



# CITY OF LANCASTER RACE EVENT APPLICATION

THIS APPLICATION IS FOR  
WALKS, RUNS OR BIKE EVENTS

Application Date: \_\_\_\_\_

## 1. INSTRUCTIONS

The City of Lancaster requires submission of a completed Race Event Application. See Section #8 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 support documents must be included at 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 a "Non-Profit" requires the sponsoring group to have an IRS designation as a 501(c)3 organization.

## 2. APPLICANT INFORMATION

Organization Coordinating Race Event: \_\_\_\_\_

501(c)3 Number (if non-profit) \_\_\_\_\_

Charity Benefiting From Race Event Proceeds: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Race Coordinator Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Race Web Site: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 3. RACE EVENT OPERATIONS

Name of Race Event: \_\_\_\_\_ Anticipated Participants: \_\_\_\_\_

Type of Race Event:  Running Race  Walk A Thon  Bike Race  Pet Event  Other \_\_\_\_\_

Preferred courses are attached and posted on-line at: [www.ci.lancaster.oh.us](http://www.ci.lancaster.oh.us)

Will you be using a preferred course?  Yes  No Course Name: \_\_\_\_\_

**COURSE DETAILS** (Check all that apply):  Private Property  Sidewalk  Trail  Park  Street

Race Event Date: \_\_\_/\_\_\_/\_\_\_ Registration Time: \_\_\_ AM or PM to \_\_\_ AM or PM  
Race Start Time: \_\_\_ AM or PM End Time: \_\_\_ AM or PM

Is this a timed event?  Yes  No Is this a certified course?  Yes  No

**4. RACE EVENT COMPONENTS**

**PARKING:** Describe the parking arrangements you have made for staff, volunteers and race participants:

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**TEMPORARY STRUCTURES:** Describe any type of temporary structures to be used: \_\_\_\_\_

**TRAFFIC CONTROL AIDS REQUESTED:** Barricades  Number \_\_\_\_\_ Cones  Number \_\_\_\_\_

Have you made arrangements with Lancaster Department of Transportation?  Yes  No

**CLEAN UP/LITTER MANAGEMENT:** You are responsible for all trash/waste generated by the race. Describe how you will collect and remove trash generated at your race: \_\_\_\_\_

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**POLICE:** Have you made arrangements to hire Lancaster Police Officers?  Yes  No (IF REQUIRED)

*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.*

**FIRST AID SERVICES:** Will you be providing on-site first aid? \_\_\_\_\_ Who is your provider? \_\_\_\_\_

**CONTACT NUMBERS:** Parks: 740-687-6651 LDOT: 740-687-6668 Police: 740-687-6680 x506

**5. COURSE LOCATION**

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. Please identify which course your event will utilize in Section 3 of this application.

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 – see Section 6 for course map requirements. If your race event is utilizing 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.

**6. COURSE MAP**

You **MUST** attach a map of your selected course (*from the City’s preferred set of courses*) or your proposed course map to this Race Event Application. New course maps can be prepared on websites such as [www.mapmyrun.com](http://www.mapmyrun.com), [www.runmyroute.com](http://www.runmyroute.com), [www.runningahead.com](http://www.runningahead.com) and Google Maps.

**PLEASE CLEARLY IDENTIFY THE ITEMS BELOW:**

- An outline of the entire race event venue including names of all streets or areas that are part of the venue, the intersections impacted and the approximate time span. Indicate the direction of travel, start and finish lines.
- The location of all first aid providers, barricades, portable restrooms, trash receptacles and other temporary items.

**7. RACE EVENT INSURANCE**

In addition to completing the Race Event Application and paying all required fees, applicant is 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.**

**8. APPLICATION FEES**

<b>Preferred Course</b>	<b>NON-PROFIT 501 (c) 3</b>	<b>NON-PROFIT (Expedited) 501 (c) 3</b>	<b>BASE FEE</b>	<b>BASE FEE (Expedited)</b>
Less than 500 participants	\$50	\$100	\$75	\$125
Over 500 participants	\$100	\$150	\$125	\$175
<b>Alternate Course</b>				
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.*

**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, Rm 102, Lancaster, Ohio 43130**

**9. ACKNOWLEDGEMENT/SIGNATURE**

*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.*

**Applicant’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**10. RACE EVENT CHECKLIST**

**IF USING A CITY PREFERRED COURSE, SUBMIT THE FOLLOWING:**

- \_\_\_ Non-refundable Race Event Application Fee
- \_\_\_ Course Map, from attached set (See Section 6)
- \_\_\_ Certificate of Insurance

**IF USING AN ALTERNATE COURSE, SUBMIT THE FOLLOWING:**

- \_\_\_ Non-refundable Race Event Application Fee
- \_\_\_ Course Map (See Section 6)
- \_\_\_ Traffic Management Plan
- \_\_\_ Certificate of Insurance
- \_\_\_ Police Support Requested (cost/availability TBD)

FOR OFFICE USE ONLY		
<b>LANCASTER POLICE DEPARTMENT AUTHORIZATION</b>		
RACE EVENT COURSE APPROVED? YES OR NO	NUMBER OF OFFICERS ASSIGNED:	
COMMENTS:		
AUTHORIZED BY:	COST:	
<b>LANCASTER PARKS DEPARTMENT AUTHORIZATION</b>		
RACE EVENT COURSE APPROVED? YES OR NO	AUTHORIZED BY:	
COMMENTS:		
<b>LANCASTER DEPARTMENT OF TRANSPORTATION AUTHORIZATION</b>		
RACE EVENT COURSE APPROVED? YES OR NO		
COMMENTS:		
<b>SERVICE SAFETY DEPARTMENT AUTHORIZATION</b>		
DATE RECEIVED:	APPLICATION FEE:	
RACE EVENT COURSE APPROVED? YES OR NO		
COMMENTS:		
APPROVED: YES OR NO	SSD SIGNATURE:	DATE: