

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.**

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:_____

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: _____

Liability Release/Assumption of Risk/Waiver of all Claims City of Oak Ridge, Recreation and Parks Department

The City of Oak Ridge, Tennessee, (City), through its Recreation and Parks Department, has given the organization listed below permission to use certain City facilities for certain activities on certain dates as scheduled and confirmed through facility permits issued by the Recreation and Parks Department.

In consideration of the City allowing the Organization to conduct certain activities upon property owned by the City, the Organization does hereby agree as follows:

1. The Organization does hereby waive any and all claims against and releases, holds harmless, and discharges the City of Oak Ridge, its successors and assigns, and any and all of its agents, employees and servants, from any and all liability of every kind, nature, character and description from and by reason of any personal injury and damages to property suffered by any member of the Organization or the Organization's participants that may arise while participating in the Organization's activities upon City-owned property; and further for any personal injury to a spectator or damages to property of a spectator should such injury or damage be caused by the Organization, its members or participants.
2. The Organization does hereby agree to procure and to maintain in full force and effect while at all times on City-owned property adequate liability insurance coverage regarding the Organization's activities upon City-owned property; said liability insurance to be in the minimum amount of \$1,000,000.00 per occurrence. Such insurance shall name the City of Oak Ridge, Tennessee, as an additional insured and the City shall be provided a copy of such insurance certificate prior to the Organization's participation in any activities upon City-owned property. It is preferred that the insurance carrier provide a ten (10) day advance written notice to the City in the event of change or cancellation.
3. The Organization further agrees that in conducting its activities upon City-owned property it shall for itself, its agents, employees and participants at all times be subject to and adhere to all rules and regulations of the City, the Recreation and Parks Department, all park rules, and all applicable City ordinances. The Organization hereby agrees to ensure the facilities are in a safe and usable condition.
4. The Organization further agrees that for its activities upon City-owned property it shall require all participants to execute waivers individually if they are adults, and by parent or guardian if they are minors, wherein all rights of action or claims against the City for injuries or damages sustained by any participant in any Organization activity upon City-owned property shall be waived, and said waiver shall be filed with the City prior to the beginning of any activity on City-owned property. A participant who has not submitted a proper, signed waiver form is not and shall not be permitted to participate in the Organization's activities upon City-owned property.
5. In the event any action is brought against the City by any person for injuries or damages occasioned upon City-owned property and/or resulting from the Organization's use of City-owned property, in addition to the provisions hereinabove set forth, the Organization agrees to be liable for and indemnify the City from any and all expenses incurred by the City in defending said action and to pay all costs and/or judgments which ultimately might be assessed or adjudicated against the City which are in excess of the liability insurance coverage hereinabove provided.

By signing this document, the Organization hereby agrees to the release of any and all claims against the City of Oak Ridge and agrees to take full responsibility and all liability for any and all claims that arise due to the Organization's activities at City facilities as outlined above. Failure to comply with the terms of this document will result in termination of the City's permission for the Organization to conduct activities upon City-owned property for that season and may result in a denial of future requests by the Organization for use of City-owned property for its activities.

Name of Organization

Contact Name

Printed Name/Title

Signature

Signature agreeing to terms above

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 slightly aged or off-white appearance.

Road Race Informational Packet

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 orrecparks.oakridgetn.gov 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 has developed a city-wide system of 3 road courses for use by race promoters. Using 1 of the 3 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

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 3 approved road courses available in Oak Ridge and an events application. The completed events application should be returned to the Recreation and Parks Department at least 90 days prior to your scheduled event date. Contact information is 425-3450. At least 60 days prior to the proposed road race, the race director should meet with [the City of Oak Ridge Special Event Committee](#) 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 be in contact with City staff to finalize all race arrangements.

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 865-425-3450.

The race director will meet with or be in contact with ORPD officers and other city staff in the weeks prior to the race to exchange contact information, review the approved route, road closing schedule and volunteer staffing.

The race director is responsible for paying the race invoice within 15 days after it is received.

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. Please be sure to contact ORPD prior to your race at 865-425-3503 (Monday – Friday 8am to 5 pm) if you haven't been contacted by your point of contact at least 30 days before your race.
- ORPD officers will be paid for a minimum of two hours by event organizers.
- Please contact the Oak Ridge Fire Department regarding all medical requirements for your race at 865-425-3520 (Monday – Friday 8am to 5 pm).
- Responsible volunteers (age 18+) will be required at all cross streets/intersections/congested areas along the course and must be in reflective safety vests.
- Road security volunteers will be in place before the race begins and will remain on station until either the race is completed or 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



ROAD RACES CHECKLIST

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

- ☐ Review the Race Application, Race Courses, & Race Guidelines (www.orrecparcs.oakridgetn.gov)
- ☐ 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 at monthly special events meeting (1st Monday of the month in the Club Room of the Oak Ridge Civic Center Recreation Building, (1403 Oak Ridge Turnpike) 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

