



CITY OF LANCASTER

Service Safety Director
104 East Main Street
Lancaster, OH 43130
(740) 687-6608

Race Event Permit – Application

Walks, Runs, or Bike Events

Instructions

The City of Lancaster requires submission of a completed Race Event Permit Application. See below for fees and application deadline. Applications will not be considered unless they are complete with all required information. Submitting an application does not guarantee your event will be approved. Payment, application, and all supporting documents must be included at the time of submission. The application fee is based on the number of anticipated participants and whether the race event is designated "For-Profit" or "Non-Profit." The classification of a race event as "Non-Profit" requires the sponsoring group to have an IRS designation as a 501(c)(3) organization.

Please reach out to the Parks Department first at (740) 687-6651 to see if the Event Date being requested is available and to obtain all applicable Park Permits. All applications MUST be submitted 30 days prior to the Event Date, in order to be eligible for review and to avoid the Expedited Application Fee.

(For Office Use Only) Application Date: _____

1. Applicant Information

Organization or Business Coordinating Event: _____

501(c)(3) Number (if non-profit): _____

Charity Benefiting from Race Event Proceeds: _____

Applicant Name: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

2. Race Event Operations

Name of Race Event: _____

Anticipated Participants: _____

Race Coordinator Name: _____

Race Contact Phone: _____

Race E-mail Address: _____

Race Website: _____

Race Event Start Date: _____ Race Event Start Time: _____

Race Event End Date: _____ Race Event End Time: _____

Type of Race Event: Running Race Walk-a-thon Bike Race Pet Event

Other: _____

Course Details (check all that apply): Private Property Sidewalk Trail

Park Street

Is this a timed event? Yes No

3. Race Event Components

Parking, describe the parking arrangements that you have made for staff, volunteers, and race participants:

Temporary Structures, describe any type of temporary structures to be used:

Clean up and litter management, you are responsible for all trash and waste produced by the race. Describe how you will collect and remove trash generated:

First Aid Services, will you be providing on-site first aid and who is your provider:

Traffic Control Aids Requested:

Barricades – Number: _____ Cones – Number: _____

Have you made arrangements with the Lancaster Department of Transportation at (740) 687-6668?

Yes No

4. Preferred Course

There are several preferred courses which have been approved by the City of Lancaster based on safety considerations. Selection of one of the preferred courses is strongly recommended.

If you do not intend to use one of the City's preferred courses, you must provide a detailed course map with your Race Event Application. If your race event utilizes streets, you must provide: 1) a traffic control plan, identifying the controlled intersections, 2) the qualifications of the individuals assigned to control the intersections and 3) how these individuals will be identified to those using the streets.

The City Service-Safety Department and Lancaster Police Department will determine the acceptability of the course based on the safety of participants and spectators as well as the anticipated impact on businesses, landowners and residents of the city. Approval considerations will include whether the run or walk occurs on a trail or street, the intersections or businesses impacted (if any) and the intersection control plan, if required. Written permission must be obtained for use of private property during any event (i.e. OU-L, Forest Rose, Lancaster High School). The city is not responsible for contacting/reserving such businesses along the approved routes. Approval or non-approval of any proposed Race Event shall be at the sole discretion of the City.

Will you be using a preferred course?

Yes Preferred Course Name: _____

(Please submit the selected map with the application)

No (Alternate Course)

If you use an **Alternate Course**, then you must submit the following:

- Alternate Course Map:

New course maps can be prepared on websites such as Google Maps.

- Traffic Management Plan:

Provide an outline of the entire race event venue including names of all streets or areas that are a part of the venue, the intersections impacted and the approximate time span. Indicate the direction of travel, start and finish lines. Location of all first

aid providers, barricades, portable restrooms, trash receptacles and other temporary items.

- Police Support

You must contact the Lancaster Police Department at (740) 687-6680 Ext 4503, cost and availability to be determined. The Lancaster Police Department shall determine the number of officers and vehicles assigned. Race organizers shall be required to pay the cost of these services as determined by the Lancaster Police Department.

