

APPLICANT

The applicant will be responsible for all fees and charges that are incurred by the event. Please provide a billing address.

EVENT INFORMATION

- Fill out the attached application. Include the following with your request submission: a map of the race route, race schedule, participant waiver form, first aid plan, water placement and restroom arrangements, and campus race questionnaire.
- List the day and times that you are requesting. Keep in mind to include your set up and break down time for your event. 5K race time should be no more than two hours, or a mass gathering permit from the city may be required.
- A map of the race with the route highlighted must be provided
- List any tables, tents, signs, or equipment that you will be setting up
- If you are serving food your food must be handled by someone that has a valid food handling permit. Please refer to the University of Utah Food Handling Guide found at oehs.utah.edu
- All water served to participants must come from a clean source. Any bottled water used may only be a Pepsi brand
- A copy of the Race Liability Waiver form to be signed by race participants must be provided with your application

CERTIFICATE OF INSURANCE

A [Certificate of Liability Insurance](#) may be required for your group. Certificate must be in the minimum amount of one million dollars and list the University of Utah as additionally insured. Please indicate whether your group is able to provide insurance. University groups will be required to fill out the [Campus Race Questionnaire](#).

PERSON-IN-CHARGE/ORGANIZATION DUTIES

1. Identify yourself to event participants as the person who is in charge of this event
2. Free yourself from other specific duties so you are able to generally manage all aspects of the event
3. Keep a charged cell phone with you at all times
4. Maintain emergency response and facility maintenance phone numbers
5. Be available to handle all emergency situations such as accidents or unruly participants
6. Be prepared to provide first aid to injured persons, and provide a First Aid plan
7. Be prepared to conduct emergency evacuation if necessary
8. Provide reasonable accommodations to persons with disabilities
9. Answer questions regarding drinking water, access to rest rooms, parking, etc.
10. Be prepared to cancel outdoor events in case of threatening weather or lightning, and have an inclement weather plan
11. Comply with applicable food handling guidelines, noise ordinances, etc.
12. Clean-up following the event
13. Walk the race route at least a week prior to the race to ensure there are no unforeseen construction impediments
14. Cones indicating road closures must be provided by the race organizers and a cone pattern approved by Public Safety
15. Cones or barricades may be used to mark the race course. Course markings must be removed on the day of the race or cleaning charges of \$33/hour may be assessed. Sidewalk chalk and duct tape are not allowed.

FEES

- Race Fee
- Event Services
- Public Safety Services
- Special Custodial Services / Grounds Clean-up

Race Application For Use of University Roads or Sidewalks

APPLICANT INFORMATION	Today's Date		Applicant Name:			Phone:		Fax:		
	Billing Address:			City:	State:	Zip:	Email:			
	Insurance may be required with a minimum amount of \$1,000,000 listing the University of Utah as an additional insured.									
	Group Status:		University Department	Sponsored Registered Student Organization	Affiliated RSO	Registered RSO	Non-registered Student Org	Non-university Group		
	Onsite Contact / Person-In-Charge:			Position:			Cell Phone (must be on you during the event):			
	Applicant Organization Name:			Phone:		Website:				
	Address:			City:	State:	Zip:	Email:			
Food is not allowed in classrooms. Alcohol is not permitted on campus. Cancellations must be at least 24 business hours before event to avoid fees.										
EVENT INFORMATION	Event Title:									
	Date:		Race Start/End Times:		Set-Up Start/End Time:		Streets/Sidewalks Used (Highlight route on map):			
	Structures (canopy, tables, equipment--please describe and mark locations on race routemap):							Have you filed a permit application with the city?		Yes No
	I have attached the following event details as part of my application:									
	Race Route/Map		Race Schedule		Campus Race Questionnaire		Participant Waiver			
	First Aid Plan		Water Placement		Restroom Arrangements					
	Crowd Type:		Age Group:		Estimated Size:		Event Advertising		Other:	
	University Students		17 and younger		5-50 500-1999		Banner Poles Invitations		Admission Charged: Yes No	
	University Staff		18 and older		51-150 2000-3499		Flyers Web Ads		Donations Collected: Yes No	
	Alumni		Mixed Ages		151-499 3500+		Chronicle Lawn Signs		Items Sold: Yes No	
General Public						Other (Specify: _____)		Items Given Away: Yes No		
Will you be providing a copy of a certificate of insurance in the amount of \$1,000,000 listing the University of Utah as an additional insured?							Yes		No	
Will you be serving food?		Yes No		If yes, list name of licensed caterer you are using, or provide a menu and copy of a food handling permit:						
Fees may apply. For current pricing of all services please contact the Scheduling Office at (801) 581 7854.										
Police/Security officers may be required depending on the route. Have you been in contact with Laramie Lancaster at UPD regarding this race?							Yes		No	
Special Setup/tables/trash removal may be contracted through Event Services. Will you be requiring special services?						Yes		No		
If yes, have you been in contact with Event Services?				Yes		No				
Will you be bagging and hauling your own trash to a dumpster on campus?				Yes		No				
If special parking accommodations are required, you will need to contact ucsevents@umail.utah.edu or call 801-585-7940. Have you been in contact with parking?							Yes		No	
Do not write below this line. SCHEDULING USE ONLY.										
Contract:		Sent to applicant: - Date _____			Scheduler: _____		Final Contract Received: - Date _____			