

City of McMinnville

Fun Run Guidelines

Organizer will:

1. Contact the police department for an initial meeting to discuss fun run/walk and choose a course that best suits needs of the event. The police department will then forward the request to the safety committee for discussion, then to the full board for approval. The city has identified seven courses (C-1 through C-7) that are acceptable, along with the potential cost to the event organizer. Courses other than the six identified will need to be submitted three months prior to the event for liability analysis and to figure the probable cost to the organizer. The city charges \$50 per hour (minimum 2 hours) for each police officer required. The four courses identified were chosen with minimal cost to the organizer in mind. Recommended start times for races are from 7am to 9am on weekends or national holidays. If night races are approved they should start 30 minutes after dusk and only on courses C-3, C-4, C-7 and C-8. Each run will be led by a marked police department patrol car.
2. Provide a list of Volunteers and their locations on the course to the police department, three days prior to the event. The police department will provide a map and worksheet with locations there listed.
3. Provide required insurance coverage for the event, in the minimum amount of one million dollars, with the City of McMinnville as an added insured.
4. Meet with each volunteer prior to the race and to explain their responsibilities during the event.
5. Check the course 15 minutes prior to the race to ensure volunteers are in place.
6. Ensure that each volunteer has minimal outside distractions at their assigned location.
7. Be responsible for the placement of race warning signs and traffic cones (provided by the police department) as well as their return.
8. Be responsible for the conduct of their volunteers during the event.
9. Provide pre-race instructions to the runners while they are at the starting point, explaining applicable race rules, a broad course description, identify race officials, etc.
10. Have each runner, as part of their participant form, sign a waiver that holds the City of McMinnville free from liability.

Volunteers will:

1. Give polite and clear instructions to runners and passersby when necessary.
2. Meet with the race organizer before the race and acknowledge they know their assignment.

3. Be 18 years of age and capable of their required assignment (16 and 17 year olds will be permitted only if they are supervised by an adult organizer. The adult organizer may not supervise more than three said volunteers).
4. Limit cell phone use, while the race is in motion, to emergency and event related only.
5. Wear blaze orange or lime green colored safety vest (provided by the organizer). Night runs will require that volunteers and runners have plainly visible reflective material on their person. Reflective material on running shoes will not be sufficient. Night runs will also require that intersection volunteers have a functioning flashlight on their person.
6. Dress appropriately.
7. Be at assigned location at least 20 minutes before the start of the race.
8. Not direct traffic but only provide guidance to the runners/walkers.

I agree to abide by the City of McMinnville's guidelines for my race. I have or will meet with the event volunteers and I certify they will be instructed as to their assignment and expected conduct during the run/walk. I accept responsibility for their actions during the event. I will immediately report any pertinent issues (injuries, damage etc.) to the appropriate city official.

Event organizer/date

City of McMinnville Representative/date

Request For Street Closure Form

Person(s) Requesting the Street Closure: _____

Organization Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Cell Phone: _____

Name & Phone Numbers of Alternate Contact: _____

STREET TO BE CLOSED: ___ Area A, ___ Area B, ___ Area C, ___ Area D, ___ Area E, ___ Area F, ___ Area G

