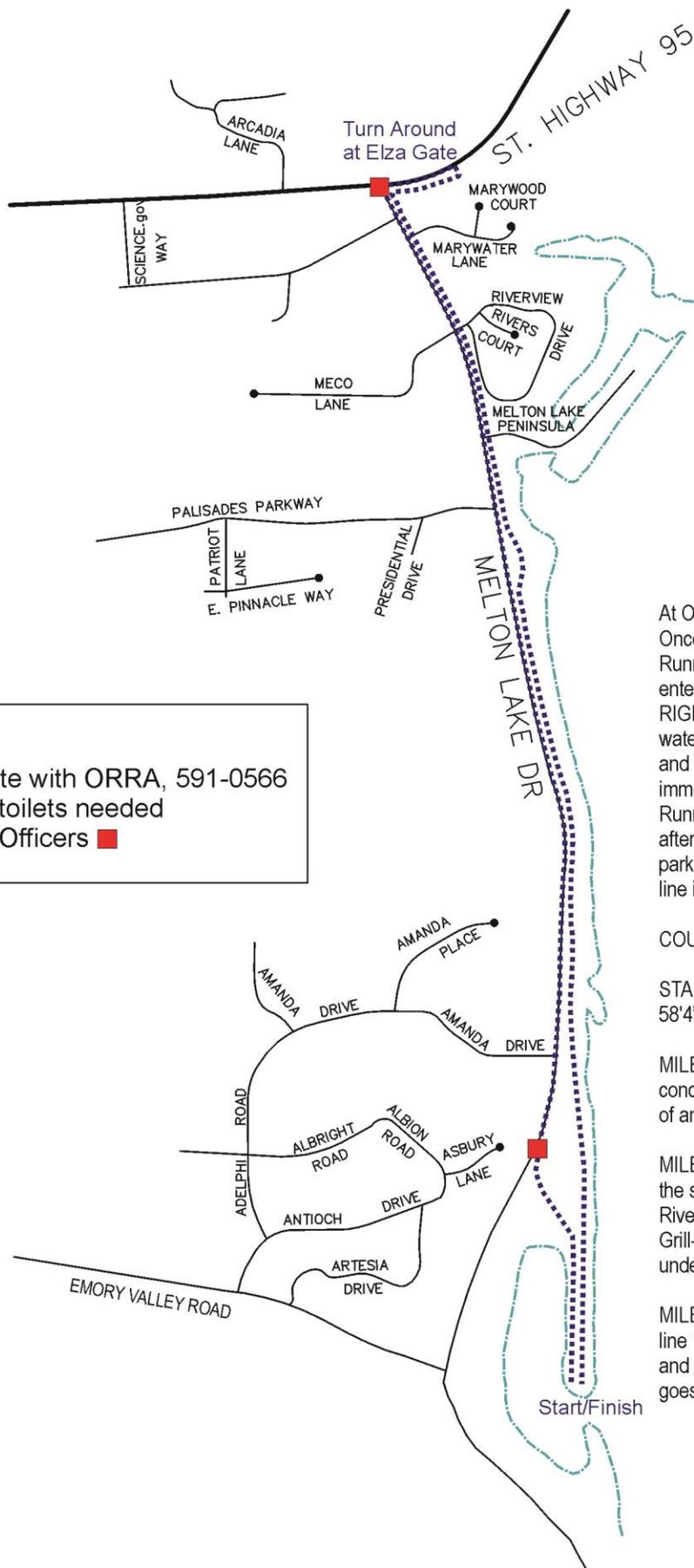
## THE HOMESTRETCH: (30 DAYS PRIOR TO THE EVENT UP TO THE WEEK BEFORE)

- Meet with city staff regarding final race arrangements and turn in your final copy of the Hold Harmless Agreement.
- Finalize your volunteer plans and communicate with them regarding event details
- A certificate of insurance should be sent from the event insurance carrier directly to the City of Oak Ridge which names the City as an "Additional Insured Party". Fax to: 865-425-3418 (At least 21 days out)
- Oak Ridge Police Dept. will issue an approved parade permit
- Send a press release to local media which includes the race map and a message about temporary road closures (One week prior to event)
- Pay for city services at the Recreation Center located at 1403 Oak Ridge Turnpike (At least 14 days prior to event). City staff will email Public Works and Police after payment is received.
- Pick-up cones & barrels at the arranged location after lunch on Friday. Set them up according to plan.

## THE FINISH LINE: (RACE DAY)

- Meet with Oak Ridge Police officers when they arrive (30 minutes before race time).
- Exchange contact information with the officers.
- Discuss the approved route, road closing, and volunteer staffing
- RACE! Follow the "Race Guidelines" for a safe, fun, and successful event.
- Clean up. Deliver cones & barrels to the arranged location.
- Within 14 days after the race, copies of the signed Hold Harmless Agreements should be given to the Recreation & Parks Department

# Melton Lake Race Route



## Notes:

This course starts and ends on the far south end of the marina peninsula. From the start line, runners will proceed north in the center of the peninsula leaving both the west and east side for parking. When runners reach the parking lot, they will pass the first TWO left turns and then turn left into the third parking area. Exit the marina parking area onto Melton Lake Drive, turning right. ALL RUNNERS STAY IN THE RIGHT HAND LANE. LEFT LANE IS OPEN TO TRAFFIC.

At Oak Ridge Turnpike runners will turn right. Once again, stay in the right hand lane. Runners will merge into the TURN LANE entering Elza Gate Park, STAYING TO THE RIGHT in the parking area (recommended water stop). Runners will enter the greenway and stay on the greenway until the turn immediately after the Melton Lake Pavilion. Runners do not make the turn on the greenway after the pavilion but run directly across the parking lot towards the peninsula. The finish line is the same as the start.

## COURSE MARKINGS:

**START/FINISH:** South end of the peninsula 58'4" from the curbing of the peninsula circle

**MILE 1:** Melton Lake Drive 12'9" south of concrete greenway mile marker "50" 14'5" north of and across the street from light pole 05405

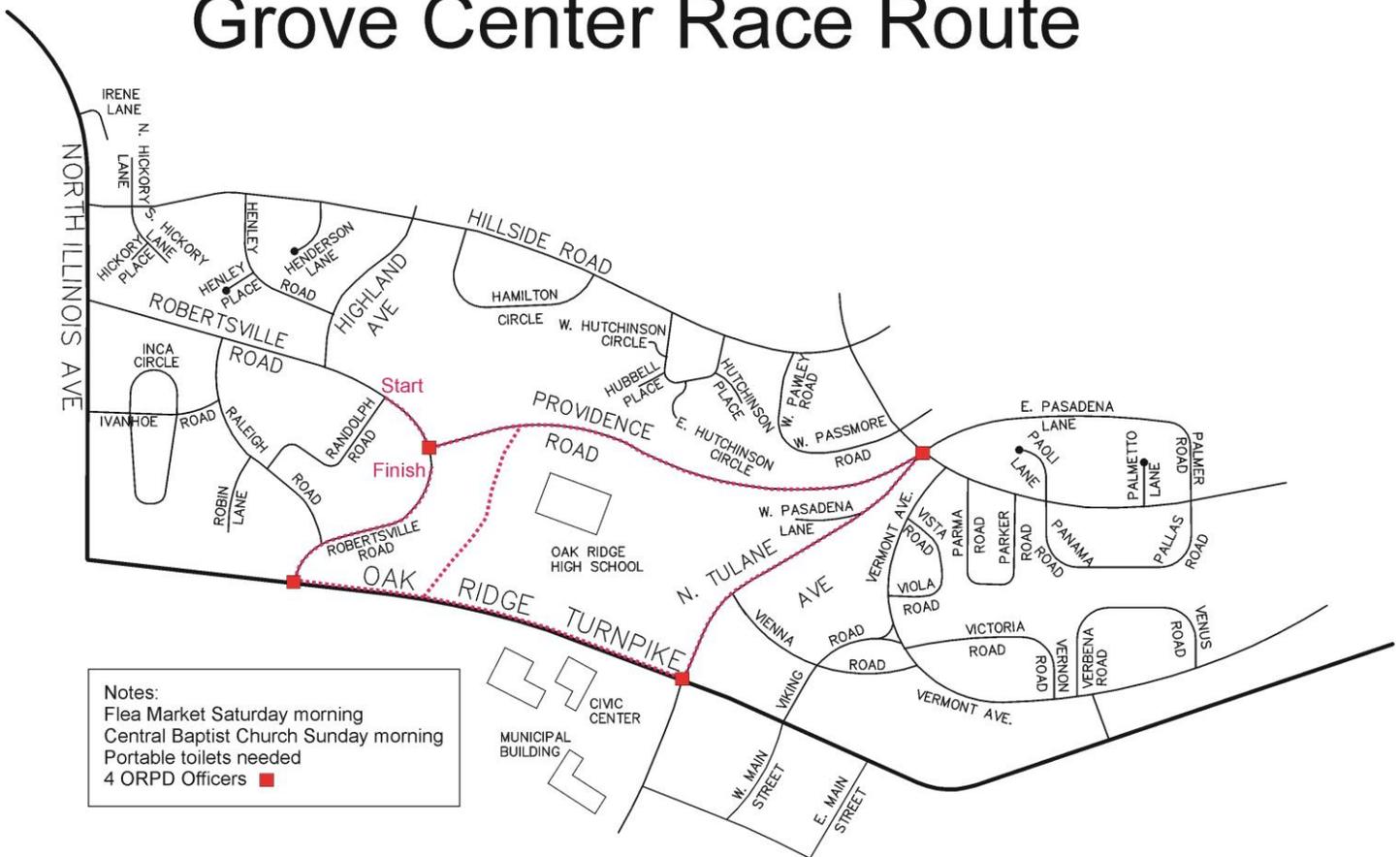
**MILE 2:** On the greenway 9'1" north and across the street from light pole 05391 (located after Riverview Dr and before the Riverside Grill—look across the street for "warning underground cable")