Have you made arrangements with the Lancaster Police Department?

Yes No

5. Race Event Insurance

In addition to completing the Race Event Application and paying all required fees, applicants are required to submit an original Certificate of Insurance. A minimum of \$1,000,000, with combined single limit bodily injury and property damage for each occurrence is required.

Your insurance certificate should list the certificate holder as: City of Lancaster, Service-Safety Department, 104 East Main Street, Lancaster, Ohio 43130.

6. Acknowledgement

I, the applicant, understand that I am responsible to provide all information necessary to meet the conditions and requirements of the application process and that by providing such information it is no guarantee that my proposed race permit will be approved by the City of Lancaster. I further accept responsibility to hold free and harmless the City of Lancaster and to meet all city rules and regulations including submitting proof of proper insurance, a detailed course map, payment of all city fees (no refunds), and details for any contract services required to make the proposed race safe and successful. I verify that I have read and understand this

application and the conditions under which my request will be considered. The risk of promoting a race event before an approved race permit is issued is the sole responsibility of the applicant.

Signature: _____ Date: _____

7. Race Application Fees

See the Fee Schedule below:

Preferred Course	NON-PROFIT	NON-PROFIT (Expedited)		BASE FEE	BASE FEE (Expedited)
Less than 500 participants	\$50	\$100		\$75	\$125
Over 500 participants	\$100	\$150		\$125	\$175
Alternate Course					
Less than 500 participants	\$100	\$150		\$125	\$175
Over 500 participants	\$150	\$200		\$175	\$225

Notes: (1) Applicant will be subject to an expediting fee if filing later than 30 days prior to the race/event date. (2) The cost and availability of police support will be determined based on supplied course information. Applicant will be notified of the required cost within 15 days after submission of this application.

Cash or check are accepted.

MAKE CHECK PAYABLE TO “City of Lancaster”

Please mail or drop off this application to the
City of Lancaster, Service Safety Director
104 East Main Street, Lancaster, Ohio 43130

8. Application Checklist

Preferred Course

- Non-Refundable Application Fee
- Course Map
- Certificate of Insurance

Alternate Course

- Non-Refundable Application Fee
- Course Map
- Certificate of Insurance
- Traffic Management Plan
- Police Support (Cost and Availability to be Determined)

