



## RACES/"FUN RUNS"/WALKS

### ***POLICY***

Races and walks held by organizations on City streets and sidewalks require Police Department and City Manager approval. A license agreement form must be executed and proof of insurance submitted prior to the date of the event.

### ***PROCEDURE***

1. A group planning to hold a foot race, bicycle race, "fun run," or similar event that will take place on City streets or sidewalks must submit a written request to the Police Department. The request should include the date of the event, the name of the organization sponsoring the event, and the streets involved. A map indicating the route of the race should also be included.
2. The Police Chief will approve or deny the request and may require that certain safety conditions be met, such as having monitors and traffic control cones at the event. If the request is approved, the Police Chief will notify other affected departments (Traffic Engineering, Street Department, Fire Department, and Communications Department, as appropriate) and forward a copy of the letter from the to the Senior Staff Aide in the City Manager's Office for execution of a license agreement.
3. The Senior Staff Aide sends two copies of "License Permit for Access Across City-Owned Property" to the organization sponsoring the event, for signature of an authorized representative. The license agreement requires that the organization submit proof of insurance coverage.
4. The insurance certificate is reviewed by the City Attorney's Office. The City Manager's signature is obtained on the two license agreement forms signed by the organization.
5. One copy of the executed license agreement is sent to the organization, and the other copy, along with the proof of insurance, is filed in the City Clerk's Office.

***Reference:***      ***City Resolution No. 6000***