**MILE 3:** On the peninsula towards the finish line 16'8" north of walkway to the marina docks and 2' south of concrete drainage ditch that goes from the parking lot to Melton Lake

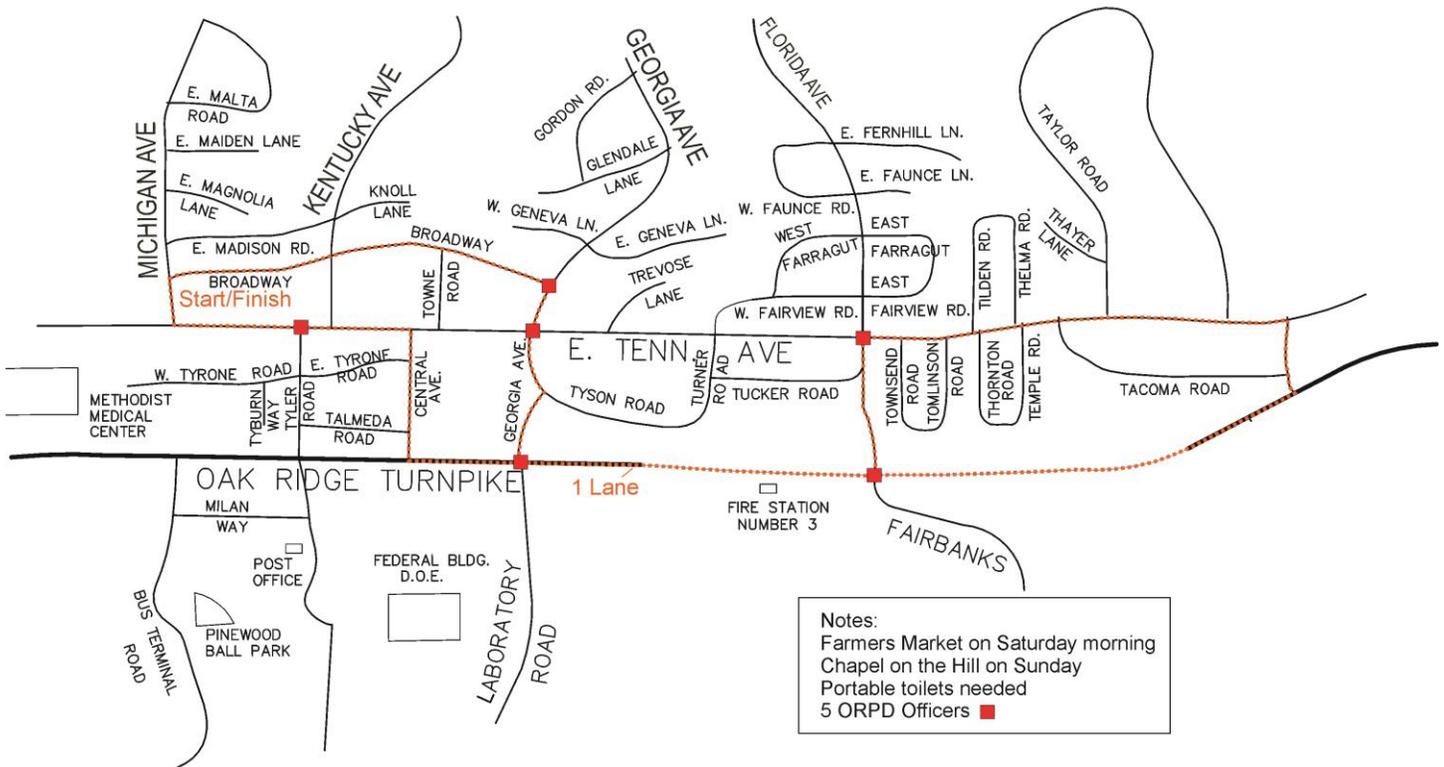
## Notes:

Coordinate with ORRA, 591-0566  
 Portable toilets needed  
 2 ORPD Officers ■

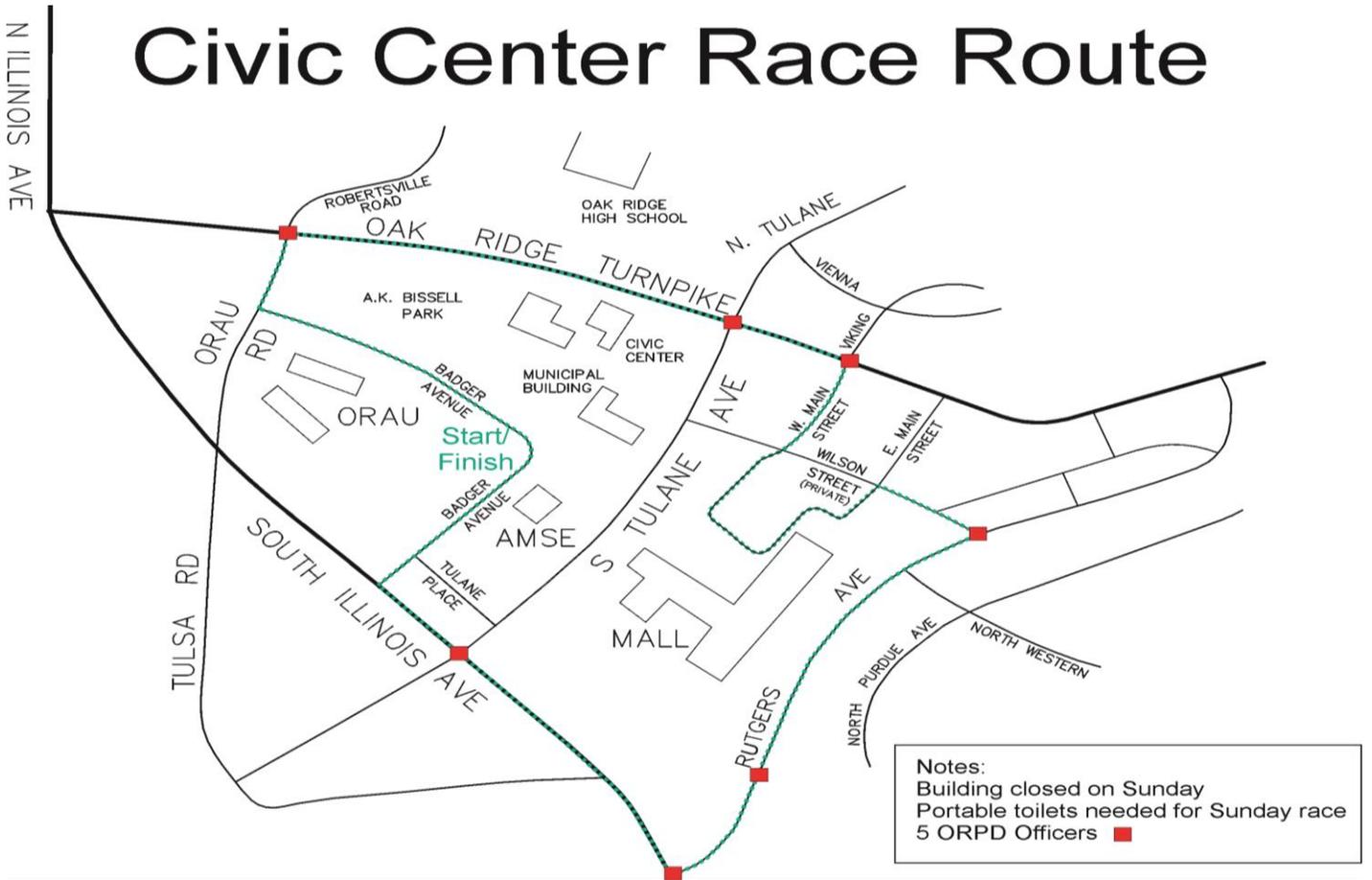
# Grove Center Race Route



# Jackson Square Race Route



# Civic Center Race Route



# Emory Valley Race Route