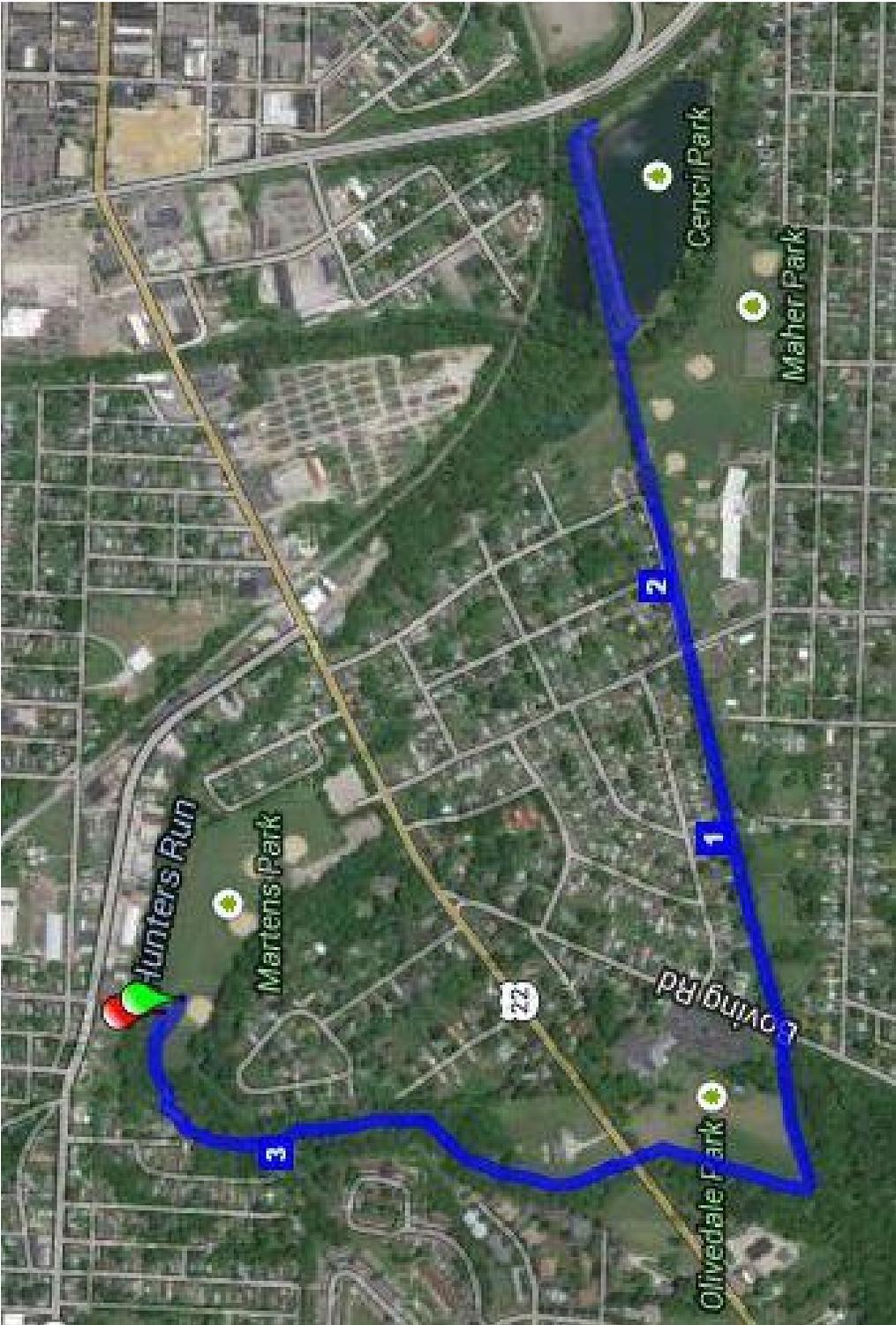
For Office Use Only:

Race Event Permit – City of Lancaster

LANCASTER POLICE DEPARTMENT AUTHORIZATION	
RACE EVENT COURSE APPROVED? YES OR NO	AUTHORIZED BY:
COMMENTS:	
NUMBER OF OFFICERS ASSIGNED:	COST:
LANCASTER PARKS DEPARTMENT AUTHORIZATION	
RACE EVENT COURSE APPROVED? YES OR NO	AUTHORIZED BY:
COMMENTS:	
LANCASTER DEPARTMENT OF TRANSPORTATION AUTHORIZATION	
RACE EVENT COURSE APPROVED? YES OR NO	AUTHORIZED BY:
COMMENTS:	
SERVICE SAFETY DEPARTMENT AUTHORIZATION	
RACE EVENT COURSE APPROVED? YES OR NO	DATE RECEIVED:
APPLICATION FEE:	RECEIPT NUMBER:
COMMENTS:	
APPROVED OR DENIED	DATE:
SSD SIGNATURE:	

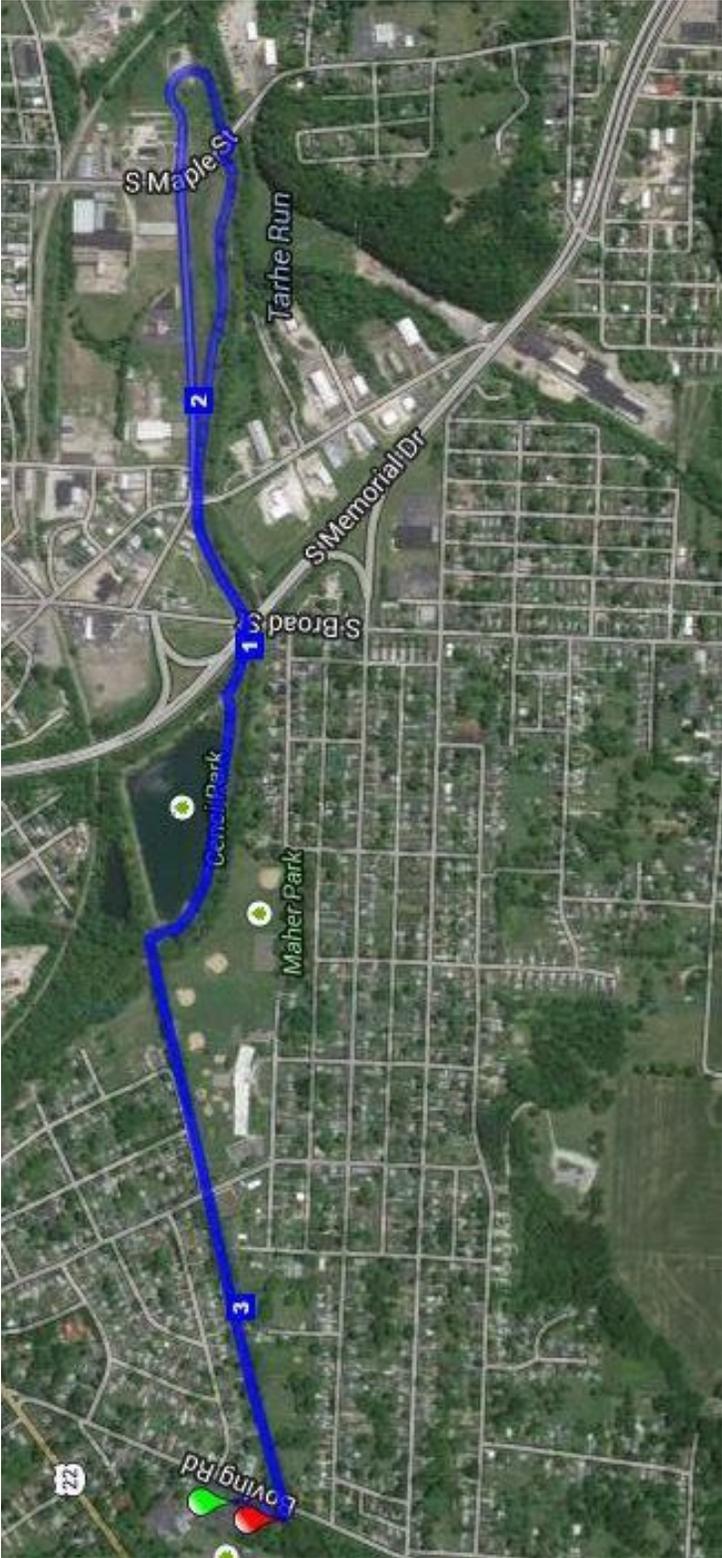
Preferred Course #1

Martens Park – Bike Path Course (Starts At Martens Park)



