

Town of Mooresville 5K Walk/Run Policy

This Document sets forth guidelines for the implementation of a 5K Walk/Run Event Policy by the Town of Mooresville, Indiana. It defines, qualifies, and sets a fee structure for these events.

1) PURPOSE

It is the purpose of this policy to regulate 5K Walk/Run Events held in Mooresville, Indiana so that such events can occur with the safety and health of the participants in mind, the protection of public property considered, and the impact of the event on non-participating citizens is minimized. A natural effect of this policy is to ensure that those who benefit from an event bear the cost of the event.

2) DEFINITION

For the purpose of this policy, a 5K Walk/Run Event is referred to as an "event". Person/group requesting an event will be referred to as the "applicant". The Town of Mooresville is referred to as the "town" and the Town Council will be referred to as the "board".

3) CRITERIA FOR EVALUATING AND SCHEDULING A 5K WALK/RUN EVENT

All events shall be scheduled at Pioneer Park if at all possible. The only events to be considered by the board will be ones that need to be held on a specific date to coincide with a holiday or a particular event.

The Board shall be charged with the responsibility of determining whether or not a particular applicant shall be entitled to hold an event. The Board shall also take into account the frequency of such events and the convenience of the public in relation thereto.

The Town of Mooresville will also consider:

- a)** How well the applicant appears capable or incapable of executing the planned event.
- b)** Whether any inconvenience which may be suffered by the general public is outweighed by the potential benefits to the community as a whole.
- c)** Whether budgetary considerations create such a heavy burden upon the Town's financial and/or human resources that it would not be practical to hold the event at the time requested.

- d) Whether holding the event as planned would create an undue burden upon the manpower resources of the Town and whether the health, safety, welfare or morals of the public would be compromised.

4. REQUESTING EVENT APPROVAL

A request to hold an event must be presented to the Board at a regularly scheduled meeting, a minimum of 90 days prior to the date of the planned event.

Information needed at time of request:

- a) Complete information of event, director, sponsor, coordinator, and benefactor.
- b) Proposed route with locations of parking, restrooms, water stations, start and finish lines.
- c) Estimates or limits of number of participants.
- d) Date and start/finish times.
- e) No events longer than 5K (3.1 miles) will be considered.

5. EVENT APPROVAL

The Board reserves the right to approve or deny any event request. The Board also holds the right to render a decision at a subsequent meeting. The Board may also limit the number of events per calendar year with special consideration given to applicants that choose to hold an event annually.

6. APPROVED EVENT AGREEMENT

Following approval of an event by the Board, an applicant must acknowledge, understand, and agree to the following terms and conditions:

- a) Neither the Town, nor any of its personnel or representatives, guarantee in any way that the 5K Walk/Run routes and/or surrounding areas are completely safe and secure or will be safe and secure during a 5K Walk/Run event. It is the applicant's responsibility to convey this to all participants.
- b) No events will be longer than 5K (3.1 miles).
- c) Events must take place between the hours of 8 am and 11 am EST.
- d) In the case of inclement weather or any weather conditions deemed hazardous

or unsafe on the event day, the decision to proceed will be made at the sole discretion of the Mooresville Police Department's officer in charge. The decision is not subject to debate or appeal.

- e)** A minimum of two water stations are required at all events.
- f)** Volunteers and appropriate signage must be positioned throughout the course as determined by the Mooresville Police Department and the Mooresville Department of Public Works.
- g)** Applicants are responsible for cleanup of any biological hazards (e.g. vomit) and any non-organic litter or debris generated by the event.
- h)** Glass containers are not permitted.
- i)** The applicant is responsible for refunds of any amount to participants and/or sponsors in the case that the event is cancelled.
- j)** Any and all charges for additional services performed by the Mooresville Police Department, Fire, and Public Works Departments will be the responsibility of the applicant and will be calculated by the Board at the time of approval. Payment will be due 5 days prior to the event.
- k)** Applicant must provide a Certificate of Insurance naming the Town of Mooresville as an additional insured. Limits on this policy can be no lower than \$1,000,000.00. Proof of Insurance must be received by the Town 5 days prior to the event.
- l)** Failure of the applicant to comply with any and all written and verbal terms and conditions set forth, voids and nullifies the approval process, thus cancelling the event.

I _____, as the _____ 5K Walk/Run applicant, agree to and accept the terms and conditions of this policy. I affirm that I will comply with this policy and that failure to do so will justify cancellation of the event.

Applicant

Board

Date

Board

Board

Board

Board