



City of Aurora Walks & Runs Events on City Property Permit Application

Any organization requesting municipal approvals of services, assistance, or other support for a run/walk event, needs to completely fill out this application and provide a copy of the route(s) and all other information in full regarding the run/walk event, and attaching any other necessary documentation. Submittal of the application does not guarantee approval. Organizations are limited to one request per year. Applications submitted without all of the necessary information/ documentation will be returned. **This application needs to be submitted at least 90 days prior to the event.**

Section A. Event Organizer Information

- Name of Sponsor Organization: Aurora University Date: 9/22/14
- Status (x one): Not for Profit 501 (c) 3 School Private for Profit Other: _____
- Organization Address: 347 S. Gladstone Ave
- Contact Name: Sarah Radtke Email: srادتke @ aurora.edu
- Business Phone: 630 803 4116 Cell Phone: 630 844 5113 Fax#: _____

Section B. Event Description

- Name of Event: 5th Annual Athletic Training 5K Date of Event: 3/25/17
- Describe Purpose of Event: 5K to raise \$ for NATA Ed. + Research
- Event Set-Up Time From: 6 AM To: 9 AM Event Hold Time From: 9 AM To: 10 AM Event Breakdown Time From: 10 AM To: 11 AM
- Event Type (x all that apply) Run Walk Other (describe): _____
- Distance (x all that apply): 5K 10K Half Marathon Full Marathon Other: _____
- Expected Participants 150 # of Staff/Volunteers 30 # of Past Years Held 4 # of Participants Last Year 130

Section C. Event Logistics

1. Security Plan 12 APD, 2 AU

The Aurora Police Department will review this application to determine the number of officers that may be required to provide traffic control and safety for this event.

Does the event have an additional security plan? Yes No

If yes, please specify the details: All Campus Safety Officers
Provide Security on site

2. Medical Assistance Plan

What is the event plan for providing medical assistance? Certified Athletic Trainers
City of Aurora Run/Walk Event Permit Application on site

Section C. Event Logistics (continued)

3. Street Closures

Will streets need to be closed? Yes No

If yes, please specify the details: The past 2 yrs police have "controlled" traffic, but did not close streets

4. Barricades

Will you need barricades? Yes No Purpose: _____

Amount: _____ Day Needed Placed: _____ Time needed placed: _____

5. Parking

What is the event plan for parking? Plenty of on campus parking

6. Clean Up

Will you need cardboard trash bins? Yes No # Requesting: _____

If you will be using a dumpster, please provide the contact, phone number, and name of the company delivering the dumpster: _____

7. Electrical Service

Are you requesting electrical service? Yes No

What do you need? _____ Equipment utilized? _____

8. What is the event plan inclement weather? Alumni Hall will be emergency shelter

Section D. Entertainment, Promotions, and Additional Information

A Music Festival Permit is required for live music with attendance over 350 people.
The City Clerk's Office must be contacted regarding a Musical Festival Permit and fee.

1. List names of performers and entertainment groups: _____

2. Describe other entertainment/activities planned for your event: _____

3. How will your event be promoted? TV ___ Radio ___ Newspapers ___ Posters Flyers
Facebook Twitter ___ Website ___ Additional Information _____

4. Food: Prepared food may require a permit. Contact (630) 444-3040 or www.kanehealth.com.

5. Commercial Tent Permit: Call Building & Permits for permit application instructions and fees.

9. Fees

Will there be a registration charge for this event? Yes No

List the fee amount for each category of registration that is applicable to this event.

Early: \$25 Regular: _____ Day of/On Site: \$30
Adult: \$25 Seniors: 25 Students/Youth/Kids: 10 Other: _____

City of Aurora Run/Walk Event Permit Application

This application, with a detailed site plan attached, and any other applicable documents as outlined herein, must be received in the Community Services Dept. no later than 90 days prior to the opening day of the event. Late or incomplete applications may be denied. Mail application to **City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL 60505**, or send by email to kmaurice@aurora-il.org or fax to **(630) 256-3379**. The application will be reviewed and if complete, it will be forwarded to the appropriate Divisions, Departments, and Committees for consideration of approval.

HOLD HARMLESS CLAUSE: The run/walk event sponsor hereby agrees to indemnify and hold harmless the City of Aurora, Illinois, its agents, public officials, officers, employees, and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Aurora acting within the scope of their employment. Further, the run/walk event sponsor agrees to indemnify the City of Aurora and any of its agents, public officers, officials or employees and authorized volunteers for any attorney's fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for run/walk/bike permit.

