

City of Crossville Policy for 5K/10K/Fun Run Events on City-Owned Property

1. Purpose

The purpose of this policy is to establish standardized procedures and requirements for any individual, organization, or entity (“Sponsor”) requesting to host a 5K, 10K, Fun Run, or similar running event on City-owned property or rights-of-way. This policy is not intended for 5K/10K/Fun Run Events requested as a Street Closure. This policy ensures the safety of participants, protects City property, and provides consistency in event review and approval.

2. Application & Approval Process

2.1 Application Deadline

All requests to hold a running event must be submitted a minimum of 60 days prior to the proposed event date.

2.2 Approval Authority

Approval to hold an event is granted at the City Manager’s discretion, based on a recommendation from appropriate City Department Staff (such as Police, Fire, Leisure Services, and Public Works).

2.3 External Authorizations

If the proposed event route or activity requires approval or authorization from another entity (e.g., TDOT, County Government, private property owner, or other agency), City approval is contingent upon the Sponsor obtaining that authorization and providing documentation to the City prior to final approval.

2.4 Application Fee and Clean Up Deposit

A non-refundable \$25 application fee must accompany each event request. Applications will not be processed until the fee is paid.

A refundable deposit in the amount of \$250 must be paid prior to the event. The deposit will be refunded after the event if clean up is not required by City staff. A request must be made by the event organizer for the deposit to be refunded.

3. Insurance Requirements

3.1 Liability Insurance

All Sponsors must obtain and maintain a minimum of \$1,000,000 in general liability insurance for the event.

3.2 Additional Insured

The City of Crossville must be listed as an Additional Insured on the insurance certificate.

3.3 Proof of Insurance

A certificate of insurance must be submitted no later than 7 days prior to the event date. Failure to provide timely proof of insurance will result in denial or revocation of the event approval.

4. Application Requirements & Event Guidelines

The event application must include the following information:

1. **Event Name & Description**
Brief explanation of the event scope and purpose.
2. **Proposed Event Date & Time**
Include start time, end time, and any setup/takedown periods.
3. **Proposed Route**
 - Detailed map of the route
 - Start and finish locations
 - Any road crossings or street closures required
 - Location of water stations or first-aid stations (if applicable)
4. **Estimated Number of Participants**
Include runners, volunteers, vendors, and spectators.
5. **Sponsor Information**
 - Legal name of organization or individual
 - Contact person
 - Mailing address, email, and phone number
6. **Safety Plan**
 - Plan for traffic control (if applicable)
 - Medical/emergency response plan
 - Volunteer placement or staff support
7. **Parking & Restroom Planning**
Provide details about parking arrangements and restroom access for participants.
8. **Cleanup Plan**
Sponsor must outline how post-event cleanup will be handled. The Sponsor is responsible for all cleanup and any costs related to damages.
9. **Other Required Approvals**
Documentation of approval from other entities, if required.

5. Sponsor Responsibilities

- Comply with all City ordinances, rules, and regulations.

- Ensure participant and public safety during the event.
- Coordinate with City staff regarding traffic control needs, barricades, signage, and emergency access requirements.
- Maintain all required insurance throughout the event.
- Leave City property and right-of-way in clean and undamaged condition.

6. Revocation of Approval

The City reserves the right to revoke event approval at any time if:

- Insurance requirements are not met.
- External approvals are denied or revoked.
- Public safety concerns arise that cannot be mitigated.
- The Sponsor fails to comply with City rules or application requirements.

7. Effective Date

This policy shall take effect immediately upon approval by the City Council and shall remain in effect until amended or rescinded.