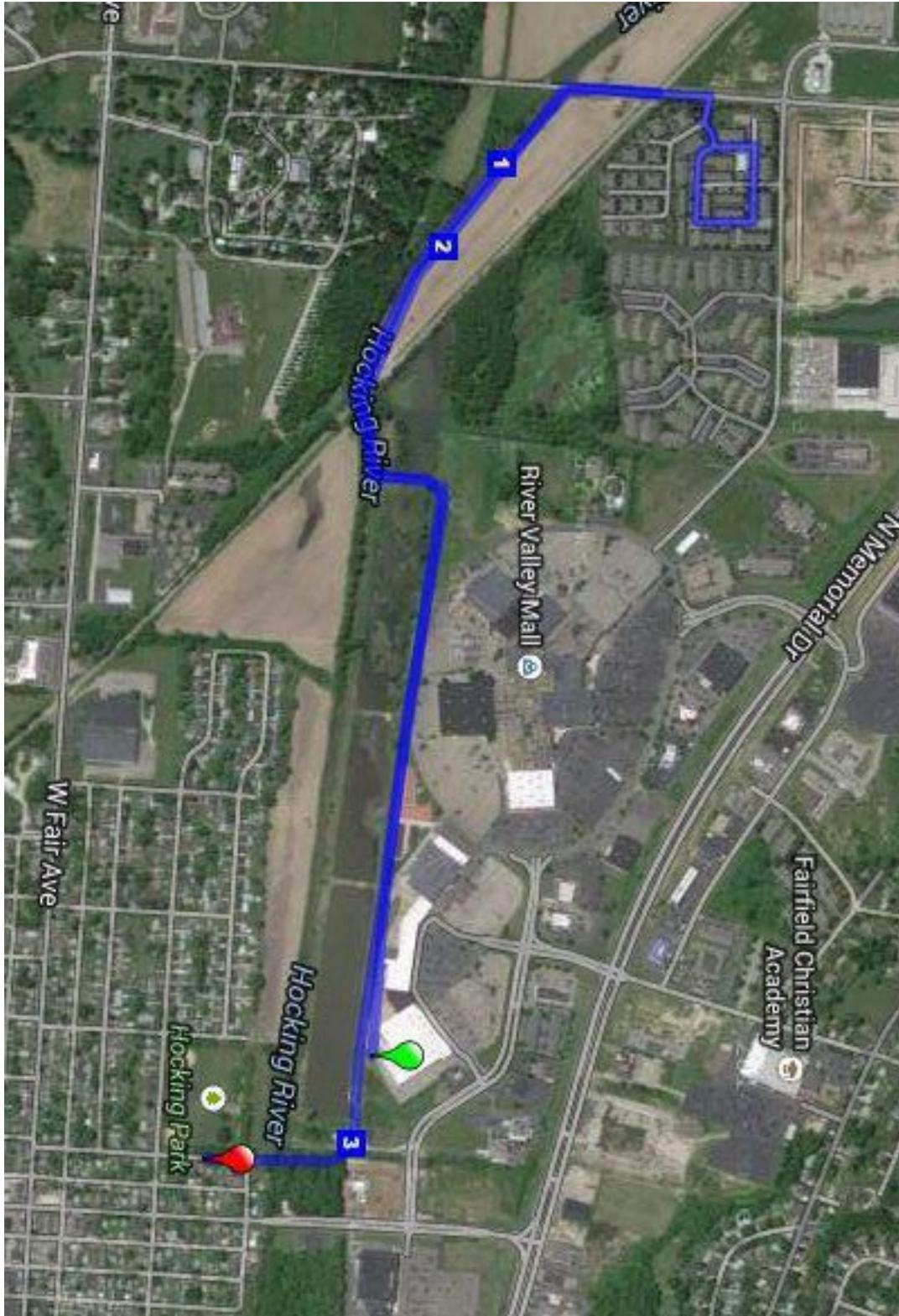
Preferred Course #2

Olivedale – Bike Path Course (Starts at Olivedale Senior Center on Boving Rd.)



Preferred Course #3

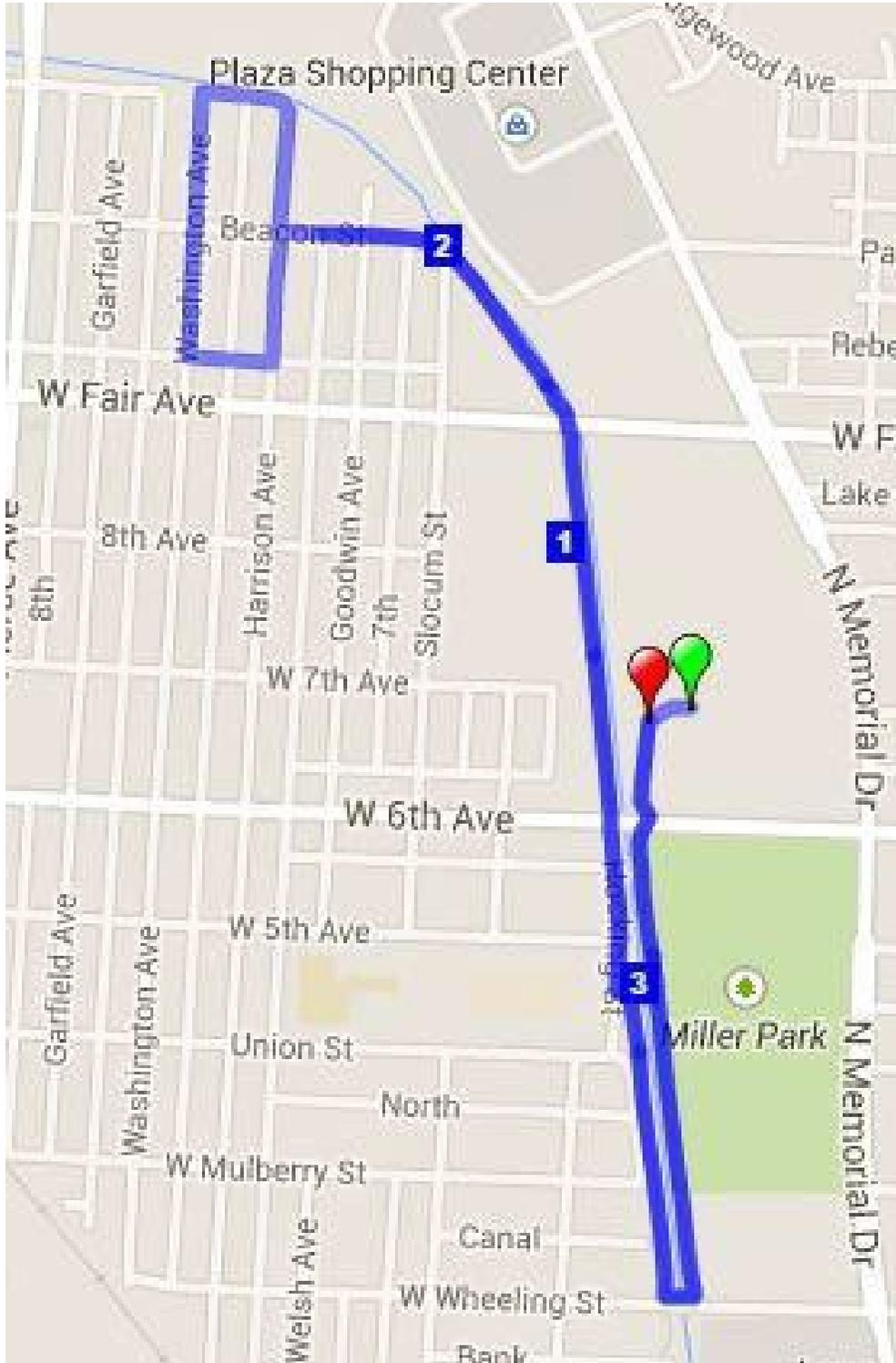
Hocking Park – Bike Path Course (Starts at Hocking Park)



Preferred Course #4

YMCA – Hocking River Course (Starts at YMCA on 6th Ave.)

