

## HUTCHINSON CITY COUNCIL POLICY – 8

**SUBJECT:** EVENTS ON PUBLIC STREETS, PARKS AND TRAILS

**DATE:** May 15, 1997  
Revised: July 12, 2004

**PURPOSE:** Fun runs/walks and temporary sales are rapidly growing as a fund raising activity for organizations and groups. Participation in these events on public streets, parks and the trails have increased substantially, making it necessary to provide a safe, well coordinated and controlled environment for the conducting of these events.

### **POLICY:**

- Section 1. Any organization, group, etc. wishing to sponsor or conduct a parade, a fun run/walk, a dance or any other event on the streets of the City of Hutchinson or on city property such as parks and the trail must comply with the following:
- A. The City Manager will consider requests for events on public streets, parks and city property after receipt of a completed application form attached hereto as Exhibit A. The completed application must be submitted to the City Managers' office 14 days prior to the planned event, along with the necessary insurance and course layout information.
  - B. Sponsor shall hold the City harmless from and indemnify it against all claims of liability arising, in any way, from use of city streets or parks by the sponsor or its participants. Sponsor shall further secure and maintain in force a policy of comprehensive general liability with a combined single limit of \$1,000,000. A certificate evidencing such insurance shall be furnished to the city.
  - C. All pavement markings shall be done only after consultation with the street or park superintendent or their designated representative.
  - D. All applications must be reviewed by the Police Department and Public Works Department prior to final approval by the City Manager.
  - E. Event organizers must be aware that access to public facilities (golf course, ball fields and swimming pool) in Carey and Rice Parks during activities/events will be a requirement and may require additional manpower to ensure continued access to these facilities during the run. Event organizers must be aware that approval to use public streets, parks and trails is not an exclusive privilege and public access to these areas must be maintained.
  - F. The City of Hutchinson will bill race organizers police officer's overtime rate plus fringe benefits for each additional officer required as a result of a run/walk held outside of Carey Park over the number normally required for runs held within Carey Park. If no additional officers are required above normal shift levels no charges will be assessed. All other events, except as specified in paragraph (G), which require police security as determined by the Police Chief shall reimburse city for such costs. The City Manager shall have the right to require advanced payment of such services.

G. No city personnel cost will be assessed for parade events or events sponsored by the city.

Section 2. **Trail Restrictions. In addition to the before mentioned provisions, the following restrictions apply to scheduled events on the trail system:**

- A. No hooved animals are permitted on the trail or in City parks.
- B. No unauthorized motorized vehicles are permitted on the trail.
- C. Cereal malt beverages and alcoholic beverages are prohibited on all city trails.
- D. Activities are not permitted before 7:00 a.m. or one-half hour after sunset. Dances are not allowed on the Jim P. Martinez Sunflower Trail.
- E. Placement of temporary facilities (i.e., portable toilets, concession stands, water stops, etc.) must be submitted with Exhibit B and approved by the Public Works Director or his designee.
- F. For any event that crosses the following trail points, the event sponsor is responsible for providing personnel to direct participants away from public roadways for the duration of an event at: 17th Avenue, 11th Avenue, 2nd Avenue, and 1st Avenue. Additional sites for participant traffic control may be required as determined by the Police Chief. All expenses are to be paid by the sponsor subject to Section 1(F).
- G. The trail system must be accessible to the general public during the duration of the scheduled event.
- H. Portions of the trail system are subject to flooding. Therefore, the city cannot guarantee accessibility along the entire length of the system.

Section 3. All disputes concerning the proper interpretation of this policy shall be resolved by the City Manager whose decision shall be final and conclusive.

**CITY OF HUTCHINSON**  
**125 E. Avenue B**  
**Hutchinson KS 67501**  
**PERMIT APPLICATION FOR USE OF PUBLIC STREETS/SIDEWALKS**  
(Parades, Walks, Runs, Etc.)

1. \_\_\_\_\_  
Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_  
Time (From - - To) \_\_\_\_\_
2. \_\_\_\_\_  
Name and address of sponsoring organization \_\_\_\_\_ Telephone Number \_\_\_\_\_
3. \_\_\_\_\_  
Event Coordinator \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Mailing address of event coordinator \_\_\_\_\_  
E-mail of event coordinator and sponsoring organization \_\_\_\_\_
4. \_\_\_\_\_  
Proposed Event Location and Route (ATTACH MAP OF ROUTE)
5. Estimated Number of Participants \_\_\_\_\_
6. Are additional traffic control devices needed (i.e. barricades, etc.)?  
Yes \_\_\_\_\_ Explain \_\_\_\_\_  
No \_\_\_\_\_
7. Will a street sweeper be required (animals in parade, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_  
Note: No hooved animals are allowed in City parks.
8. Will a sound amplification system be used? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, contact the City Manager's office for a sound permit. List type and location of system:  
\_\_\_\_\_  
\_\_\_\_\_
9. **INSURANCE IS REQUIRED:** Name of Insurance Company \_\_\_\_\_  
(ATTACH COPY OF CERTIFICATE OF INSURANCE). **NOTE:** Without insurance documentation naming the City of Hutchinson as the insured, no permit will be issued by the City of Hutchinson.

\_\_\_\_\_  
Applicant's Name/Signature

\_\_\_\_\_  
Date

**CITY OF HUTCHINSON, KANSAS**  
**125 E. Avenue B**  
**Hutchinson KS 67501**  
**APPLICATION FOR TRAIL ACTIVITIES**

- 1. \_\_\_\_\_  
Event \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Time (From – To) \_\_\_\_\_
- 2. \_\_\_\_\_  
Name and Address of Sponsoring Organization \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
Event Coordinator \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_ Mailing Address of Event Coordinator \_\_\_\_\_  
\_\_\_\_\_ E-mail of Event Coordinator and Sponsoring Organization \_\_\_\_\_
- 4. \_\_\_\_\_  
Proposed Event Location and Route (ATTACH A MAP OF ROUTE)
- 5. Estimated Number of Participants \_\_\_\_\_
- 6. Are additional traffic control devices needed (i.e. barricades, etc.)?  
Yes \_\_\_\_\_ Explain \_\_\_\_\_  
No \_\_\_\_\_
- 7. Will a street sweeper be required (animals in parade, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_  
**Note:** No hoofed animals are allowed in City parks.
- 8. Will temporary facilities be used (portable toilets, tables, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list location and type \_\_\_\_\_
- 9. Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, applicant may need to meet Reno County Health Codes).
- 10. Will water be tapped? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, list source and location of tap):  
\_\_\_\_\_

11. Will electricity be tapped? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, list source and location of tap):  
\_\_\_\_\_
12. Will a sound amplification system be used? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, contact the City Manager's office for a sound permit. List type and location of system:  
\_\_\_\_\_  
\_\_\_\_\_
13. **INSURANCE IS REQUIRED:** Name of Insurance Company \_\_\_\_\_  
(ATTACH COPY OF CERTIFICATE OF INSURANCE). **NOTE:** Without insurance documentation naming the City of Hutchinson as the insured, no permit will be issued by the City of Hutchinson.

\_\_\_\_\_  
Applicant's Name/Signature

\_\_\_\_\_  
Date