

Oak Ridge Recreation and Parks Department

5k / Walks / Fun Runs Road Race Packet



Packet Includes:

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

Packet Covers:

- 5K Races on 1 of 3 road courses certified by the Oak Ridge Track Club on either Saturday or Sunday mornings.
- Alternative Race Course Planning and Procedures
- Walks/Fun Runs on City Property

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.

Oak Ridge Recreation and Parks Department

Road Race Application

This application **along with the \$25 application fee (Payable by cash/check to "City of Oak Ridge")** 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.**

Additionally, a completed COVID-19 Safe Practices Plan is required with submission

Contact Information

City of Oak Ridge Recreation & Parks
PO Box 1, Oak Ridge, TN 37831
Email: SpecialEvent@oakridgetn.gov
Fax: 865-425-3418
Contact Number: (865) 425-3450

Name of Event: _____

Date(s) and Time(s) of Requested Facility Usage: _____

Expected Race Start Time _____ Expected Race End Time _____

Expected # of Participants _____

Name of Sponsor: _____

Mailing Address: _____

Sponsor Representative:

Race Director/Race Coordinator Contact: _____

Phone # W: _____ H: _____ C: _____

E-mail address: _____

Race Website: _____

- ☐ I would you like to have my event information included on the Explore Oak Ridge & Oak Ridge Recreation and Parks events calendars.

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

- ☐ Melton Lake Park Course – road security: 15 volunteers, 2 ORPD
Staging Area/Parking Contact: Steve Stone, 425-3443
- ☐ Emory Valley Course – road security: 30 volunteers, 5 ORPD
Staging Area/Parking Contact: Sandy Vann, Roane State, 481-2000 x.4802
- ☐ Jackson Square Course – road security: 30 volunteers, 5 ORPD
Staging Area/Parking Contact: Barbara Ferrell, 483-0961

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, PO Box 1, Oak Ridge TN 37831” 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. (Please provide a copy of all waivers that participants are asked to sign.) 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.

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

- Activity areas/tents/kiosks/structures
 - If tents are included in the staging areas or along the course, they should be free-standing using detachable weights. No stakes are allowed
- First Aid Station
- Parking areas/shuttle bus stops
- Restrooms/portable toilets(1 per 250 people)
- Sign plan showing location and size of all publicity, directional and day-of-event signs
- Food/cooking/hand washing facilities
- Area where alcohol will be served (This will require additional paperwork)
- Music/bandstand area/speakers/sound booth
- 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? (Please ask about our Trash Boxes we have available for purchase at \$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 (865-425-3400) for 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 (865-425-3532) for permit information.

Side streets along the race course will require race marshals (**aged 18+**) at each intersection (**Failure to provide responsible race marshals can cause future race applications to be denied**). 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 6" if you will need cones and/or barrels. Road signs may also be available upon request.

Payment for ORPD staffing/barrels/cones must be made within 15 days of invoice at front desk at the Civic Center. Call 865-425-3443 for more info.

The barrels/cones can be picked up at the Oak Ridge Civic Center, 1403 Oak Ridge Turnpike, 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 fill out "Application Page 4" and "Application Page 5" and return with your application.**

Disclaimer:

This application is not valid until it is signed by person in charge of the race/event. Failure do so will result in the application being denied.

By signing this form:

- 1) You/your organization agree to pay all fees and charges for use of said facilities within 15 days of invoice. Payments are to be made at Oak Ridge Civic Center front desk. Call 865-425-3443 for info.
- 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.
- 6) Person making reservation agrees to attend the next scheduled meeting of the City of Oak Ridge Special Event Committee. These meetings take place on the 1st Wednesday of the month at 10:00 A.M in the Club Room at the Oak Ridge Civic Center Recreation Building (1403 Oak Ridge Turnpike)
- 7) Person making reservation has read the "Road Race Information Packet" and "Road Race Application" and agrees to follow the policies and procedures laid out in them

Signed _____

Print Name _____

Position _____ Date _____

For Staff Use Only

Application Fee(s): <u>\$25.00</u>	Paid: _____	Staff: _____
ORPD Fee(s): _____	Paid: _____	Staff: _____
Equipment Fee(s): _____	Paid: _____	Staff: _____
Facility Fee(s): _____	Paid: _____	Staff: _____
Other Fee(s): _____	Paid: _____	Staff: _____

**TEMPORARY
PARADE PERMIT**

Application Page 4

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.

DATE OF REQUEST:

PERMISSION REQUESTED BY:

PARADE UNDER SUPERVISION OF:

ADDRESS:

PHONE:

FORMING LOCATION:

DATE OF PARADE:

TIME OF PARADE:

PARADE ROUTE:

THIS PERMIT IS ISSUED TO:

NAME:

ADDRESS:

TELEPHONE:

cc: City Manager
Police Chief
Patrol Captain
Fire Chief
File

Robin Smith, Chief of Police

Oak Ridge Police Department

OFFICER REQUEST FORM

Application Page 5

REQUESTED BY: _____ DATE OF REQUEST: _____

ORGANIZATION NAME: _____ PHONE #: _____

LOCATION: _____

DATE: _____ START TIME: _____ END TIME: _____ # IN GROUP: _____

EXPLAIN WHY OFFICER IS BEING REQUESTED:

FOR DEPARTMENTAL USE ONLY

APPROVED BY: _____

DATE: _____

AFTER COMPLETING PRESENTATION
PLEASE FILL OUT BELOW AND RETURN
TO CHIEF'S OFFICE

OFFICER ASSIGNED: _____

NUMBER IN GROUP: _____

OFFICER ASSIGNED IS TO DESCRIBE BELOW HIS PARTICIPATION IN THIS ASSIGNMENT:

CITY OF OAK RIDGE
RECREATION AND PARKS DEPARTMENT
REQUEST FOR TEMPORARY USE OF TRAFFIC CONTROL EQUIPMENT

Application Page 6

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

ORGANIZATION/GROUP: _____

LOCATION WHERE EQUIPMENT WILL BE USED: _____

I hereby request to borrow the following equipment for temporary use from the City of Oak Ridge Recreation and Parks Department:

_____ # - Traffic Cones (\$1/each)

_____ # - Barrels (\$5/each)

_____ # - Other: _____

_____ # - 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: _____ Date: _____

Signature of City Employee: _____ Date: _____

RETURN INSPECTION

All equipment was returned: YES NO

The following equipment was not returned:

Signature of Borrower: _____ Date: _____

Signature of City Employee: _____ Date: _____



HOLD HARMLESS AGREEMENT

Events and Activities by Others on City Property

The applicant/organizer, on behalf of the organization, 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 or activity.

The applicant/organizer has put in place preventative measures to reduce the spread of COVID-19 which have been reviewed and approved by the City. These preventative measures may require periodic updates as more is learned about best practices in the prevention of the spread of COVID-19. The applicant/organizer agrees to comply with all COVID-19 safety protocols required by the City as a condition of approval of the event/activity. Compliance with the guidelines minimizes the risk of exposure to COVID-19 but cannot eliminate the potential for exposure. If any participant has a compromised immune system or is in any way considered to be at higher risk for infection we do not recommend participation in this activity at this time. By signing this agreement, the applicant/organizer acknowledges the contagious nature of COVID-19 and voluntarily assume all risk that participants may be exposed to or infected by COVID-19 by participation in recreational programming and that such exposure may result in personal injury, illness, permanent disability or death.

I do hereby acknowledge that I have received a copy of, read and understand the terms of this release.

I agree to abide by all City rules and policies established by the City for participation in recreational activities on City property.

Name of Organization: _____

Contact Name: _____

Signature: _____ Date: _____

Event Application Approval

Recreation & Parks Department Contact: _____ Date: _____

Recreation and Parks Department Director: _____ Date: _____

City of Oak Ridge Recreation & Parks Department

Special Event Guidelines for Planning During the COVID-19 Response

Introduction:

The novel coronavirus that causes coronavirus disease 2019 (COVID-19) is most commonly spread through person-to-person close contact (within about 6 feet). Current evidence suggests that the coronavirus may also remain viable for hours to days on surfaces made from a variety of materials. Social distancing practices and cleaning of surfaces, followed by disinfection, are best practice measures for prevention of COVID-19 and other viral respiratory illnesses in community settings. Other best practices include symptom screening and enhanced food service safety practices.

Guidelines:

In addition to the standard special event and race applications required by the City of Oak Ridge when evaluating requests for event permits, applicants are now required to provide a plan for addressing infection prevention practices that will be in place during community events. Plans should include safe practices for event organizers, participants and others who may be present in the event area. Completion of the questions below may be used to fulfill the Special Event and Race application Safe Practices requirement. This requirement will be in place until further notice.

Social distancing:

- How will the site layout be addressed to allow spacing (6 feet) between individuals and/or small groups? _____

- How will limits on group size be determined and enforced? _____

- Will there be requirements for Personal Protective Equipment (PPE) (Example: Facemasks and gloves)? _____

- How will the general public be distanced from event participants? (such as an event in an open park or adjacent to a greenway) _____

Disinfection protocols:

- Identify surfaces that will need to be cleaned and disinfected. (Example- restrooms, seating surfaces, podiums, food prep areas, etc.) _____

- How, and with what frequency, will surfaces be cleaned and disinfected? _____

Symptom screening:

- Will organizers and/or participants be screened for symptoms of COVID-19? _____

- If so, what screening measures will be in place? (Example: Temperature reading, symptom questionnaire, etc.) _____

Food and beverage service:

- Will food and/or beverages be provided at the event? _____
- If so, what protocols will be in place to conform to CDC and Health Department guidelines for food service? (Examples include PPE for food service workers, prohibition of communal foods, spacing of individuals waiting in lines, etc.) _____

Other

Please list any other plans and procedures that you will use as part of Safe Practices: _____

RACE APPLICATION APPROVAL – STAFF USE ONLY

Police Department
Committee Member

Date

Public Works
Committee Member

Date

Electric Department
Committee Member

Date

Recreation and Parks Department
Committee Member

Date

Fire Department
Committee Member

Date

Recreation and Parks Department
Director

Date _____

Notes

This image shows a single sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it is resting on a surface.