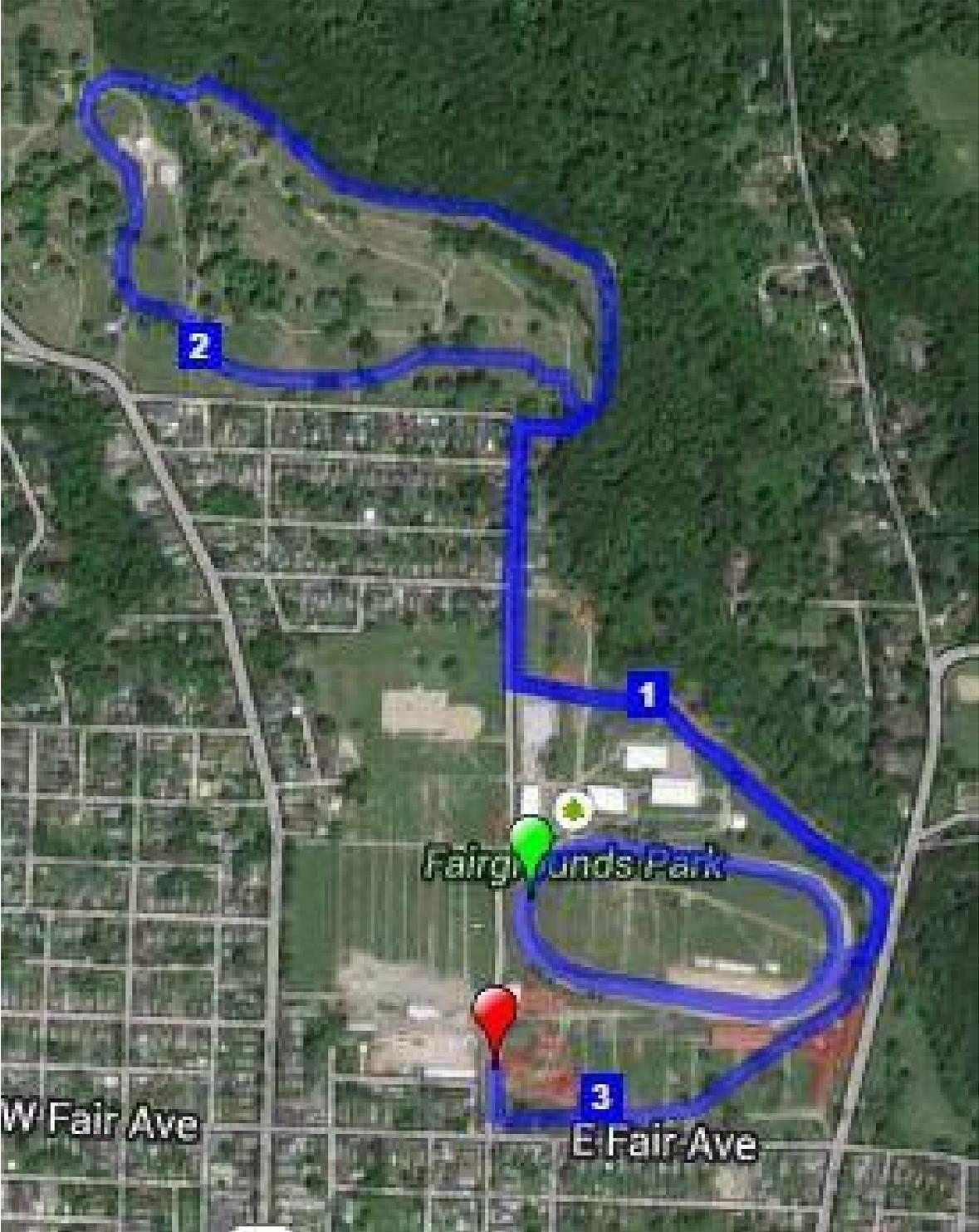
*MUST have permission from YMCA



Preferred Course #5

Fairgrounds – Forest Rose Course (Starts at Fairgrounds and utilizes Forest Rose Cemetery)

*MUST have permission from Fairgrounds



Preferred Course #6

Forest Rose – Bike Path (Starts at Forest Rose School on College Ave.)

*MUST have permission from Forest Rose, Ohio University-L, and Lancaster High School