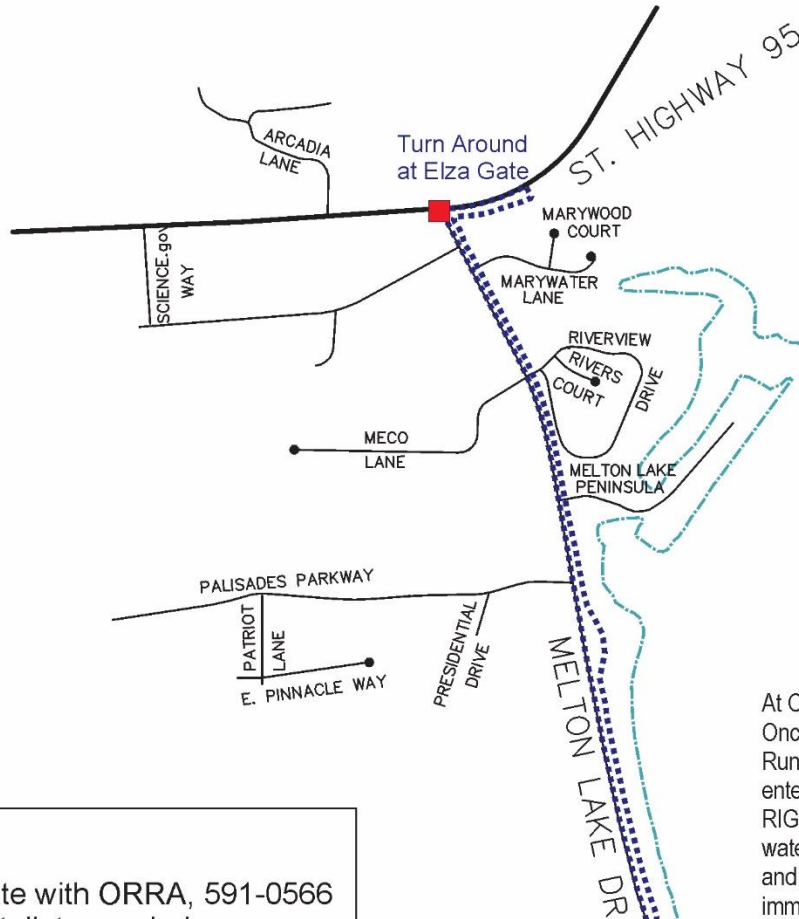
THE HOMESTRETCH: (30 DAYS PRIOR TO THE EVENT UP TO THE WEEK BEFORE)

- ☐ 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". Email: ssstone@oakridgetn.gov (At least 14 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)
- ☐ 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.
- ☐ Pay Invoice within 15 days of issuance.

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

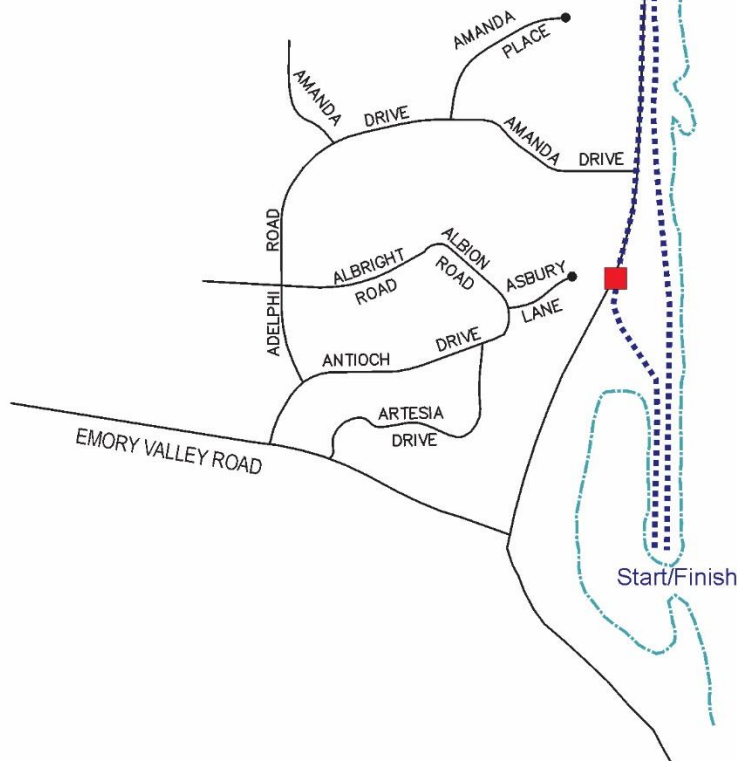
MILE 1: Melton Lake Drive 12'9" south of concrete greenway mile marker ".50" 14'5" north of and across the street from light pole 05405

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 ■



Emory Valley Race Route

The map illustrates the Emory Valley Race Route, a 10.5-mile course. The route is marked with a dashed line and red square icons indicating staging/parking locations. The course starts and finishes at Roane State Community College. Key landmarks include Pinewood Ball Park, Carl Yearwood Ball Park, Jefferson Junior High, and various roads such as Laboratory Road, Emory Valley Road, and Fairbanks Road. A note specifies that staging/parking is at Roane State, portable toilets are needed, and 5 ORPD Officers are required.

Notes:
Staging/parking at Roane State
Portable toilets needed
5 ORPD Officers ■

Jackson Square Race Route

Notes:
Farmers Market on Saturday morning
Chapel on the Hill on Sunday
Portable toilets needed
5 ORPD Officers ■