INSURANCE REQUIREMENTS: Proof of insurance is required of all run/walk event sponsors prior to the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a certificate of insurance along with your completed application to the City of Aurora Community Services Dept., 44 East Downer Place, Aurora, IL. 60505, or send by email to kmaurice@aurora-il.org or fax to (630) 256-3379. Coverage shall be from reputable insurance companies in amounts acceptable to the City of Aurora. **Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.**

PERMITTED USE OF PUBLIC PROPERTY: Whereas the run/walk event sponsor agrees to use the public property at Streets surrounding Aurora in Aurora, Illinois known as West Aurora, for staging of 5K University the City of Aurora does hereby agree to permit for use, these premises for the date(s) of 3/25/17 through 3/25/17. Sponsor does hereby agree to conduct only that business/activity which is described in the run/walk permit application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and or/pavement.

LIABILITY WAIVER: The run/walk event sponsor agrees for itself and/or its employees, agents or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Aurora, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Aurora acting within the scope of their employment.

AUTHORIZED SIGNATURES: I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulation outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility, and all other aspects of staging a run/walk event in the City of Aurora, as outlined herein. **I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed run/walk event.**

Permit applied for and all terms and stipulations agreed to by:

Sarah Rachtke
Name (please print)

Sarah R
(Signature)

Signatory Title (if applicable)

Sharon M. Maxwell
VP for Finance

9/22/16
Date

12/6/16

EMERGENCY PLAN AND PROCEDURES FOR THE AURORA UNIVERSITY ATHLETIC TRAINING 5K

Personnel: At least two ATC's and around 20 athletic training students to help with the medical staff. Other volunteers could be of great assistance.

Emergency Equipment: A "crash kit" with disposable airway and resuscitator, pocket mask, and AED.

Emergency Access: The athletic trainer on site or the Aurora Police, if on the course, will make the call. If an athletic trainer is not to be found, the member of the medical staff who encounters an athlete in need of emergency access will contact EMS.

Procedures: The Athletic Trainer will assess the nature and severity of the injury. If the Athletic Trainer is not available, an Athletic Training Student/Representative of the medical volunteers will assist the injured runner.

When the Athletic Trainer has determined that the runner can be safely moved, the runner will be assisted off the course and to the medical tent. The Athletic Trainer will perform an injury evaluation and notify the patient of the findings.

If the runner cannot be moved safely, the Athletic Trainer will instruct a designated person to contact EMS (911). After EMS has been contacted, they should wait for EMS at the start/finish line to direct EMS to the injured individual. It may not be possible to send an individual to the entrance of the course to direct EMS to the location.

Your location is Aurora University

347 South Gladstone Ave.

Aurora, IL 60506

Medical personnel present will stabilize the runner and make them as comfortable as possible until EMS arrives.

An institution representative and/or family member should escort the runner to the hospital.

Once the runner has been transported or the decision made to keep them overnight in a medical facility, the race coordinator will be contacted and advised of the situation. In the event the injury is considered serious or life-threatening, the race coordinator can decide whether to contact the emergency contact, if the runner has not already consented to contacting such individual.

The Athletic Trainer will follow up with the medical facility in regard to injury status. Aurora University Athletic Training Staff will appropriately document all injuries.

INCLEMENT WEATHER

On day of the race the Athletic Training Staff will check the local weather forecast for severe weather, including thunderstorms and tornados. If the local weather forecast indicates the possibility to severe weather, the Athletic Training Staff will monitor the weather closely.

Thunder and lightning always occur together whether or not the thunder is heard or the lightning is seen. In the event that severe weather strikes during the race the Athletic Training Staff, is responsible for suspending the race.

In the event that severe weather strikes during the race the medical staff has the final authority on whether or not to suspend the race. If severe weather strikes (lightning, thunder or tornado), the medical staff is responsible for directing runners and bystanders to safe areas. By the time the flash-to-bang count approaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or location. To use the flash-to-bang method, an individual begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash in miles.

Safe areas for Aurora University include the buildings adjacent to the Spartan Terrace, including Alumni Hall, and personal automobiles that are not convertibles. In the event that individuals cannot move to safe areas before severe weather strikes, individuals should be directed to low areas, and instructed to crouch down, with only the balls of their feet touching the ground. Individuals should avoid being in contact with, or in proximity to, the highest point of an open field or on the open water. Individuals should not take shelter under or near trees, flag poles or light poles. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (crouched on the ground, weight on the balls of their feet, feet together, head lowered and ears covered). Individuals should not lie flat on the ground.

The NATA recommend that all activity be suspended for at least 30 minutes after the last sign of severe weather (sound of thunder or lightning flash) has passed.

Important Telephone Numbers

Sarah Radtke: 630-803-4116

Heather Poffenberger 815-735-7945

Directions to Local Medical Facilities

Mercy Provena Hospital – (630) 859-2222

1. Go north on Randall Road and take RIGHT onto Indian Trail Rd.
2. Take left onto N Highland Ave.
3. Hospital on left.

Rush Copley Medical Center--(630) 978-6200

1. Go south to Prairie Street and take left.
2. Turn right onto W Lake Street/IL-31.
3. Merge onto US 30 East toward Joliet.
4. Turn left onto US Highway 34/US-30 East and continue onto US-34 East.
5. Hospital will be on the left.