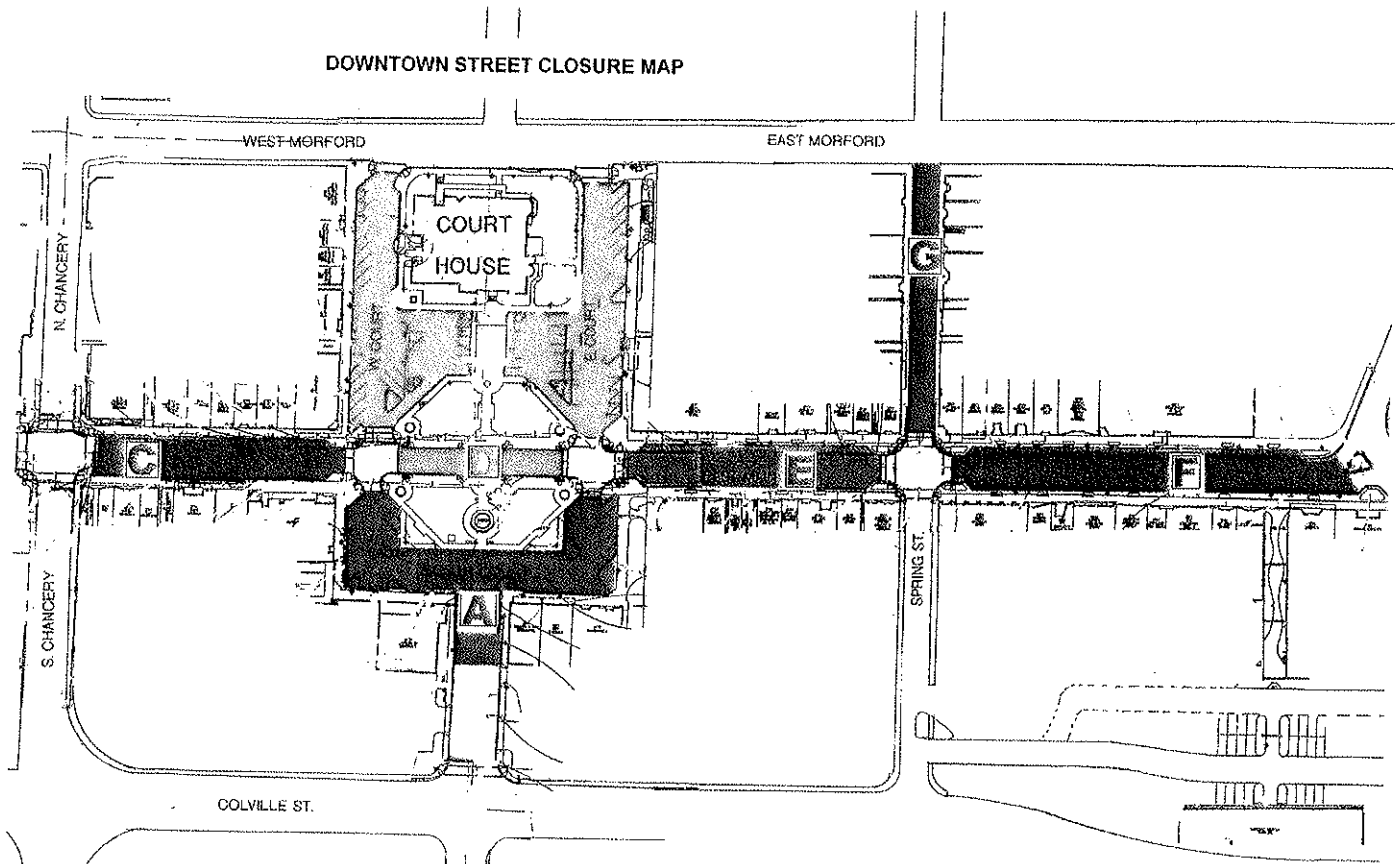
INTERSECTIONS AFFECTED: _____

Date(s) to be Closed: _____

Beginning Time: _____ Ending Time: _____

Reason for Closure: _____

DOWNTOWN STREET CLOSURE MAP



Special Event Public Safety Plan

This form is required by the City of McMinnville to insure the public safety at all events. When using a city owned facility or street, public safety is vitally important to the success of the event.

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

Time the Event is to Open: _____

Host of the Event: _____

Estimated Attendance: _____

Emergency Contact Information

Name: _____

Phone Number: _____

Cell Number: _____

Name: _____

Phone Number: _____

Cell Number: _____

Name: _____

Phone Number: _____

Cell Number: _____

Site Location of event staff: _____

Emergency Notification of Public

The public will be notified by the following manner:

Solid Waste Event Guidelines

A special event has a guaranteed audience. People arrive to participate, to eat, to shop, to listen to music, to play—in general, to enjoy themselves. Inevitably, waste results. The host organization must consider the importance of an organized plan to effectively and efficiently handle waste. Without a plan, trash will end up on the ground. Once loose, it can scatter across the event grounds and to the surrounding community. Unattractive surroundings may prompt people to leave. Mishandled refuse can take the 'shine' off an otherwise successful event.

It is up to the host organization to set the stage for **total event success**, and to establish event **'standards'**.

To help you have a cleaner, more enjoyable event and to maintain the cleanliness of McMinnville, the following guidelines should be followed.

Roll of Host Organization

- Set expectations by including **"recycling"** or creating **"a litter-free"** event.
- Require that **ALL food and drink vendors** have their own trash container with liners inside the booth in the food preparation area. The bags should be disposed of per direction from the event organizer.
- Work with Public Works to secure **plenty of trash, recycling or roll-out containers, and dumpsters**; to agree upon their specific placement; and to arrange for their timely emptying/removal on-site.
- Predetermine the **best placement of all containers**, i.e. in parking lots, at all entrances and exits, at all seating/eating areas, at all performance stages, etc.
- Secure the support of your emcee and all entertainers to announce **"to keep the event litter free"**. They can easily generate a positive and fun **"We can do this!"** spirit of participation amongst event goers. Make announcements regularly during performances.
- Secure and coordinate volunteers to remove stray litter and empty trash containers on a regular basis.
- Have volunteers scheduled during tear down and clean up to remove all stray trash, trash containers, and other litter.
- Assess litter levels at the end of the event by estimating the amount of trash generated. (Could be accomplished by the number of dumpsters filled, how many roll-out containers were used, and how often they were changed.) Please write down for future reference the next year. Your event will probably get larger with each passing year.

Temporary Garbage Fees for City of McMinnville Sanitation Collection

Customer Name _____
 Address _____
 Account Number _____

Level of Service Desired:

<u>Number of Dumpsters</u>	<u>Size</u>	<u>Pick Up</u>	<u>Rate</u>	<u>Total</u>
_____	four (4) cu. yd.	one (1) time	\$40	\$40
_____	“	_____ each additional	\$21	+ _____
_____	six (6) cu. yd.	one (1) time	\$48	\$48
_____	“	_____ each additional	\$24	+ _____
_____	eight (8) cu. yd.	one (1) time	\$54	\$54
_____	“	_____ each additional	\$26	+ _____

* 14-day maximum container rental

Date to set container _____

Date for collection _____

Date for removal of container _____

96-Gallon Roll-Out Carts

Number of Carts _____ X \$5 X Number of Pick Ups _____ = \$ _____

Payment must be made in advance of collection.

Name _____

Title _____

Date _____

For more information call 473-2553.

Fax 473-1717

Date Received _____

By _____